TEAMS

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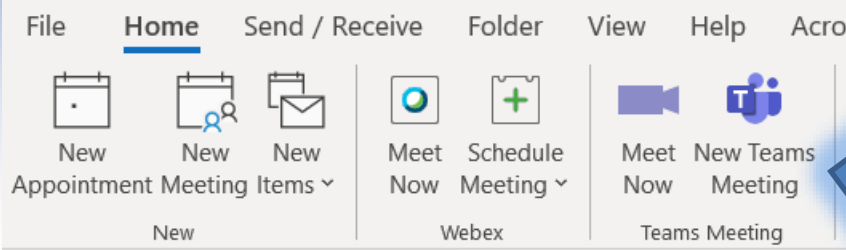
# Are you using TEAMS now?

Instant Messaging

Group Messaging

Meetings

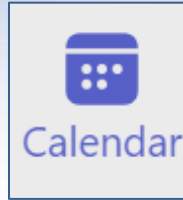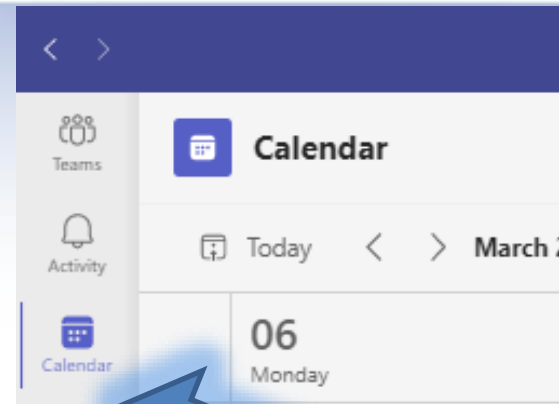**Collaborations**

Teams within TEAMS

TEAMS Meetings

Use your Outlook tool bar to schedule Team meetings

Invitees can click the 'Join here to join the meeting' link and they will to be taken to a page where you can choose to either join on the web or download the desktop app. If you already have the Teams app, the meeting will open there automatically.

Microsoft Teams meeting

Join on your computer or mobile app
Click here to join the meeting
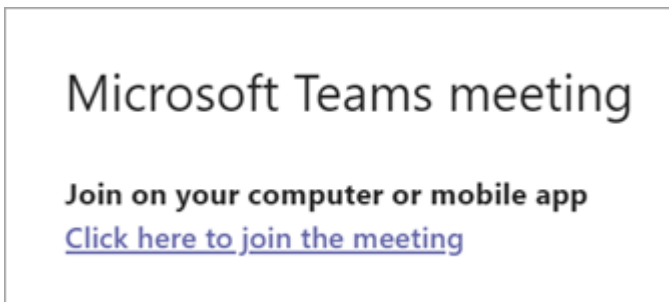
TEAMS Calendars

The Microsoft TEAMS Calendar feature offers another great way to collaborate with different groups inside or outside of your office.

Each of the members of the assigned group can add meetings or events to the calendar and it will automatically be viewable to all members of that group.

Example: Management Calendar –Members could be grade 10 staff and above. Tracking vacations, Conferences, Substitute Judges, meetings, Projects like a new courthouse or budget timelines etc.

When a Calendar event has been created in Outlook e-mail, it will also appear in the shared calendar in TEAMS and vice versa.

Teams Demo Prep - Clerks Assoc Meeting April 4
Microsoft Teams Meeting
Mike Riggs

Teams within TEAMS

A **team** is a group of people gathered to get something big done in your organization. Sometimes it's your *whole* organization.
Teams are made up of **channels**, which are the conversations you have with your teammates. Each channel is dedicated to a specific topic, department, or project.
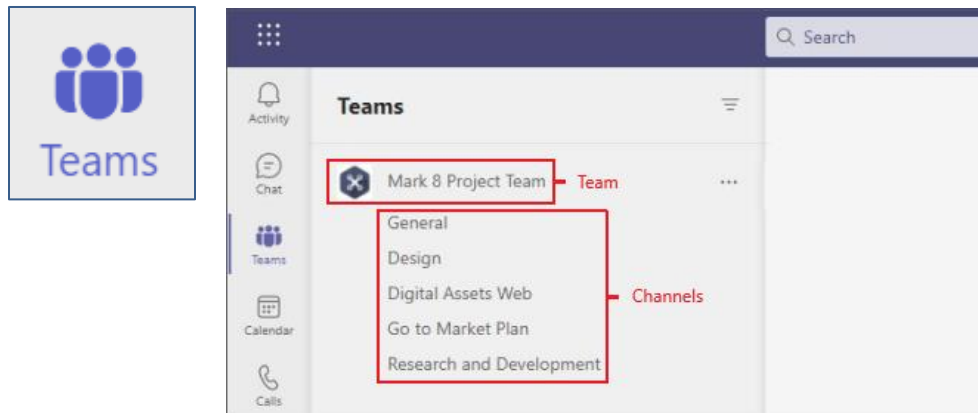
A shared channel is a place to collaborate with people inside and outside your team or organization. People outside your org can participate in a shared channel without switching orgs

