



Keep your business going while you work from home

Use Microsoft Teams for virtual
collaboration and avoid losing productivity



01

Optimise virtual collaboration and maintain productivity

KPMG and Microsoft are ready to help you with a [swift transition](#) to a [virtual work environment](#)



Optimise virtual collaboration and maintain productivity

The challenge: How do we keep the wheels turning when we are all working from home?

The big challenge for all businesses at the moment is to keep the business going without losing productivity. Many are used to working digitally to some extent, but only a few have the capabilities and experience to work in a 100% virtual environment.

Here are some examples of challenges that many businesses are confronted with right now:

- We need to have meetings with customers, but it is difficult on the phone.
- I just quickly need to ask my colleague something.
- We need to brainstorm, but we are not allowed to sit together.
- No one knows who has the latest version of the document.
- We need to work in the same document at the same time.

The solution: Efficient virtual collaboration

Microsoft Teams can support your organisation in maintaining an efficient and dynamic working environment. Microsoft Teams ensures:

Structure in an unfamiliar working day

Teams creates structure in a virtual working day that is unfamiliar and uncertain for many of us. With Teams it is easy to plan, delegate and follow up on both your own and your team's tasks. With functions such as desktop sharing and remote desktop control, Teams makes it possible for employees to help each from a distance and solve problems easily and efficiently.

Efficient communication

Teams is a virtual room where everyone can see each other when you are exchanging ideas, making minor and major decisions or just having a coffee break. By easily changing from chat to conversation, desktop sharing and video conferences, the employees can maintain an efficient daily communication.

Dynamic collaboration

Employees across the organisation can easily and quickly store files, work in the same documents, keep each other informed, ask for input and collaborate on completing tasks.

Get started with Microsoft Teams quickly and free of charge



Get off to a good start quickly – free of charge

We have put together some good advice and specific guidelines, which you may use to get started with Microsoft Teams.

On the following pages you will find eight specific handy tips on how to hold good online meetings. You can also see a step-by-step guide to some of the key functions and features in Microsoft Teams.



Online training and on-boarding

Our specialists are ready to help. For example, we offer 60-minute webinars for those of you who have to get started immediately.

In addition, we also customise training solutions to your organisation – regardless of size or industry.

Share your challenges with us – and we will find the right solution together.

Contact Kristian Jensen:



+45 6166 4932



krjensen@kpmg.com

Tips and tricks for virtual meetings

Principles and best practices for good and efficient online meeting attendance.



Use the camera

Be visible, be present, be active – turn on the webcam on your computer or phone.



When do you ask questions?

Avoid interruptions and agree on some clear rules on when to raise questions.



When to have breaks?

Hold a five-minute break every 45 minutes if the meeting is longer than 90 minutes.



Your surroundings affect others

Keep your colleagues' attention in the right place – never sit with your back to a window or a lamp that is turned on and use the feature "background blur".



Mute, when you are not speaking

Mute your microphone when you are not speaking. In that way you do not disturb the meeting.



Use a headset

Use a headset with a microphone to avoid an echo when others speak at the meeting.



Have a clear agenda for online meetings

Give the participants an overview by sharing the agenda on your desktop during the meeting – and show them your progress after each item.



Appoint a technical co-host

Ask a colleague to attend to the technical side of the meeting, so you can focus on presenting and chairing the meeting.

02

Get started quickly and free of charge

On the following pages you will find a quick guide to get off to a good start with Microsoft Teams – free of charge.



How to get started



1. Download Teams to your PC

- At the moment, Microsoft offers a free download of Teams subject to their current terms. Download Microsoft Teams from here:
- <https://news.microsoft.com/da-dk/microsoft-dk-free-teams-trials/>



2. Download Teams to your mobile phone

Download Teams from where you usually download apps on your mobile phone:

- For Android: Compatible with phone and tablet
- For iOS: Compatible with iPhone, iPad and iPod touch.



