



# T-Tech Guide to Hybrid Working

How to finesse the modern workplace

# Diving into the hybrid world



The modern workplace has been redefined a lot over the last couple of years, but we know [hybrid working](#) is here to stay. People are meeting, chatting, and collaborating more freely and without office constraints.

Microsoft is empowering people to excel whilst taking a hybrid approach and sharing lots of resources to help us maximise productivity wherever we are.

Join the [Enabling Hybrid Work Community](#) for questions you may have, connect with others, and share your experiences.





# Finessing hybrid working: The basics



Don't underestimate the basics.



Creating a comfortable workspace



Building the team from a multitude of locations



Managing your well-being and time



Bring out the best in your working day with Office 365. <https://www.microsoft.com/en-gb/microsoft-365>

# Working the hybrid lifestyle

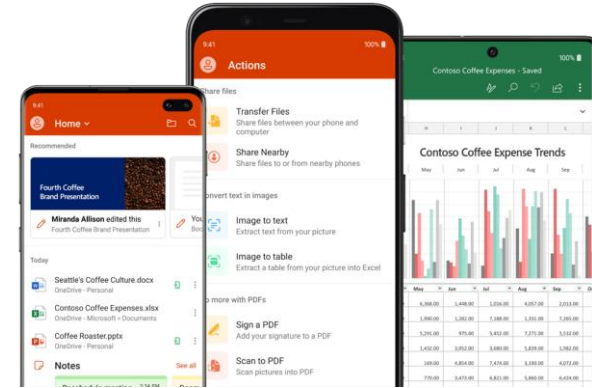




# The virtual workspace



Collaborate and be productive from wherever your location is.



## Use your best connection

A wired network connection is best, if possible. When using a wireless connection, consider your distance from the router and obstacles in between that can affect your connection quality.

## Safety first

Whilst working away from the office, you can use many apps and sites with a standard internet connection. However, to securely access internal resources and work with confidential data, make sure to connect via [VPN](#) or remote desktop.

## Use apps on your mobile when you need it

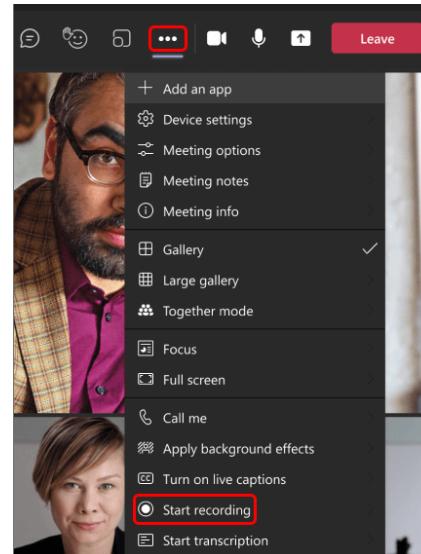
Installing Teams, SharePoint and other [Office 365](#) apps on your phone is a great alternative when you are on the move, and your local internet is experiencing high usage that affects your connectivity.

# Confidently manage Hybrid calls



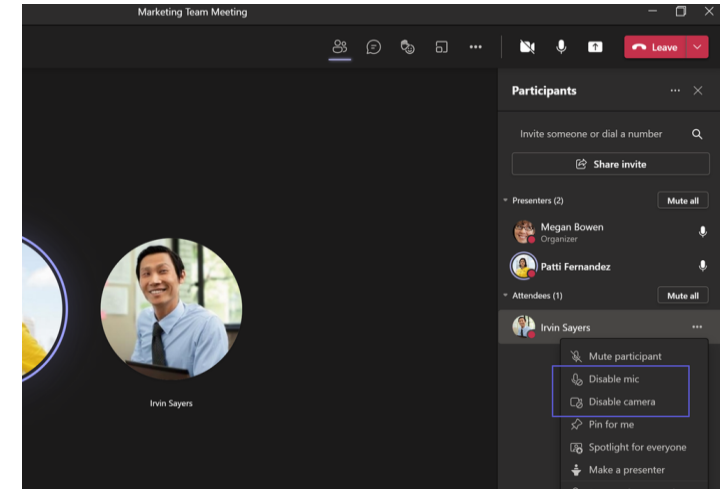
## Meeting options to adjust pre-meeting settings

It makes for more inclusive meetings and helps you to be present and engaged in the meeting. It can also help to see facial expressions to increase connection and understanding.



