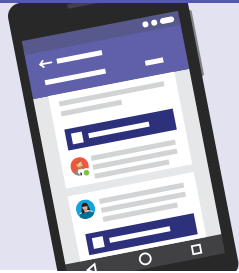## Digital Workplace
Day in the life of Tracy – Remote Worker

Meet Daria, an **Adoption Lead** who uses **Microsoft Teams** to collaborate, create, and be more productive throughout her day from home or anywhere.
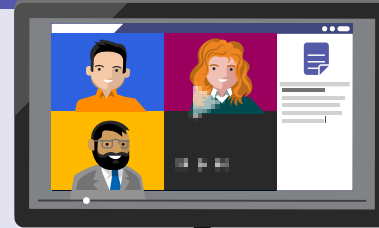
8:45 AM
Tracy starts her workday at home, by checking the **Activity Feed** in **Microsoft Teams** to see if she has received any notifications that require an action from her side.

9:00 AM
After her morning coffee, she opens the **Microsoft Teams** mobile **app** to join the daily status **meeting** for her team..

10:15 AM
Tracy continues her work on her laptop and makes her **PowerPoint** presentation on adoption strategy. Then she **uploads** the presentation in her teams' **Microsoft Teams** space to work on it with her colleague Mark for preview.

10:45 AM
Because Mark is on the go ,he opens the document in **Microsoft Teams Mobile App** and reviews the first draft of the presentation. He **adds comments** in the presentation, that needs to be shared with her colleague in the afternoon.
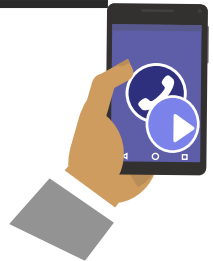
1:00 PM
Coming back from lunch, Tracy connects her laptop to the Wi-Fi. She will see all the comments or modifications Mark did in the presentation. Now she is ready to share it with her manager, Staci in the appropriate Microsoft Teams channel and **@mention** her to grab her attention.

1:30 PM
After Staci's review, Tracy and her colleague Mark **co-edit** the presentation **in real time o**nce again to finalize it. They can easily work on one single version of the presentation together and changes are automatically saved – no more wasting time on work getting lost!

3:00 PM
Tracy @mention the whole Adoption team in the **Microsoft Teams channel** informing them that the Adoption Strategy presentation is ready and asks to provide **feedback**. She plans a **catch-up meeting** directly in the Microsoft Teams channel, via the **Calendar** tab for the next day.

4:00 PM
Tracy has her 1:1 with her manager, Olga. They both connect directly in the Microsoft Teams and **join the meeting** they have already setup. By turning on the camera, it almost feels like a face to **face meeting** where everyone can participate in an inclusive way, even remotely.

5:00 PM
Tracy reviews the Adoption metrics of JTI via the **PowerBI** analytics embedded in Microsoft Teams.

5:30 PM
At the end of the day, Tracy has a 1:1 **Microsoft Teams** call to chat with her colleague, Richard and to catch-up what happened that day and share a 'virtual tea' together.

Microsoft