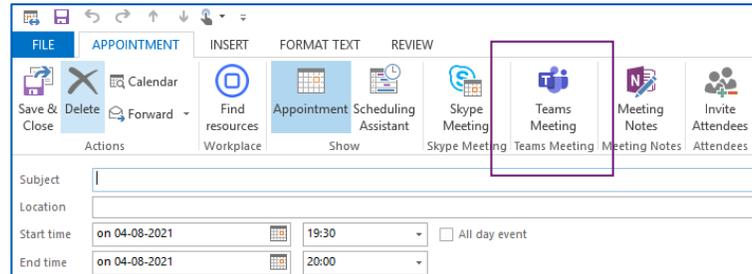
3. Explore the various functions in Teams

We have put together some of the most important and mostly used functions in Teams during a working day. See how you get started with using them on the following pages.

How to get started

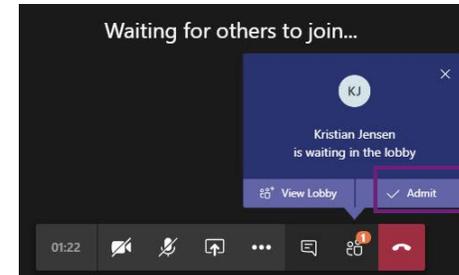
1. Set up a meeting

Set up a new meeting in the Outlook calendar by clicking the Teams icon.



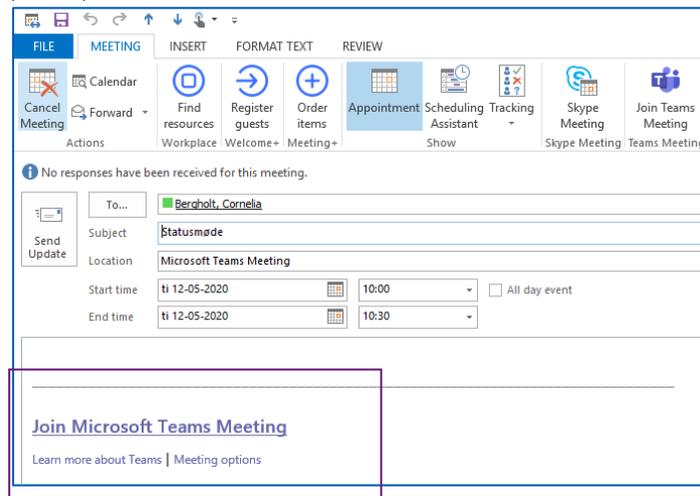
3. Give the participants access

If you have invited participants who are either external or calling in from a phone number, they will be put in a virtual lobby until you give them access. So always keep an eye out for any participants waiting in the lobby.



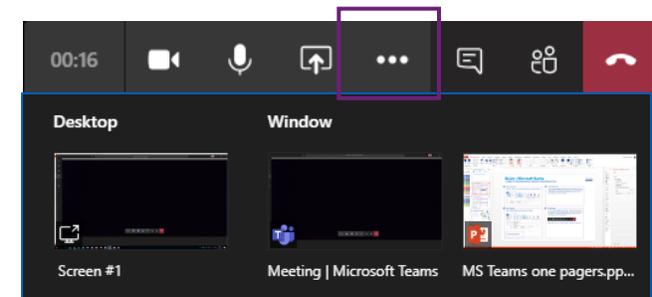
2. Start your meeting

When the meeting invitation has been sent, you open the invitation in the calendar as usual and click the link at the bottom of the invitation to participate.



4. Share your screen

Select whether you wish to share your desktop or a specific window. If you choose your desktop, the participants can see you navigating between different windows and documents. If, however, you choose to share a window, the participants will only see that specific window.