Fredericksburg General Court Use of TEAMS

2020 threw us for many loops, staff scheduling was certainly one of them. Personally in Fredericksburg, I was pulling my hair out trying to find a catch-all option that all staff had access to, was flexible to changes, and easy to use.

TEAMS Channels allowed my staff to communicate in new and efficient ways on focused topics. Whether in the office or remotely, the office still ran smoothly as one unit. Ex: We use division-specific, Management, and Employee Appreciation channels.

TEAMS Shifts were a game changer. It must be said, this is not for every office and might be more work than it is worth depending on the office need.

How do you know if Shifts is best for your office? Are you revising your schedule's regularly, wasting paper, or sending emails out to your staff weekly about schedules? Or perhaps you feel you are spending more time than you should in figuring out when people are off and who is left to cover a shift. TEAMS Shifts is a great tool to help.
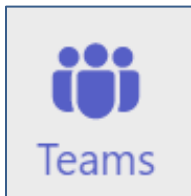
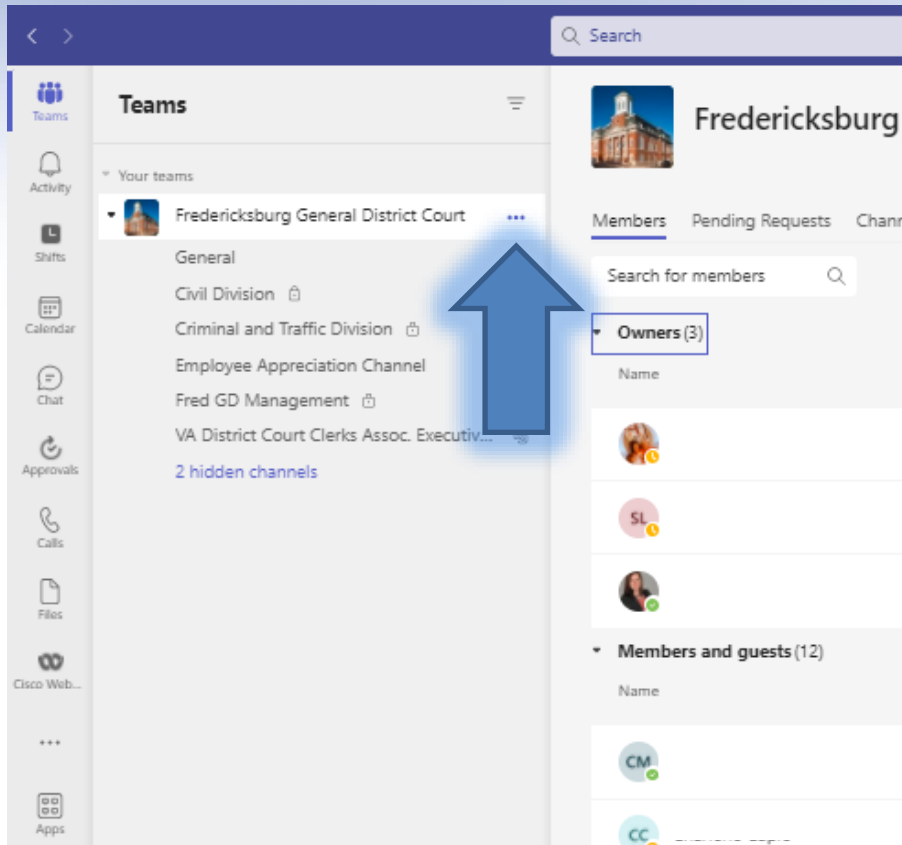# Fredericksburg General Court Use of TEAMS
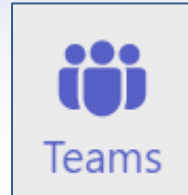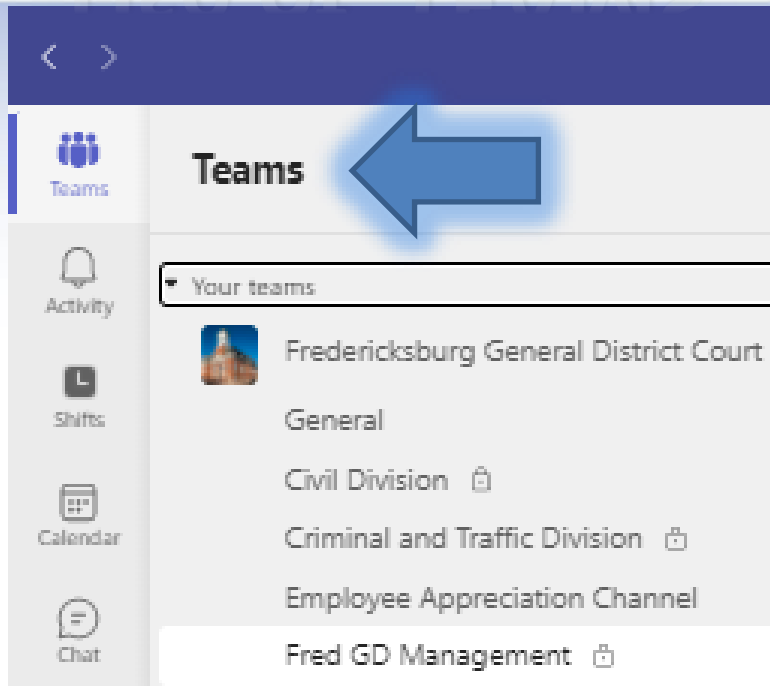
Microsoft TEAMS Channels
Teams as a collaborative platform allows the flexibility to break down your team members into specific **channels.** This can be helpful when you want to focus conversations related to a topic, project (Ex: new courthouse), assigned role (Ex: management), or for courts a division (Civil for example).

