

Hybrid Teamwork: A Guide to Flexible Work



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Summary

Enable your team to do their best work from anywhere

Teamwork and collaboration are fundamental for your people, teams, and organization—regardless of whether or not you're physically located together. Empower people to be productive and secure by providing flexible ways of working with Microsoft 365 and Microsoft Teams.

With the proper tools, you can empower your employees to do their best work, no matter where they are.

Keep people and teams connected, productive, and secure with solutions for remote and onsite work and collaboration.

This guide will help you navigate the future of the modern workplace. It includes questions to understand your situation, activities for what to plan next, and resources to get started.

Meeting experiences to connect teams working from anywhere

Stay connected with colleagues and participate in interactive and secure online meetings whether you're working from home or in the office.

Questions to consider	Recommended activities
1. How do you help employees collaborate effectively in remote and onsite work scenarios?	Stay connected with anyone inside or outside your organization with online meetings and calling in Microsoft Teams.
2. Is it challenging to find and share files? Does having multiple editors make updates a cumbersome process?	Share files of all types and work together in real time with Word, Excel, and PowerPoint on desktop, web, or mobile.
3. How are you helping employees have a more natural meeting experience and manage video meeting fatigue?	Use new meeting features in Teams so people can have more natural meetings and reduce video meeting fatigue.
4. Do you have the ability to control and manage privacy and security for online meetings?	Manage who participates in your meetings and who has access to meeting information.
5. How well can your employees communicate, collaborate, and work together across devices?	Get a familiar and intuitive experience across all your devices on desktop, web, and mobile.

➔ **Get started with these resources:**

- Learn about [reimagining virtual collaboration](#).
- Try these [10 tips to tackle your remote work day](#).
- Learn about Microsoft's commitment to [privacy and security](#).

Simplify day-to-day tasks with apps in the flow of work

Simplify everyday activities, business processes, and routine tasks by automating and integrating them through your ecosystem.

Questions to consider	Recommended activities
1. Do you have a set of predictable workflows and processes that are still operated manually?	Free up time by automating tasks and workflows with Power Automate.
2. Do you use any prebuilt templates for business processes such as approvals, alerts, and reminders?	Access the Office apps you use most and hundreds of third-party apps to get things done directly in Microsoft Teams.
3. How well do you share data and insights with teams? How do you centralize data and information for teams to consume?	Accelerate decision making by integrating data and reporting with Microsoft Power BI.
4. Do your employees have a way to develop custom workflows and processes?	Address your unique business needs using PowerApps to build your own low-code apps and integrate them into Teams.

➔ **Get started with these resources:**

- Learn about [Power Platform and Teams updates](#).
- Integrate your [apps and workflows in Teams](#).

Create a culture where people and business thrive

Improve productivity and wellbeing with data-driven insights and recommendations that help people build better work habits.

Questions to consider	Recommended activities
<p>1. How are you helping employees prioritize their wellbeing while working remotely and onsite?</p>	<p>Offer helpful reminders for regular breaks and mindfulness activities in the flow of work with the Viva Insights app.</p>
<p>2. How are you helping employees to better manage their time and be more productive?</p>	<p>Help people get organized for the day ahead and manage commitments with their daily briefing email from Cortana.</p>
<p>3. What tools do you have in place to help managers understand how work impacts teams across the organization?</p>	<p>Manager insights provides visibility into teamwork norms so they can help teams work smarter and achieve balance.</p>
<p>4. What tools help leaders understand how work culture affects employee wellbeing, productivity, and business outcomes?</p>	<p>Leader insights provides visibility into how organizational work norms impact their people and the business.</p>
<p>5. Do you understand how your technology and infrastructure impacts the ability of your employees to work remotely?</p>	<p>Leverage Productivity Score to understand your organization's digital transformation journey with Microsoft 365.</p>

➔ **Get started with these resources:**

- Use personal experiences with the [Viva Insights app in Teams](#).
- Learn more about manager and leader insights with [Workplace Analytics](#).
- Learn about [Productivity Score](#).

Connect people to drive culture, change, and communication

Inform and engage your workforce. By connecting people across teams and departments you can help foster change in culture and communication.

