

# 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.

@Allan

**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.



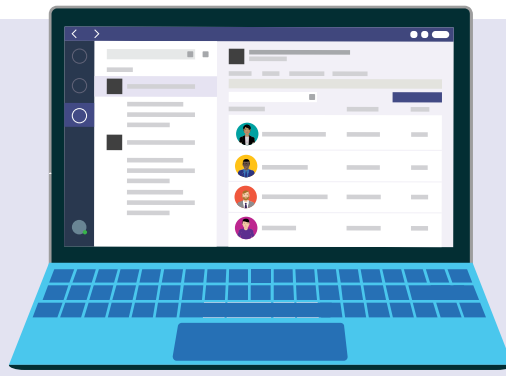
**10:30 AM**

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.

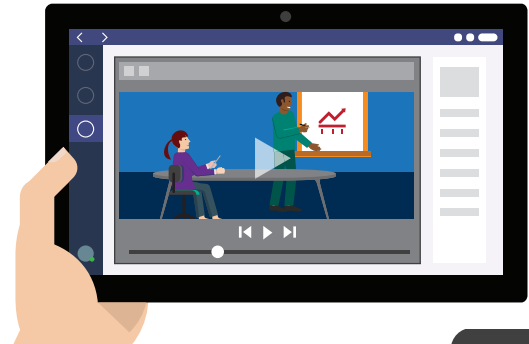


**12:00 PM**

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.

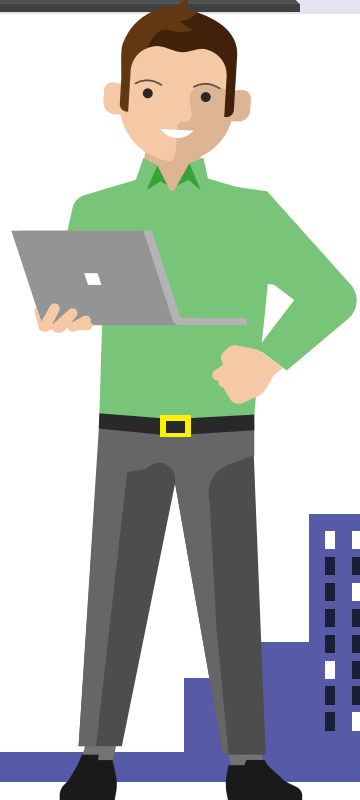
**4:30 PM**

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.

