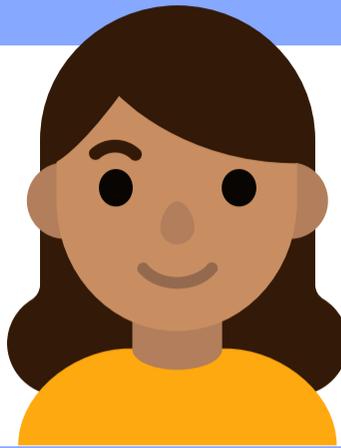


10 GENERAL ETIQUETTE TIPS FOR TEAMS USERS



We're all members of teams, both at UCT and sometimes at external organisations too. So we need to be mindful of other people's personal preferences, time constraints, and work style. Poor communication practices cast a bad light on both you and the organisation as a whole. We've come up with some etiquette tips for Teams users to help you avoid pitfalls and make optimal use of this amazing tool.



Always check your spelling and grammar before posting a message.



Use full sentences and avoid typing in CAPS.



Use emojis, where applicable, to express yourself better.



Respect each other's opinions.



Be sure to check a colleague's availability before chatting to them.



In official communications or meeting chats, always try to keep messages short and to the point.



Respond promptly when you can. If you don't have time to offer a full response to a message, indicate this and tell the person when they can expect a full reply.



Avoid talking about work related to a project or task in a private chat. Rather keep the conversation in the channel post.



Not everyone may love Teams as much as you do, so be mindful of who uses it. If necessary, send an update email to those who prefer working by email.



When responding to messages, be sure that the information you provide is factually correct. If you're unsure, state it so that your colleagues know to verify what you're saying. Include relevant links where applicable.