Questions to consider	Recommended activities
<p>1. How do you keep people informed about important news and announcements?</p>	<p>Share news and information to people across apps and devices through Yammer.</p>
<p>2. How do you connect leaders with employees to scale mission awareness, foster culture, and establish feedback and listening mechanisms?</p>	<p>Host company-wide live events in Microsoft 365 to spark engagement and foster authentic two-way dialogue between leaders and employees.</p>
<p>3. How do people connect outside of their core workgroups to share knowledge, crowdsource ideas, and find answers from experts across the organization?</p>	<p>Use Microsoft Teams to create communities that enable people to share knowledge and resources, connect to expertise, and crowdsource ideas.</p>
<p>4. How do teams communicate to stakeholders across the organization?</p>	<p>Connect your team to the broader organization to share and solicit feedback and ideas related to your team's work.</p>

➔ **Get started with these resources:**

- Inform and engage employees using [live events](#).
- Connect across your organization with [Yammer](#).
- [Learn more about Viva Connections](#).

Manage and secure any device

Remotely manage and secure corporate PCs, virtual PCs, mobile devices, and apps for any user. Deploy anytime, anywhere, on any device.

Questions to consider	Recommended activities
1. Are you experiencing challenges managing and updating remote PCs and are you having to support a wider variety of device types?	Bring cloud intelligence to your management plane. Attach or adopt co-management to enable you to manage Windows 10 remotely.
2. Has remote work made it more difficult to provision new PCs and do you have concerns about data leakage?	Proactively remediate potential support issues and gain visibility into device health and performance by piloting Endpoint Analytics.
3. Do you wish you had insights into how effectively people are being enabled to work remotely?	Explore the Productivity Score private preview to understand how productivity in your organization is affected by hybrid work.
4. Do you have a complete end point protection solution that provides automated security, threat analytics, and built in remediation?	Get preventative protection, post-breach detection, automated investigation, and response with Microsoft Defender Advanced Threat Protection (ATP).
5. Can you evaluate device and application risk in real time and apply appropriate access policies in response to current conditions?	Manage and secure corporate data in approved apps on personal devices with Azure Active Directory (Azure AD) conditional access and Microsoft Intune.

➔ Get started with these resources:

- Learn more about security and device management with [Microsoft Endpoint Manager](#).
- Get to know more about [Microsoft Intune](#).
- Read the guide on [securing your remote teams](#).

Enable rich device experiences for remote and onsite work scenarios

Modern devices enable your teams to make real connections with customers and colleagues. Stay productive and secure when working remotely using a modern device.

Questions to consider	Recommended activities
1. Do your employees feel their device helps them engage with others and do their best work?	Empower employees to connect with customers and colleagues from anywhere with a modern device.
2. Are your employees feeling they can work naturally with the device they have?	Explore how your team can work naturally to get more done with touch and inking.
3. Can you maintain security and control across all your devices?	Learn how security protections maintained from Microsoft with a modern device deliver a proactive defense.
4. How are you provisioning the hardware for your remote workforce?	Reduce IT complexity with zero touch deployment.
5. Does hardware inspire your people and the ways they work, helping them get more done?	Learn how teams can work in a modern environment with modern devices and cloud software.

➔ Get started with these resources:

- Enable remote work and collaboration with [Surface and Microsoft 365 solutions](#).
- Stay secure and maintain control, from chip to cloud, with [Surface and security from Microsoft](#).
- Learn more about [A Modern Blueprint for Endpoint Protection](#).

Access desktops and applications from any device

Enable your employees to easily and securely access your corporate resources and applications in the cloud.

Questions to consider	Recommended activities
1. Do you want to modernize your infrastructure while saving time and money?	Go to the experience estimator to use Azure Virtual Desktop and assess your requirements.
2. Do you have fluctuating workforce size and needs?	Set up a pilot to easily deploy and scale your virtual desktops and apps to meet your size and performance requirements.
3. Do your employees require secure access to corporate assets from multiple locations?	Speak with a Microsoft advisor on how to meet your security and compliance requirements with built-in security in Azure.
4. Are you looking to simplify management of your virtual infrastructure?	Engage with Microsoft and partners to simplify management of your virtual infrastructure.
5. Are you an existing Microsoft 365 or Office 365 customer looking to migrate your VDI infrastructure to the cloud?	Migrate your existing VDI to Azure Virtual Desktop with the additional value of Microsoft Teams and OneDrive.

➔ Get started with these resources:

- Learn more about [Azure Virtual Desktop](#).
- Assess the [end user experience quality](#).
- [Get started with Azure Virtual Desktop](#).

Empower teamwork— anywhere

Enable your people, teams, and organization to be productive and secure from anywhere with Microsoft 365. Keep teams connected for hybrid work and collaboration with Microsoft Teams. And access desktops and applications from any device with Azure Virtual Desktop. These are just a few ways you can empower your team and strengthen flexibility in your organization.

If you need help,
contact our sales advisors.