You can have private channels (will display a lock next to the channel name) that you only assign to specific people or public channels that all members of your team can view. You can be a member of multiple channels as well.
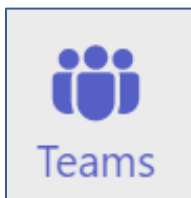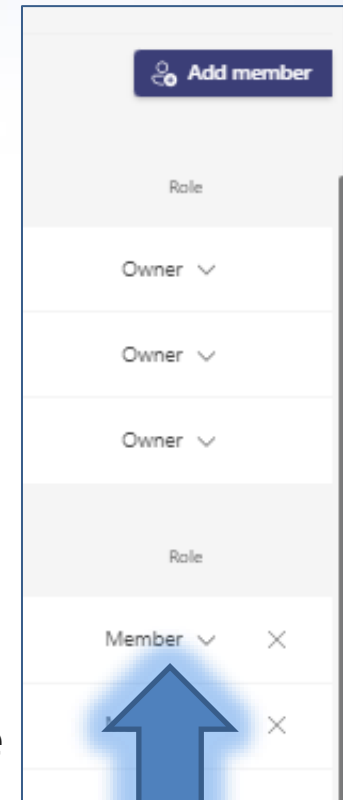
Fredericksburg General Court Use of TEAMS

Microsoft TEAMS Channels

To view/add/remove members
Click on the three dots next to your team name. (ex: Fredericksburg General District Court).

Then add/review your current owners, Members and Guests and their permissions. You can assign roles as appropriate by using the pull-down menu.
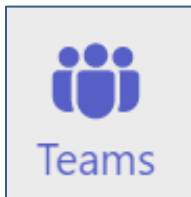
Fredericksburg General Court
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Microsoft TEAMS Channels

Review settings and permissions

Be sure to set up your channel the way you want from the beginning. Making a channel private for example is only an option when you first set it up. You can also add a team picture to make your channel stand out.

