

Teams Helpful Tips

Best Practices

- Use Teams to collaborate with coworkers for specific projects with an end date
- Keep your Teams small - under 30 people
- Keep your Teams active – set deadlines for tasks to achieve your goals
- Create new Teams as needed – try them when a new project comes your way
- Let old Teams expire – remember they should only exist while the project/effort is active

What Teams is for

- Messaging via Team chat - a great alternative to email for quick communication
- Working on a specific project with certain coworkers with a limited time frame
- Collaborating on the creation or updating of mission-critical documents
- Assigning tasks with a clear deadline to Team members
- Participating in meetings via audio and/or video

What Teams is NOT

- A Team site is NOT a place to store records or static documents
- A Team site doesn't necessarily need to be a mirror of your department or Division

Things to know

- Every 6 months at least one owner of the Team must renew the Team or it will be retired/deleted
- After 1.5 years from the last modified date, content from any Team will be automatically deleted
- Any records or documents that need to be kept should be on your department G drive or (coming soon) your Department's SharePoint site.
- The first time you use Teams you may see a security alert pop up. Click Cancel

