

# Microsoft Teams

## Day in the life - Human Resources

Meet Allan, an HR professional who uses Microsoft Teams to collaborate, and communicate all day long.

**7:45 AM**

Starts the day at home by checking the Activity Feed for notifications from channels he follows and where he's been @mentioned.



**8:30 AM**

While commuting, uses the Microsoft Teams smartphone app to join the daily status meeting for the Event Planning Team.



**9:30 AM**

Allan accesses the recruiting events spreadsheet in the Files tab and works with other team members to co-edit in Excel.



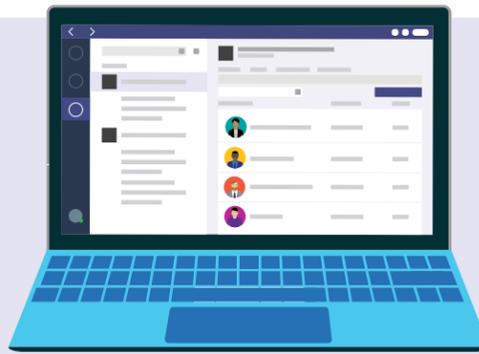
**10:30 AM**

He saves the executive coach CV and presentation into the Leadership Retreat Planning channel for review by the broader team.



**11:45 AM**

Creates a new College Recruiting channel within the HR team. Posts link to the draft schedule and invites key team members to provide feedback.



**12:00 PM**

Adds event management guests to the team.

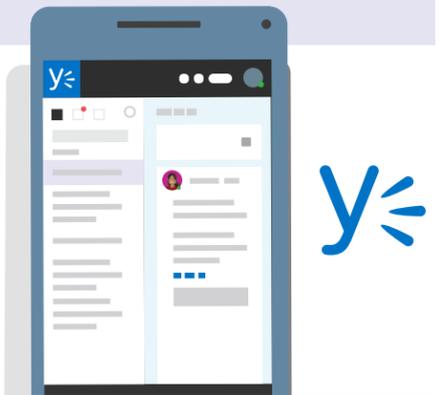
**1:00 PM**

Double booked, so he uses Teams to review meeting notes in OneNote and watches the latest executive townhall.



**1:45 PM**

Reads the latest Yammer news about employee engagement via the Teams connector. Pops over to Yammer to participate in the conversation.



**3:00 PM**

Checks the planner tab to ensure assigned tasks and due dates are completed for key milestones for the upcoming event.



**4:00 PM**

Uses the Stream tab to share event-location video shot by interns. Adds video topic to the team conversation in the Leadership Retreat Planning channel.

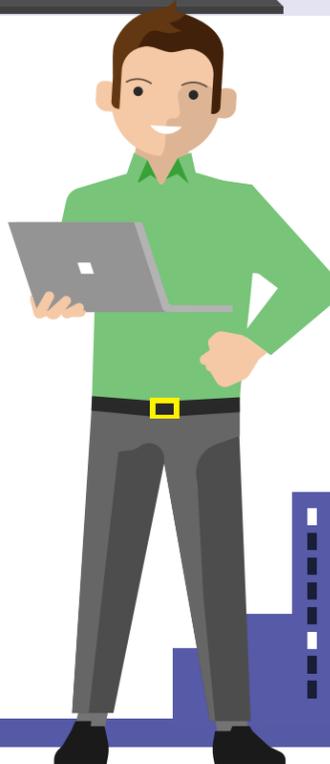
**4:30 PM**

Uses the Hootsuite link on the Social Media channel to review new content and checks the latest industry specific news.



**7:30 PM**

After dinner, Allan searches Teams to locate all conversations and files related to the event in preparation for tomorrow's Leadership Retreat planning meeting.



**5:15 PM**

To coordinate arrival and departure times for the event, Allan adds Kayak bot to Teams to help team members search for flights and hotels, then heads home.



Download the Teams app on your PC and mobile today. >

Microsoft