Members can also control notifications should the channel become too cumbersome or distracting.
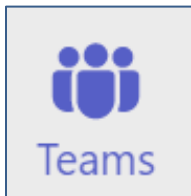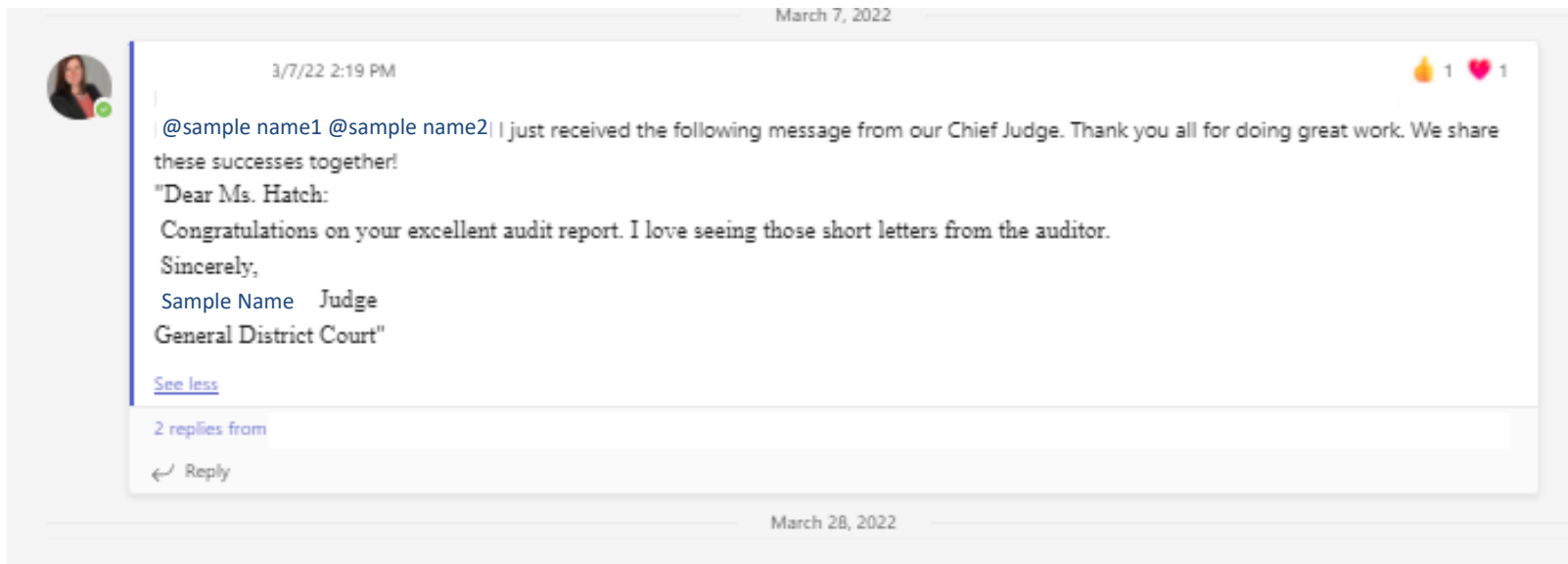
Teams

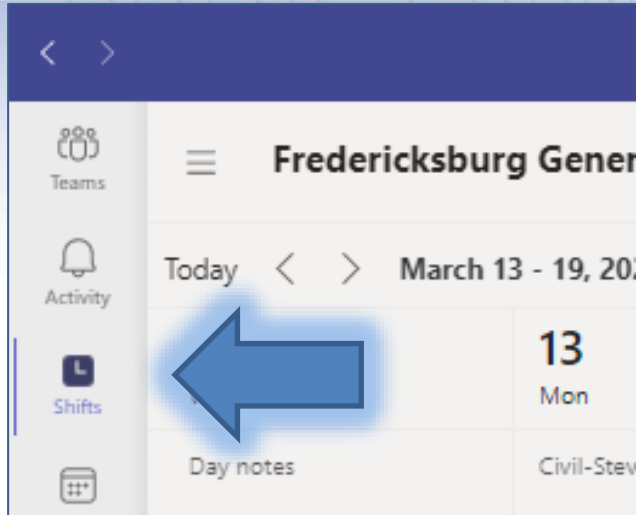# Fredericksburg General Court Use of TEAMS

Microsoft TEAMS Channels

Use tagging to draw attention to your channel. You can type @ and the name of your channel or a specific person to highlight on their channel there is a new message. Employees can reply with messages, emojis or like/love reactions. Below is an example of tagging in an Employee Appreciation Channel Message.