## Record the meeting

This has two benefits, anyone who has missed the meeting have access to catch up. Additionally, you can review the meeting content and it can also act as a verification of decisions.



## Limit disruptions with in-meeting controls

Keep your meetings productive and succinct, so tech interferences don't slow you down.



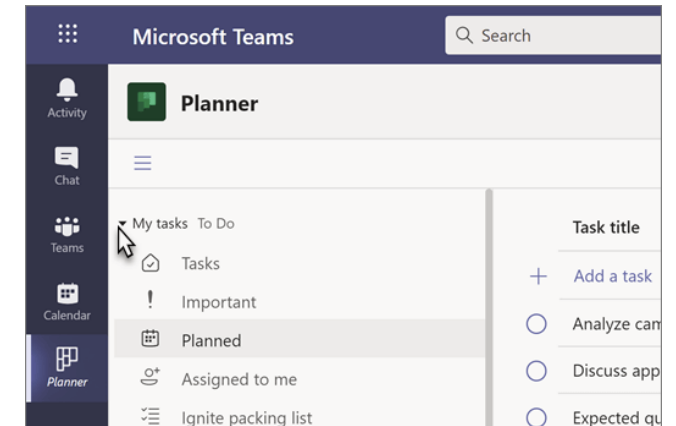
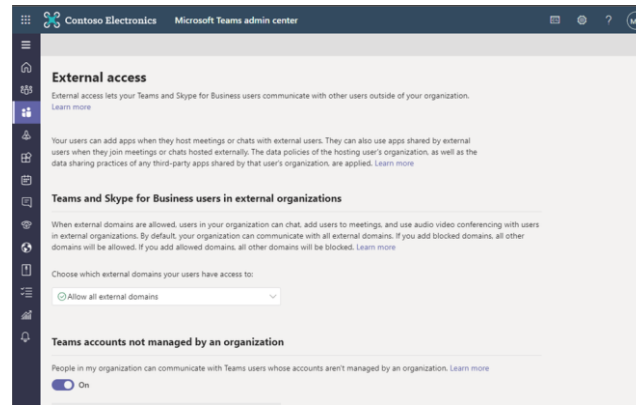


**Communication at the heart**

# Keep communication open and easy



There are many ways to stay connected to your colleagues that don't entail always being in the office.



## Communicate often

Make it a habit to connect frequently with your colleagues and stakeholders. Open a [Teams](#) channel for ongoing conversations or start a shared document to share progress updates.

## Chat with any Teams user outside their organization

Communication is key to keeping your business moving. From now on, you can chat with team members outside of your organisation on [Teams](#).

## Shared Virtual Task Lists

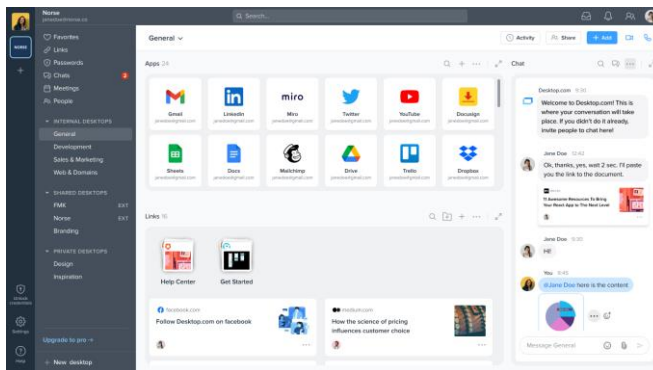
When you're working with virtual teams across the country, keeping everyone up to date on shared projects can be a challenge. But with virtual task lists, your team can see lists of all your tasks and their status, which makes sharing work and/or keeping everyone "in the loop" simple.



