

WELCOMING NEW EMPLOYEES TO THE TEAM

A Four-Step Guide to Employee Onboarding With Microsoft Teams



MAKE PAPERWORK EASY

Every new hire must be able to access onboarding documents during their very first day on the job.

- › Collaborate **live** across departments
- › Upload documents to the **files tab** for easy access



PLAN ONBOARDING TASKS

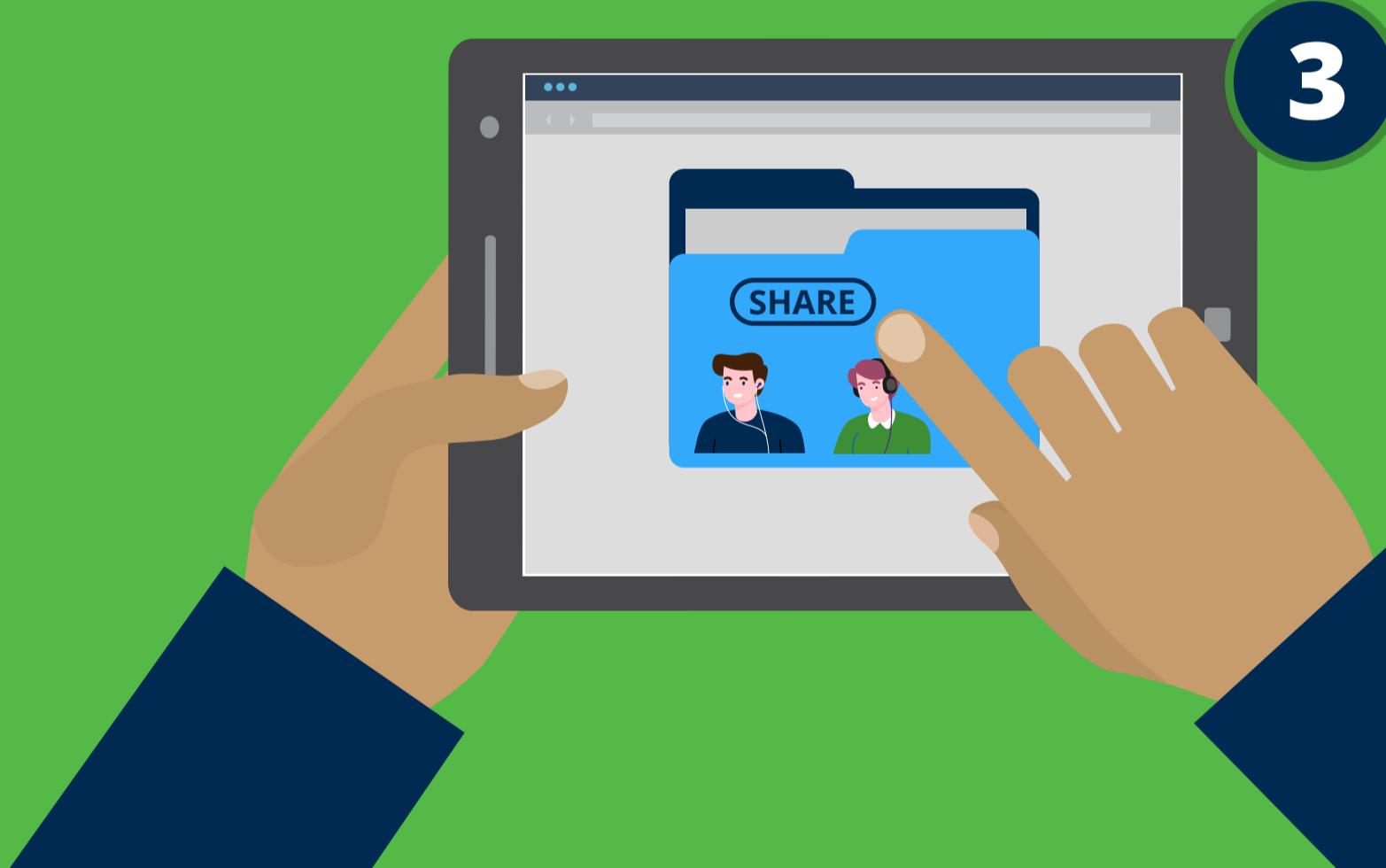
Ease new hires into their work and organize their first touchpoints with colleagues.

- › Use **Teams Meetings** to organize live training sessions
- › **Schedule meetings** with their team

SHARE TRAINING MATERIAL

A smooth onboarding process requires straightforward, ongoing access to important documents.

- › Create a **SharePoint Drive** for quick access to HR forms, reference sheets, tests, or quizzes



CHECK IN FREQUENTLY

Simplify how new hires can connect with you and other new hires to discuss their job and ask questions.

- › **Set up tasks** for yourself to check in
- › **Create a channel** for new hires

BETTER TOGETHER: IMPROVE YOUR MICROSOFT TEAMS ADOPTION STRATEGY WITH SHI

SHI's [Microsoft Teams Deployment Services](#) helps you deploy and adopt Teams to improve communication and collaboration across your organization. We'll start with a discovery session to establish the optimal setup for your needs. If you're still using Skype, we'll help you migrate. Finally, we'll execute an adoption strategy so that Teams can make things easier from day one.

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