

I've got...

...a message for a colleague

Nice! You can use Teams to update one colleague, a whole team, or just a few colleagues. Is your message relevant for/to just one colleague, or more?

Euhm, maybe it's also relevant for more...

Good! Use the right channel and use @ to mention the team and/or the colleagues you've got in mind.

I'm sure: just one

A chat will do! Unless it's urgent. Then a call is better.

...some knowledge I want to share

Together we know much more. Do you know if it's relevant for everybody of TU? Or just a project group? Or just one colleague?

Tricky one! But I think I know which project group will benefit.

Nice! You can post it in the channel that fits best within this project team. Use @ to mention the right colleague and/or the whole project team.

I can think of just 1 or 2 colleagues.

Are you completely sure? Sometimes other people will also benefit. But when you are 100% sure your 1 or 2 colleagues are the only ones, you can use a (group) chat for sharing.

...a question

Good for you! It's important to ask a lot of questions. Is this a question for 1 specific colleague or project team?

It's just a question for 1 specific colleague.

Know that a lot of other colleagues can benefit from your question, and the answers other colleagues will give. But! If you're sure that's not the case, call your colleague or use the chat when it's not urgent.

I'm not sure.

Check the channels and use the one you think fits your question the best. Use @ to mention a colleague, team or complete project group.