March 7, 2022

3/7/22 2:19 PM   🔥 1   💗 1

@sample name1 @sample name2 I just received the following message from our Chief Judge. Thank you all for doing great work. We share these successes together!
"Dear Ms. Hatch:
Congratulations on your excellent audit report. I love seeing those short letters from the auditor.
Sincerely,
Sample Name   Judge
General District Court"

See less

2 replies from

↩ Reply

March 28, 2022

Teams

# Fredericksburg General Court Use of TEAMS

Microsoft TEAMS Shifts

Shifts allows those with permission, the ability to build shifts, manage leave, add/remove staff members, and create groups based on division, job type etc. You can also have staff clock in/clock out.
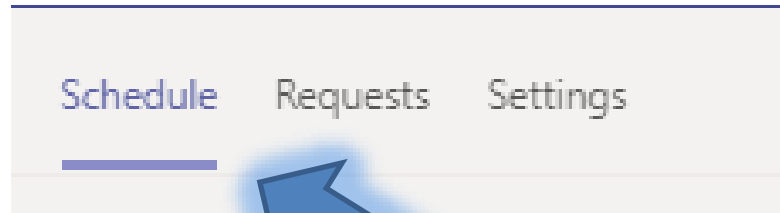
Schedule: First make sure that you click on schedule a the top of the page while in shifts to get started with managing your people in shifts.

Fredericksburg General Court Use of TEAMS
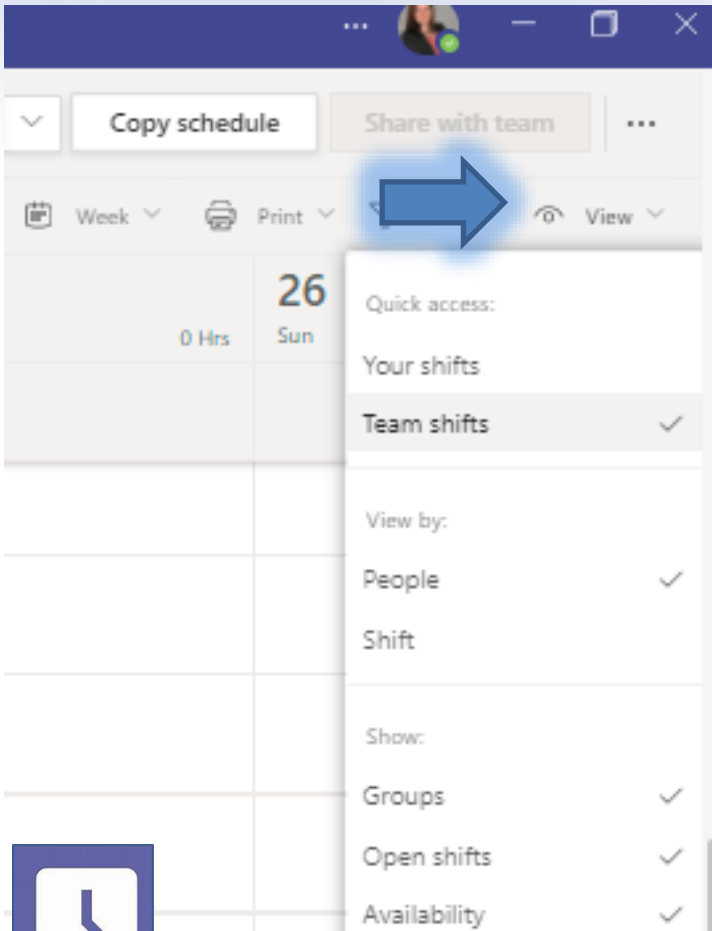
View: You have the flexibility to view **"Your shifts"** or **"Teams Shifts".** The "Team Shift" view allows you to view what shifts are covered, who is off and what is still needing to be assigned. There is also a **day, week or month view** of the schedule to suit your needs.

Fredericksburg General Court Use of TEAMS

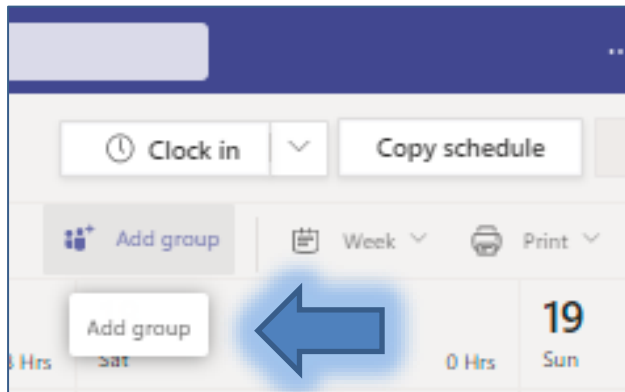**Adding Groups and people to groups.**

You can manage your people however makes the most sense for your office.

