## Microsoft Teams for Remote Workers

This document contains references to resources that will assist in the rapid adoption of Microsoft Teams, and enable a productive, engaged, and connected remote workforce.

**Guidance for HR, corporate comms, managers, team leads**

[Staying productive while working remotely with Microsoft Teams](https://www.microsoft.com/en-us/microsoft-365/blog/2020/03/10/staying-productive-while-working-remotely-with-microsoft-teams/)

**Guidance for IT admin, end user comms, and user enablement**

[Support remote workers using Microsoft Teams](https://docs.microsoft.com/en-us/microsoftteams/support-remote-work-with-teams)

[FastTrack Resources Hub](https://www.microsoft.com/en-au/fasttrack/resources) (email templates, posters, banners, flyers etc)

**IT Admin Readiness**

[Admin training for Microsoft Teams](https://docs.microsoft.com/en-us/microsoftteams/itadmin-readiness)

**End User Enablement**

[Teams Quick Start Guide](https://download.microsoft.com/download/D/9/F/D9FE8B9E-22F5-47BF-A1AB-09539C41FCD0/Teams%20QS.pdf)

[Microsoft Teams Video Training](https://support.office.com/en-us/article/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7)

[End User Training for Microsoft Teams](https://docs.microsoft.com/en-us/microsoftteams/enduser-training)

[Training video playlist](https://www.youtube.com/playlist?list=PLXPr7gfUMmKzR7_jXN5s886apYoHNC3Xk) (YouTube):

* [Say Hello to Microsoft Teams](https://www.youtube.com/watch?v=5AUOnizqALQ) (16 mins)
* [Get Started with Microsoft Teams](https://www.youtube.com/watch?v=SMZuHDpINfo) (1 hour)
* [Run effective remote work meetings with Microsoft Teams](https://www.youtube.com/watch?v=bK6ArmNdseo) (45 mins)
* [Take Teams to the Next Level](https://www.youtube.com/watch?v=lzoqvshdJvw) (Part 1 - Effective Workspaces – 26 mins)
* [Take Teams to the Next Level](https://www.youtube.com/watch?v=2XwnE-36FvQ) (Part 2 - Get More from Teams – 1 hour)

|  |  |
| --- | --- |
| **Remember:** Users can access training from within Teams: |  |

**Other Resources:**

[Keeping Teams up and running - Microsoft’s commitment to customers during COVID-19](https://www.microsoft.com/en-us/microsoft-365/blog/2020/03/05/our-commitment-to-customers-during-covid-19/)

[Work remotely, stay secure - guidance for CISOs](https://www.microsoft.com/security/blog/2020/03/12/support-working-from-home-securely/)