![Monash Partners — Academic Health Science Centre]

Remote Consumer and Community Involvement with Microsoft Teams

Microsoft Teams is an online communication tool for collaborative work. Groups of people can work on documents, host meetings and communicate via chat groups.

Microsoft Teams connects with other Microsoft software including Outlook, Word and Excel. A team can include members of the same organisation, as well as people external to an organisation, making it a useful platform for collaborative consumer projects.

Features of Microsoft Teams

Click on the links below to access How-to videos.

• Create teams for shared projects or activities.

• Collaborate on documents through Microsoft Word, Excel, PowerPoint.

• Guest access for people outside of the host organisation.

• Microsoft Teams computer software or phone app.

• Use in a web browser, such as Chrome or Internet Explorer (without downloading software or app).

• Share and collaborate files and documents.

• Schedule meetings.

• Screen sharing.

• Meeting recording and live captions.

• Create different channels (topics/activities) within a team – each channel has a separate conversation, tabs and files section.

• Connector programs and external apps to use with Microsoft Teams (i.e. polls, OneNote, forms, Twitter, MURAL, Trello).

> *"Groups of people can work on documents, host meetings and communicate via chat groups."*

When to use Microsoft Teams

Use Microsoft Teams in Consumer and Community Involvement by:

· Co-designing research and projects with consumers.

· Piloting data collection tools (interviews, focus groups, surveys).

· Directing consumer input and feedback into files and documents.

· Presenting results of analysis to consumers.

· Meeting with consumers to receive feedback on research questions and research proposals.

Cost and accessibility

Microsoft Teams is available for free. The free version includes unlimited chat, video calling, file sharing and 10G file storage and added 2G per person for individual use.

The paid versions of Teams includes the ability to create a custom email address, larger file storage capacity, meeting recording and greater access to Microsoft support.

Quick sources of information

· Microsoft Interactive Teams demo

· Tips on setting up a project in Microsoft Teams

Further support and advice

Register your project via **the Research Advice Form.**

For further questions on Consumer and Community Involvement and how it can improve your research outcomes contact **Darshini Ayton** or **Sandra Braaf.**

"Use Microsoft Teams to co-design research and projects with consumers."

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