In my office, I have my groups broken up by Judges, Management, Civil Division, and a Criminal/traffic Division.

First "add" and assign a name to your group. Then click on "add people" to start managing members of that new group.

Click on **"Add Group"** to build your division and start adding people.
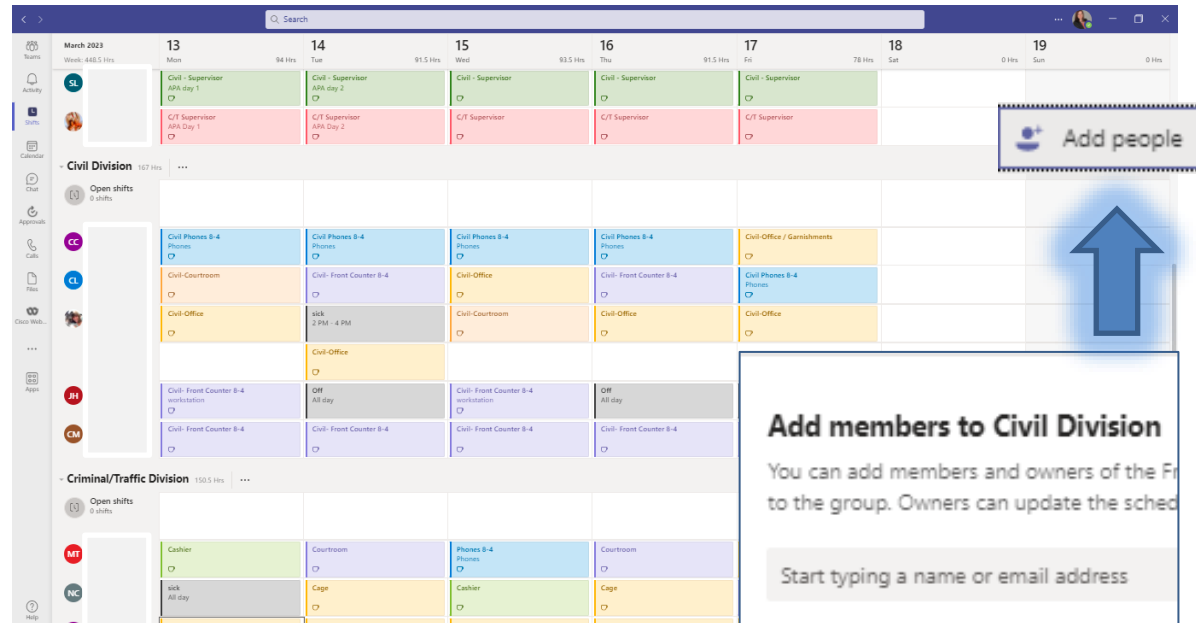
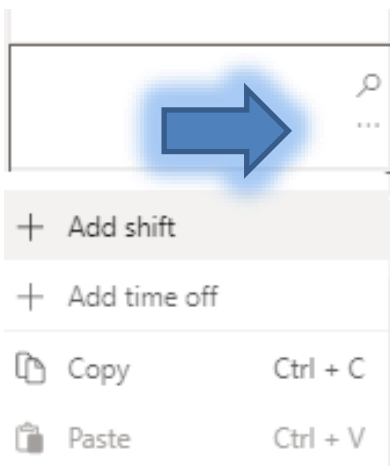# Fredericksburg General Court Use of TEAMS

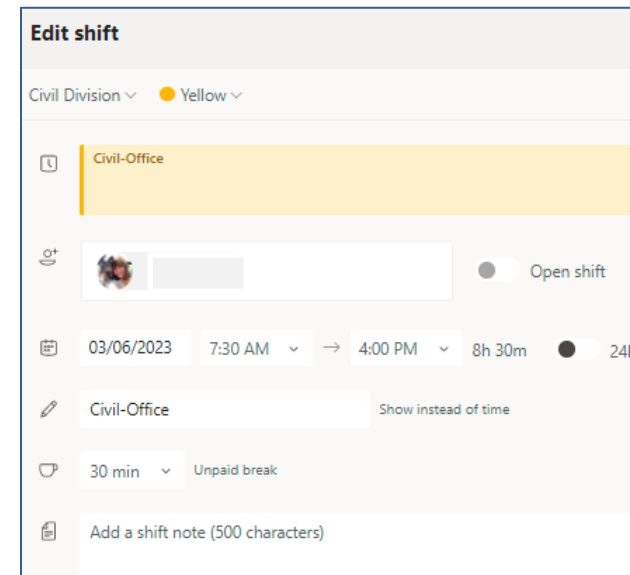## Creating shifts for your staff.