# Collaborate with ease

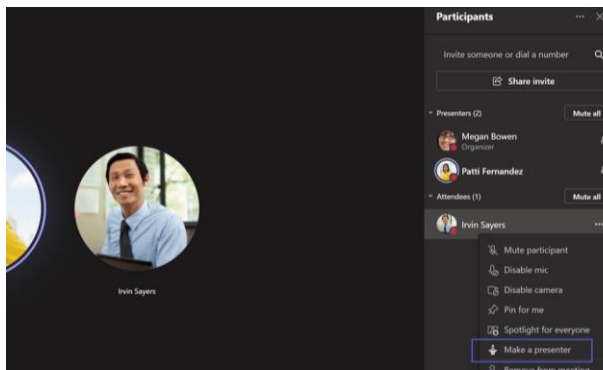


Collaboration is key to making hybrid style meetings a success.



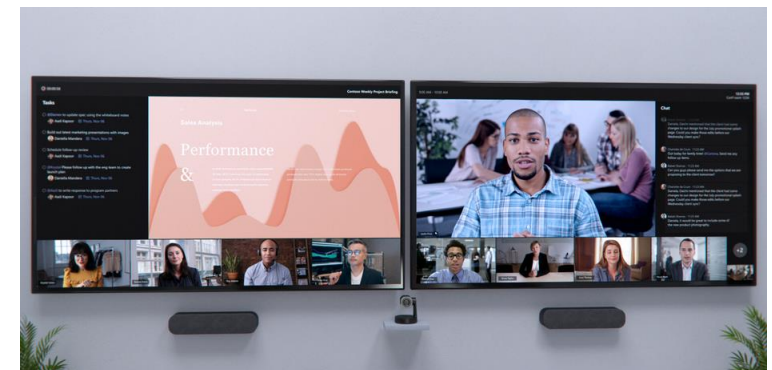
## Shared Workspaces

By giving you one central location where everyone in your group can work on the same files in real time – and see what the others have done – you can maintain version control and simplify the creation process.



## Managing your meeting by delegating meeting roles

Maintain meeting productivity and efficiency by ensuring your team have meeting roles. This will give you structure and ensure you stay on track to achieve the meeting's goal.



## Split video layout across multiple screens for Teams Rooms on Windows

Maximise screen space in a Teams Room with the ability to split the video gallery across all available displays. This will help focus attention on people joining remotely for a more inclusive and engaging meeting.

# Reinventing meeting rooms for a hybrid lifestyle

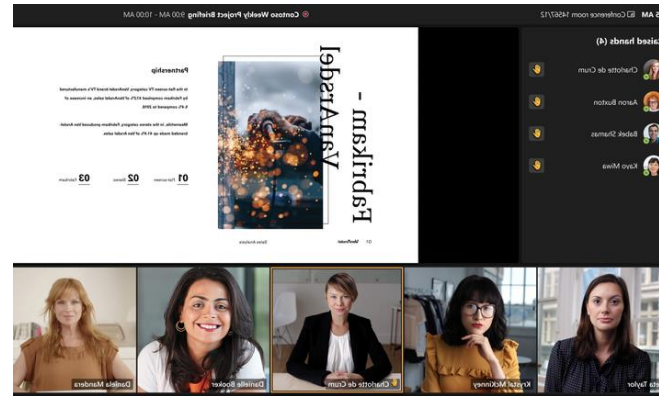


As your meetings remain a mix of online and in person, take these steps to make them productive and comfortable for everyone.



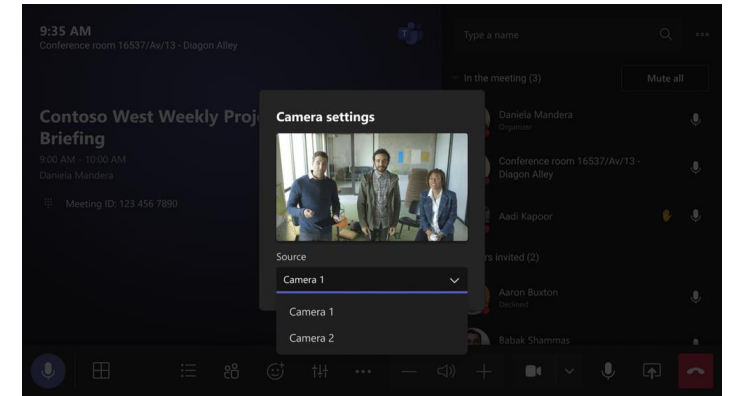
## Be present and on camera

It sounds simple, but it's so important to have your camera on. Turning on your video can show that you are paying attention and allow you to focus on the person or people on your call. Limit multitasking during meetings to ensure