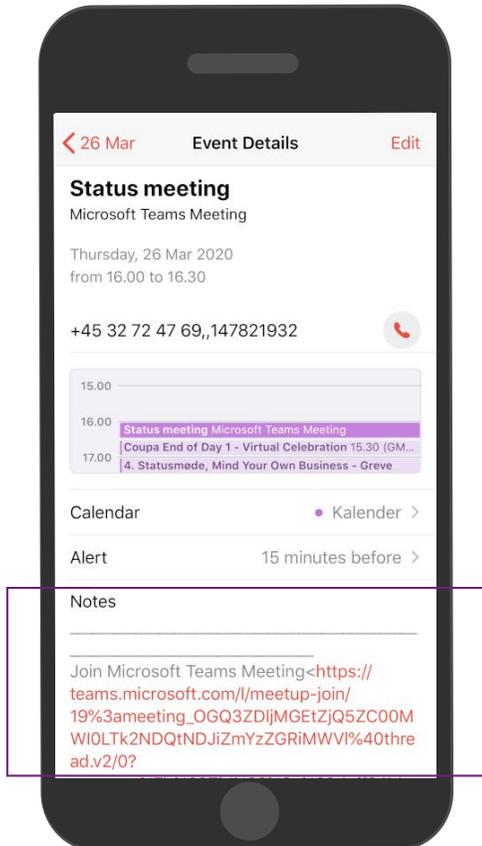
How to get started - the most important functions during a working day

Participate in a meeting

On your PC, you participate in a meeting in the same way as when you start a meeting if you are a host – see the previous page.

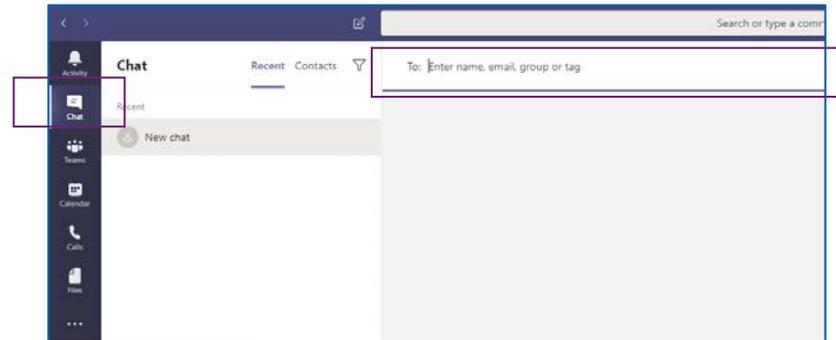
You can also choose to participate in a meeting using your mobile phone. Open the meeting invitation in your calendar and click the link at the bottom.

You may have to click "Show all notes" to see the link.



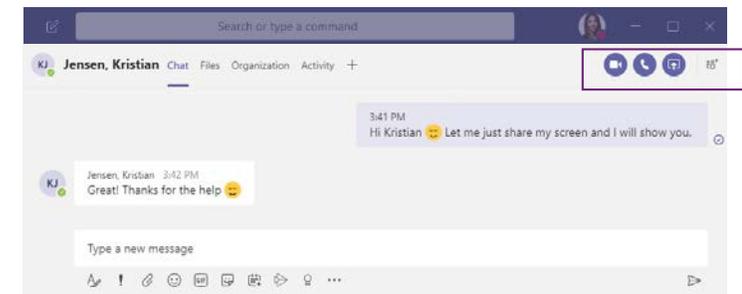
Chatting

Start a chat by clicking "Chat" in the left-hand side of the screen, then the "New chat" icon and write the name of the person you wish to chat with in the search field. You can add as many colleagues as you wish to the chat and in this way make a group chat.



Direct calls and desktop sharing

You can always start a call directly from a chat by using the buttons in the top right-hand corner. Here you can also share your desktop directly with the one you are chatting with or add more people to the chat.



Improve your Microsoft teams skills

Get more value from Teams with these functions

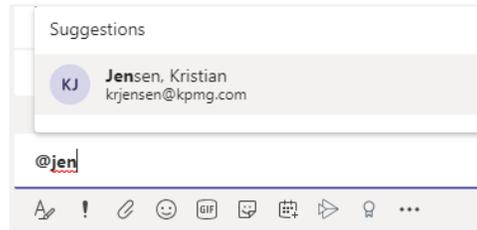


Tagging

Tagging is an easy way to involve certain persons when you write comments in Teams – either in a post or in a document. You do this by typing “@” followed by the person's name.

When you start writing the name, a list of employees to choose from will appear.

The persons who have been tagged in a post will receive a notification that they have been mentioned.



You can search for all the posts where you have been mentioned by writing “/mentions” in the search field at the top of the screen.