Now that you have all of your staff assigned to their preferred divisions, let's create their shifts. I find working with the week view the easiest but do what works best for you. The simpler the better, especially when you are just getting started. You might want to just outline working 8-4:30 Civil Division at first for example just to log who is in and out of the office. You are not only adjusting to this new tool but all of your staff are as well. Ease into it, then when comfortable, add more if needed.

Click on three dots on date you want to add a shift.

Edit Shift:

It can be as simple or detailed as you like. You can also assign a color to a shift position or group. *Ex: Courtroom all day shift (purple). OR 8-noon Phone (blue) and noon-4 front counter (yellow).*
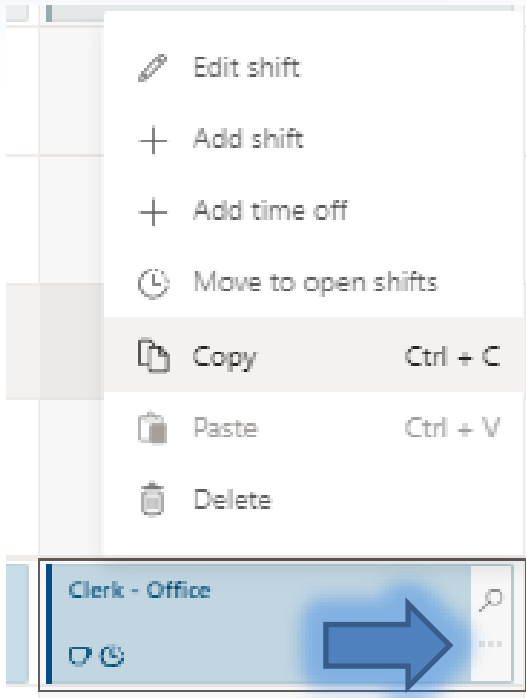
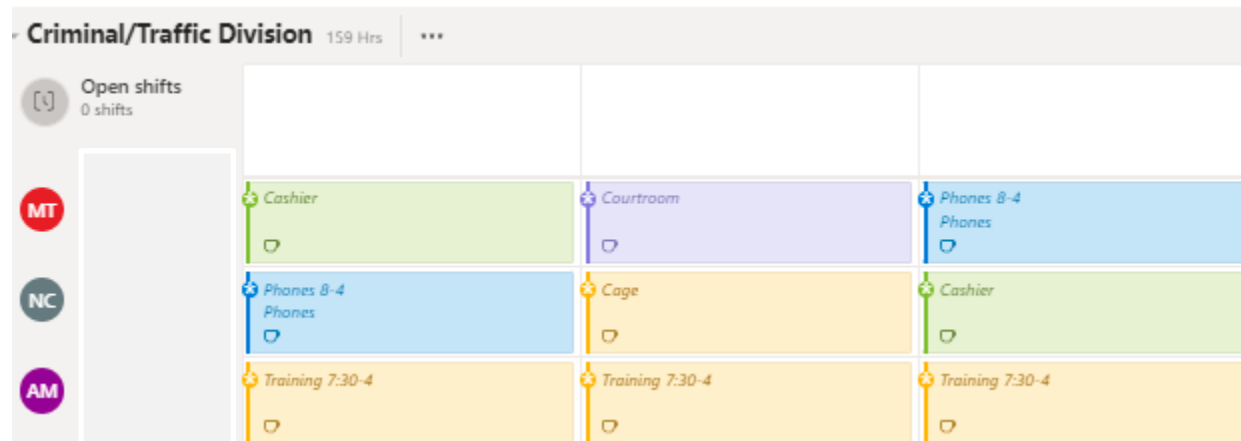# Fredericksburg General Court Use of TEAMS

Editing and copying shifts for your staff.
Now that you know how to create a shift, here is how you can edit, delete or copy Shifts.

Click on the three dots on the shift you want to modify and an option menu will appear.

