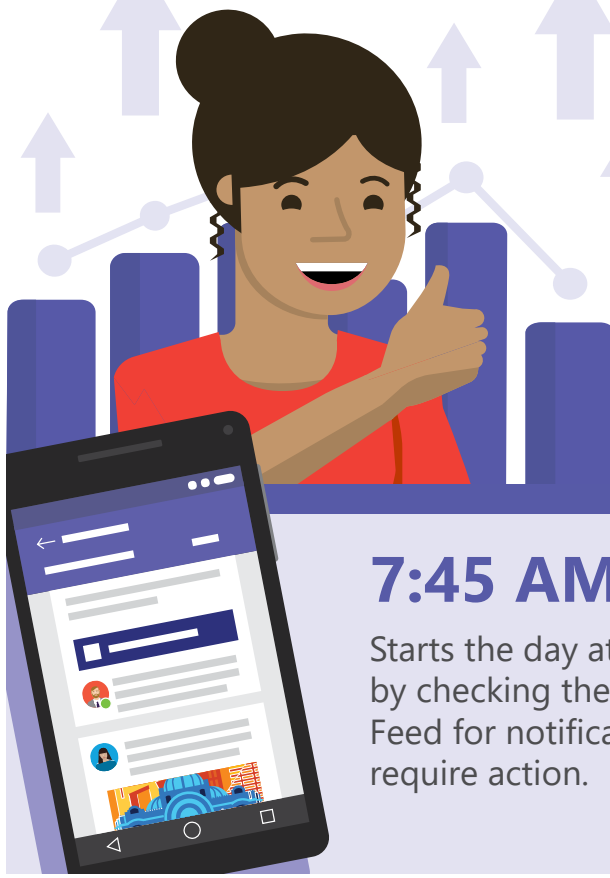## Microsoft Teams

Day in the life - Marketing

Meet Pam, a marketing professional who uses Microsoft Teams to collaborate, create, and be more productive all day long.

7:45 AM

Starts the day at home by checking the Activity Feed for notifications that require action.

8:30 AM

While commuting, uses the Microsoft Teams smartphone app to join the daily status meeting for the Event Planning Team.
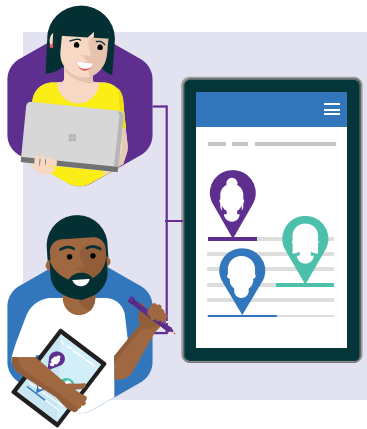
9:30 AM

From her office, Pam accesses the latest product launch deck in the Files tab and works with other team members to co-edit in PowerPoint.
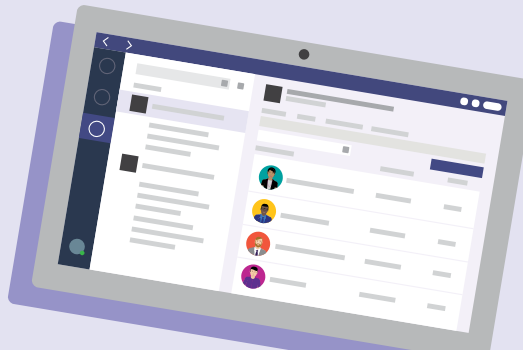
10:30 AM

Forwards logistics and scheduling email from vendor to Event Planning channel, so the team can collaborate on the OneDrive-linked Excel worksheet.

11:45 AM

Creates a new Public Relations channel within the marketing team; posts link to the draft news release and invites key team members to provide feedback.
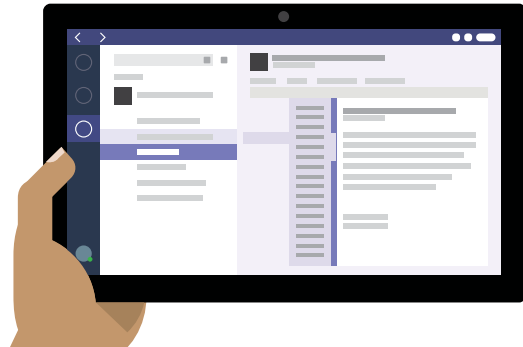
12:00 PM

Adds Adobe Creative Cloud links to the Creative channel and gives secure guest access to people from the agency creative team.
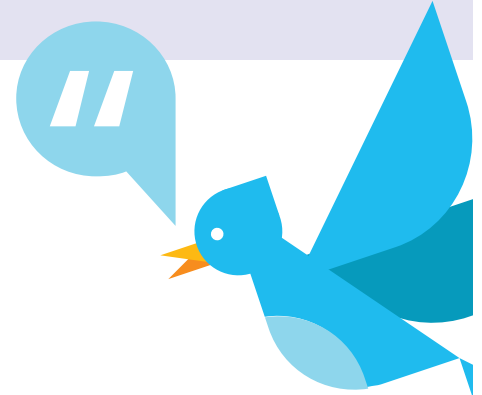
1:00 PM

Double booked, so she uses Teams to review meeting notes in OneNote and watches the latest executive town hall.

1:45 PM

Consumes latest Twitter news in channel and used the Twitter connector in Teams to monitor event hashtags and review customer feedback.
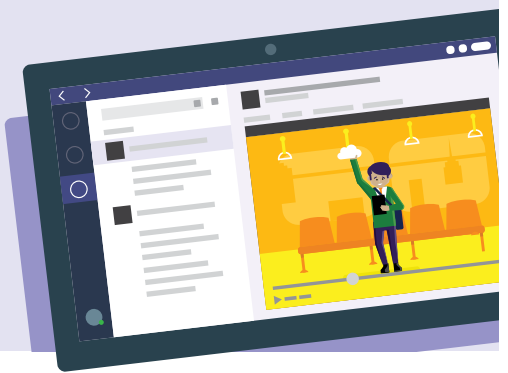
3:00 PM

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 Event Planning channel.

4:30 PM

Uses the Hootsuite link on the Social Media channel to review new content and checks the latest engagement reports.

6:00 PM

After dinner, Pam searches Teams to locate all conversations and files related to the event in preparation for tomorrow's executive status meeting.

5:15 PM

To coordinate arrival and departure times for the event, 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