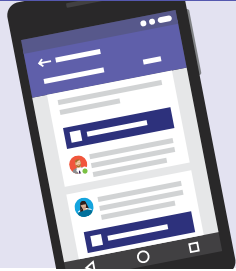




# Flexible Working with Microsoft Teams

## A Day in the life of Daria

Meet Daria, a **Project Manager** who uses **Microsoft Teams** to collaborate, create, and be more productive throughout her day from home or anywhere.

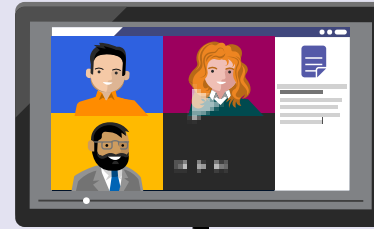


### 8:45 AM

Daria starts her workday at home, by checking the **Activity Feed** in **Microsoft Teams** to see if she has received any notifications that require an action from her side.

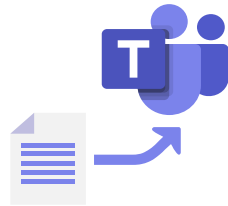
### 9:00 AM

After her morning coffee, she opens the **Microsoft Teams** mobile **app** to join the daily check-in **meeting** for her team.



### 10:15 AM

Daria continues her work on her laptop and makes her **PowerPoint** presentation on adoption strategy. Then she **uploads** the presentation in her teams' **Microsoft Teams** space to work on it with her colleague Mark for preview.



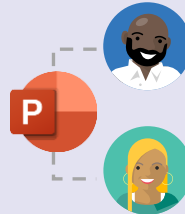
### 10:45 AM

Because Mark is on his daily walk, he opens the document in **Microsoft Teams Mobile App** and reviews the first draft of the presentation through the **PowerPoint Mobile App**. He **adds comments** in the presentation, which needs to be shared with her colleague in the afternoon.



### 1:00 PM

Coming back from lunch, Daria connects her laptop to the Wi-Fi. She will see all the comments or modifications Mark did in the presentation. Now she is ready to share it with her manager, Olga in the appropriate Microsoft Teams channel and **@mention** her to grab her attention.



### 1:30 PM

After Olga's review, Daria and her colleague Mark **co-edit** the presentation **in real time** once again to finalize it. They can easily work on a single version of the presentation together and changes are automatically saved – no more wasting time on work getting lost!

### 3:00 PM

Daria **@mentions** the whole team in the **Microsoft Teams channel** informing them that the Adoption Strategy presentation is ready and asks for **feedback**. She plans a **catch-up meeting** for the next day via **Outlook** using the **New Teams Meeting** button in the calendar ribbon.



### 4:00 PM

Daria has her 1:1 with her manager, Olga. They both connect directly in Microsoft Teams via their **Teams Meeting** they have already setup. By turning on the camera, it feels like a **face to face meeting** where everyone can participate in an inclusive way, even remotely.



### 5:00 PM

Daria reviews her team's tasks for the rest of the week in **Microsoft Planner**, which she has set up for them in **Microsoft Teams**.



### 5:30 PM

At the end of the day, Daria has a 1:1 **Microsoft Teams** call to chat with her colleague, Pawel and update him on what happened that day and share a 'virtual tea' together.