You can also click on copy and paste frequently used shift positions to make setting up your staff shifts a breeze. Ex: Phones, Courtroom
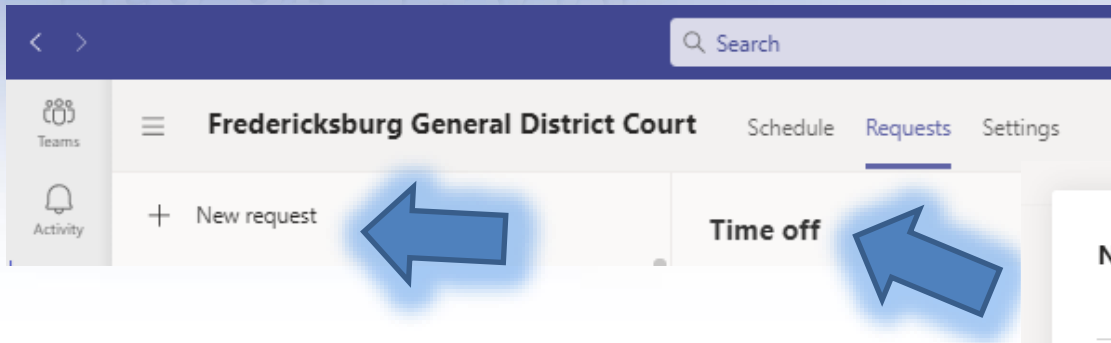
Fredericksburg General Court
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When you have created all of your shifts you can share with your staff.
The asterisk means these shifts have not been published yet. If you hit share too early, you can also recall schedules.
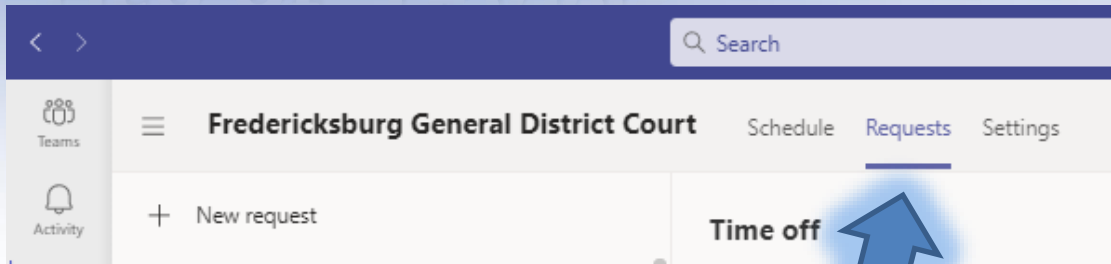
Fredericksburg General Court Use of TEAMS

Time off requests in shifts.

What I love about it is the flexibility. When a staff member needs time off, they will submit a request in teams and the staff with supervisor permissions will see the request and can approve or deny it. Staff can choose to see only their own shifts or can select the option to view all shifts to know if their date requested will cause an issue with scheduling so they can avoid or alert their supervisor to reassign that shift.

Fredericksburg General District Court | Schedule | Requests | Settings

+ New request

Time off

New request

Time off | Swap | Offer

All day

Start date: 3/10/2023

End date: 3/10/2023

Reason

Note

Add a note (optional)

Cancel | Send request

Fredericksburg General Court Use of TEAMS

Requests-Management View Buttons to Deny or Approve. Also an area to ad an optional note.

Time off requests in shifts.
There is a "swap" or "Offer" tab in the leave request area to assist with reassigning these open shifts. *(optional)*

Managers can review and approve or decline pending leave requests.

Interested in Learning More?

The product experts (Microsoft) and others have put together a series of very helpful videos and tutorials that do a great job at getting you where you want to go with TEAMS. You can find most everything TEAMS related here:

https://support.microsoft.com/en-us/teams

If you are interested in setting these features up, please contact via e-mail: mriggs@vacourts.gov

It is hoped this information is helpful in making your staff schedules and collaboration of teams much easier to manage.

NOTE: The Department of Judicial Services (DJIT) can set offices up with this feature, on an as-needed basis. Because of Microsoft's robust online assistance, they do not provide detailed technical support on how to use all the features available. Please refer to online Microsoft TEAMS training videos and FAQs for help

Summary and Questions

There is a recorded training video available on the OESINET (intranet).

oesinet/courtadmin/djit/video/teams_l100.mp4

Questions ???

Comments ?

Applause ?