## Front row layout for Microsoft Teams Rooms on Windows

Front row is a new layout for Teams Rooms, designed to enhance [hybrid meetings](#) and provide in-room participants with greater context of what is happening across various aspects of the meeting.



## Switch between multiple video cameras in Teams Rooms on Windows

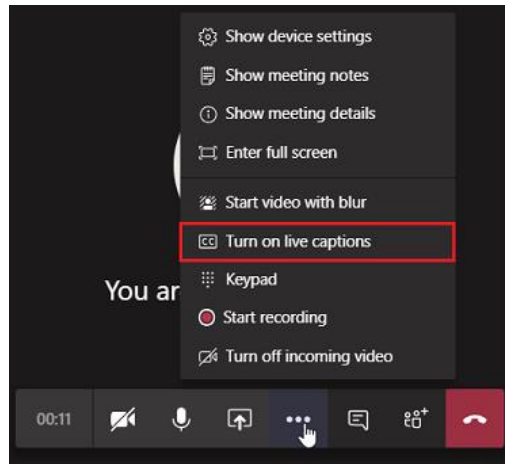
During meetings in Teams Rooms with more than one video camera attached in the space, people in the room can switch between cameras, by choosing from the list of available cameras.



# Think about accessibility

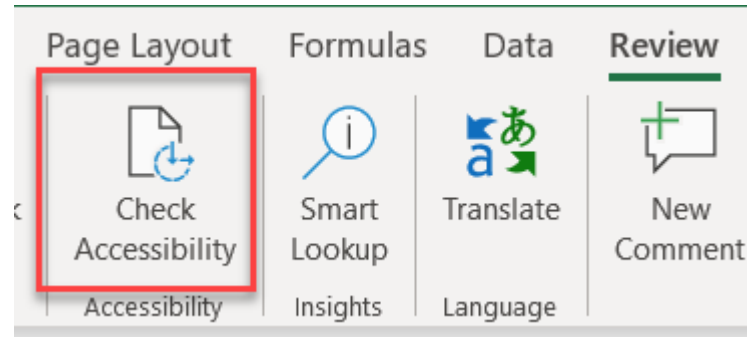


Follow these simple tips to be inclusive of colleagues and customers with disabilities.



## Turn on live captions

Turn on live captions in Microsoft Teams to get real-time captions during your call. If posting a video use Microsoft Stream to automatically add real-time captions and searchable transcript.



## Make sure your content is accessible

Send materials ahead of your meeting and use Accessibility Checker to check your [Microsoft 365](#) documents are inclusive to people with disabilities. Remember 70% of disability is invisible; you never know who needs accessible content.



## Magnify screen content

With the Magnifier tool you can enlarge the whole screen (Full screen) or just a part of the screen (Lens pane) to make text and items on the screen easier to see.

A person is sitting on a blue blanket on a lush green lawn in a park. They are using a silver laptop. Their feet are bare and resting on the grass. The background shows trees and a clear sky, suggesting a peaceful outdoor setting.

