

# Modern Workplace Tech Toolkit #4

## Tip of the Month – FORMS

Create a collaborative Survey or Quiz using O365 FORMS.

No paid subscription is required like other Survey tools.

### Create a form with:

- Choices
- Text Based answers
- Ratings
- Dates

### Share a Form:

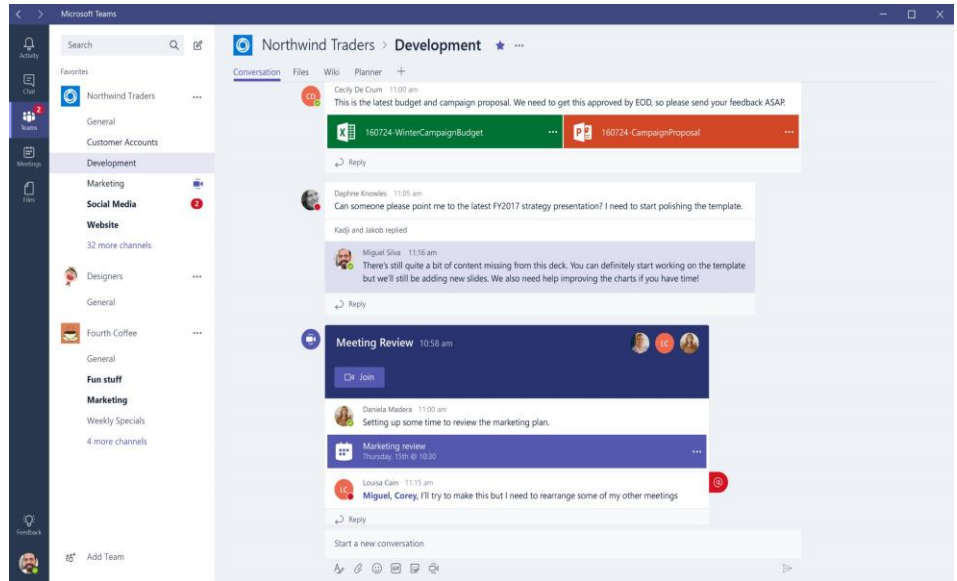
- Collect Responses
- Collaborate on survey to view and edit

### Track Responses:

- View results in Forms or in Excel

Visit [Modern Workplace Resource Center](#) for Nutrien Quick Reference Guides and register for training sessions.

## 0365 Monthly Spotlight – Teams - What is it?



**Teams is a unified communications platform that combines persistent workplace chat, video meetings, file storage (including collaboration on files), and application integration with automatic creation of its own SharePoint site.**

### Use case ideas:

- Workspace for Project teams to collaborate on files and have adhoc conversations.
- Skype will transition to Teams within the year
  - Instant Messaging
  - Online Meetings
- Use application integration such as OneNote to take meeting notes and collaborate with the entire team



### How do I create a Team?

- Place a request in Service Now for a new TEAM to be created.
  - At Nutrien, TEAMS can not be self created.
- TEAMS may be downloaded as a desktop app or accessed online via O365

### Available online self training for TEAMS

1. [Teams Interactive Demo](#)
2. In the TEAMS app on the “Search or type a command” type `/whatsnew`, choose the Training or Topics Tab at the top of the window.