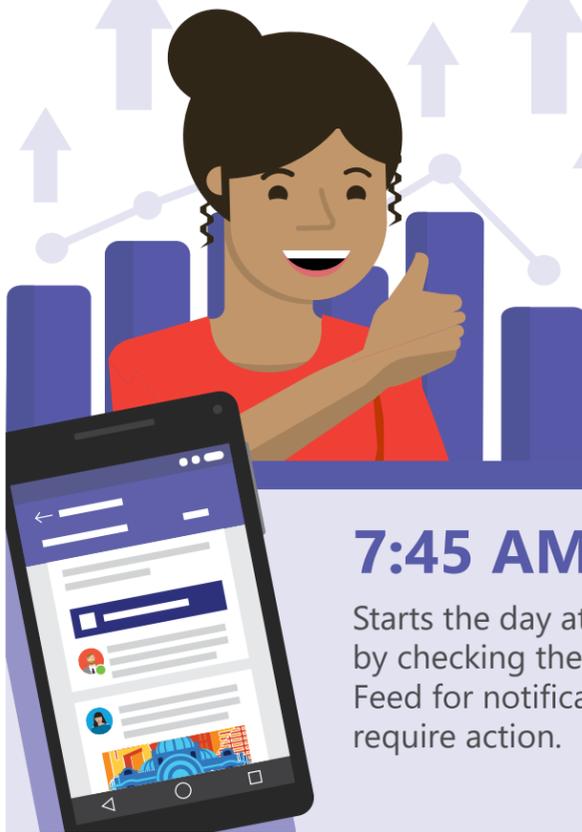
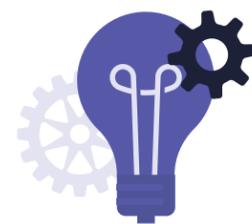


Microsoft Teams

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.



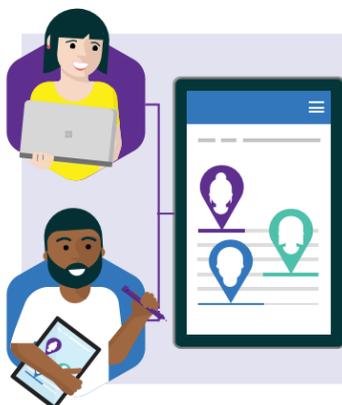
9:30 AM

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.



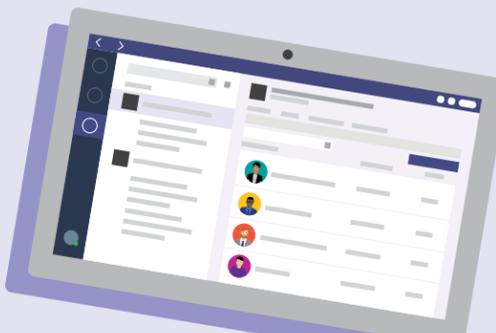
10:30 AM

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.

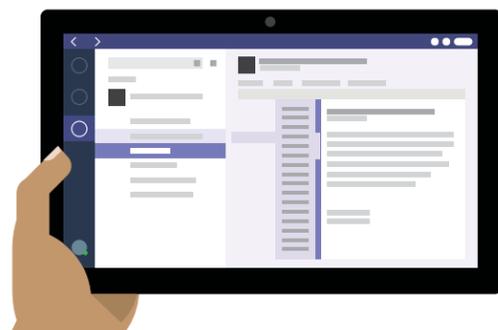


12:00 PM

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

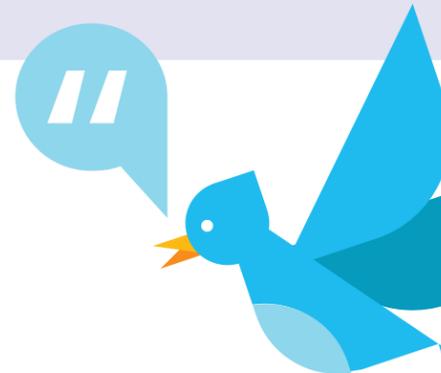
1:00 PM

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.

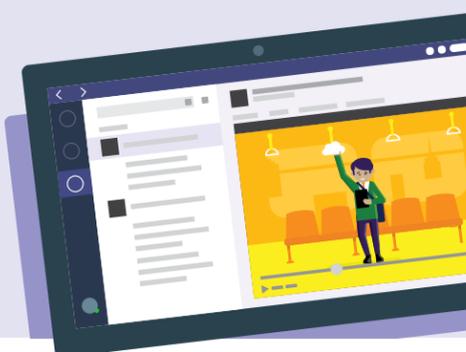


3:00 PM

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.



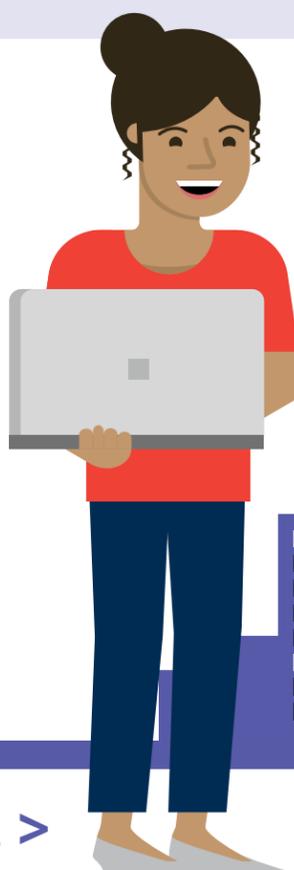
4:30 PM

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.