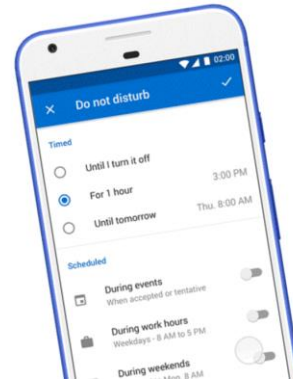
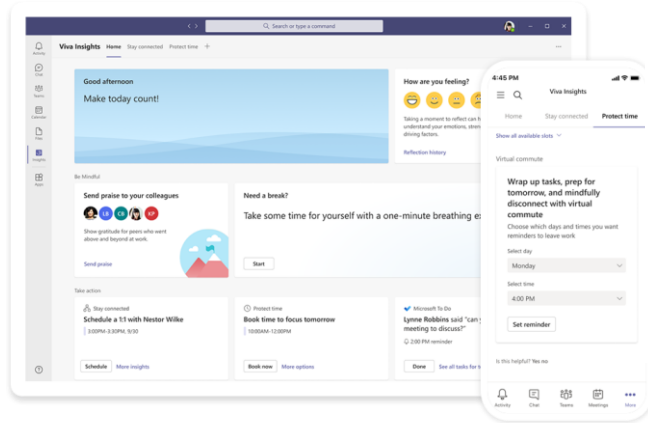
Maintain your well-being in a  
hybrid world



# Share your schedule and signal availability



Setting healthy boundaries, managing interruptions, and being clear about when you are available is an important part of managing your time when hybrid working.



## Set expectations for availability

Your daily schedule or even the hours that you work may change while [hybrid working](#). Set expectations with your team (and those you live with) around your availability during the day.

## See what is important

You might see an increase in messages with people in the office and at home. Use the settings available in Teams and Outlook to customize notifications and prioritize conversations.

## Set boundaries

It can be a challenge to switch off when you're working both home and, in the office, especially when you may not leave for your 'home office'. Set clear intentions about work time and home time to avoid burnout or being 'always on'.

# Take care and be mindful



Remember to take a step back and focus on our health, wellness, and mindset.



## Keep on taking breaks

It can be difficult to remember to take breaks. Use your calendar to turn meals and breaks into appointments so you get regular reminders. [Block time](#) on your calendar for exercise and fresh air— or just time to step away from your workspace.



## Work-life harmony

Find the balance and occasionally redirect your time and energy to your loved ones. Continue to access available support options, caregiver benefits, and leave, as needed, to find the balance you need.



## Check-in with you (and others)

It's important to check in with yourself and be mindful of how you are feeling. Anxiety, loneliness, and other feelings are perfectly normal, and there are lots of resources to help you take care. Be sure to check in on others within your community.



Use Headspace in Microsoft Viva to take 10 minutes of meditation for yourself.



# Top tips for Managers



Managers play a key role in the success of their teams, especially during times of change.



## Lead by example

Model the hybrid working habits in this document. Be a positive example of the guidance, and make sure to reinforce inclusion of both in office and remote workers. Check in with your employees, set expectations for in-person meetings, ask for perspectives, and identify any areas for improvement.



## Support in new ways

Help individuals create their best and most productive hybrid environment. Understand business continuity concerns of your team and support their efforts at working in new ways. Be curious and ask questions that empower employees to find their own solutions. Celebrate big and small wins for all workers!



## Regular check-ins

Be sure to manage expectations, offer support, and take time to understand the unique needs of every employee. Beware of the 'them' vs. 'us' mentality of remote workers and the on-location team and encourage good communication between all members.

## Blogs:

[Fire up 2022 with these latest office 365 tips](#)

[Level up with windows 11](#)

[From remote to hybrid: the flexible future of work](#)

[6 target areas to keep cyber defences strong and the hackers at bay](#)

[Virus or no virus: flexible working is the future](#)

[Why you shouldn't be cancelling meetings](#)

[Zoom vs teams: tale as old as time, but is there really a winner?](#)

[9 helpful Teams meetings tips](#)

[Alleviate IT headaches](#)

[Flip the switch with Microsoft Teams: enhancing the power of teamwork](#)

[Is remote desktop dead?](#)

## Video:

[Getting started with Microsoft Teams by T-Tech](#)

## Case Studies:

[T-Tech Teams conference calling](#)

[Azure Migration and Teams Adoption](#)

[Teams conference calling and document sharing](#)

[A complete Teams and unified comms solution](#)

## General:

[IT Support and the Service Desk](#)

[The hybrid work model](#)

[Calling with Teams](#)

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