Keyboard shortcuts

There are a number of useful shortcuts in Teams, which are good to know.

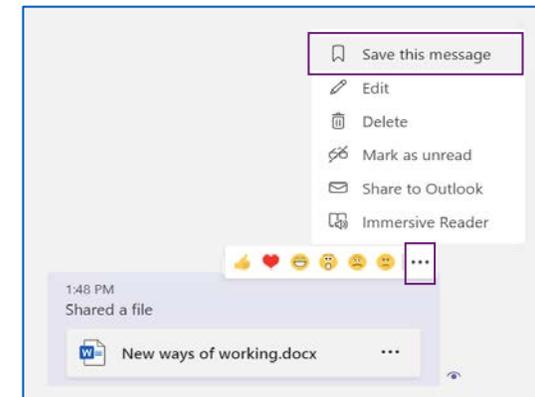
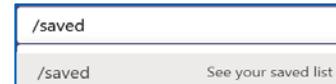
Show keyboard shortcuts	Ctrl	.	
Start new chat	Ctrl	N	
Open Help		F1	
Zoom in	Ctrl	+	
Zoom out	Ctrl	-	
Reset zoom	Ctrl	0	
Turn microphone on/off	Ctrl	Skift	M



Save messages and posts

A post or a message may disappear quickly among the rest. You can easily save important messages and related files: Click on the three dots and then click "Save this message".

Your saved messages can easily be found by writing the command “/saved” in the search field at the top of the screen.

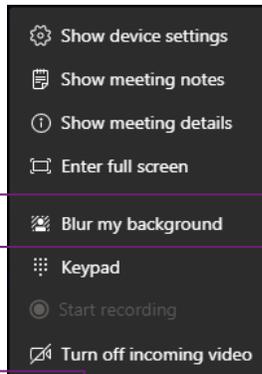


Improve your Microsoft teams skills

Get more value from Teams with these functions

Blur the background for video calls

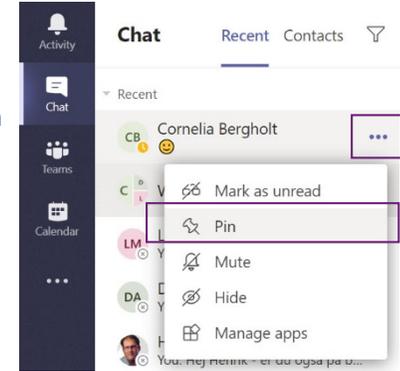
When you participate in a video meeting, it can be beneficial to blur the background of your video, if you do not wish that the other participants can see what is going on in the background – for example, if there is activity in the background that may distract other participants.



Pinning conversations

It can be difficult to keep track of many meetings and conversations in the chat function. By pinning your most important or most frequent contacts, they are always at the top of the chat.

Click the three dots next to their name and then click "Pin".

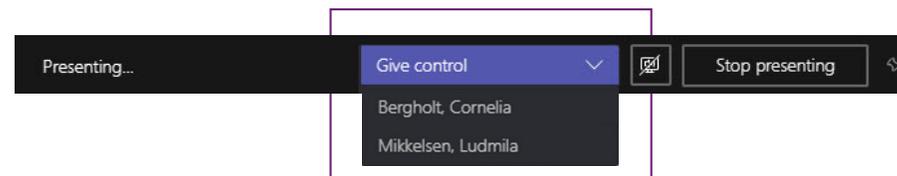


Give control to others

When you share your desktop, you may choose to give control to another meeting participant. You may either hand over control of a specific window, for example a presentation or a document, or of your entire computer. The person who has been given control can make changes on your behalf.

While sharing your desktop click "Give control" at the top of the screen (the control bar drops down when you move the mouse to the top of the screen). Then click on the person you wish to give control.

You may take back control at any time by clicking "Cancel control".



What does KPMG offer?

Online training and on-boarding

Our specialists are ready to help. For example, we offer 60-minute webinars for those of you who have to get started immediately.

In addition, we also customise training solutions to your organisation – regardless of size or industry.

Share your challenges with us – and we will find the right solution together.

Contact us:

Kristian Jensen



+45 6166 4932



krjensen@kpmg.com

