Microsoft Teams

Quick start guide: Configure the home experience in Microsoft Teams for your frontline
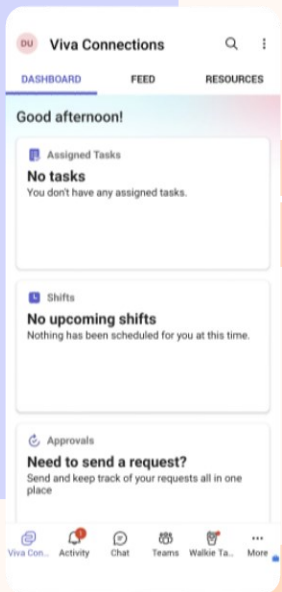
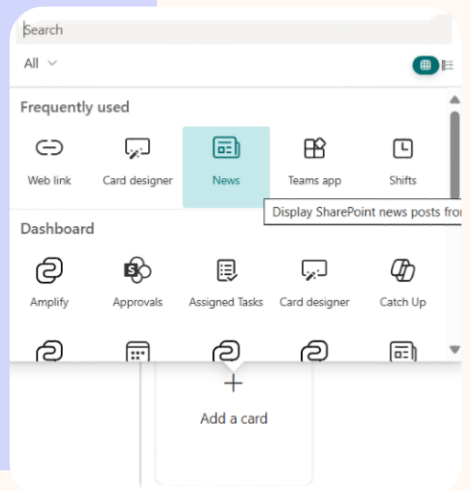**It's time to reimagine the frontline worker experience with Microsoft Teams**

Build a curated dashboard with the right cards and apps for your frontline to give employees the tools and information they need, all in one place*

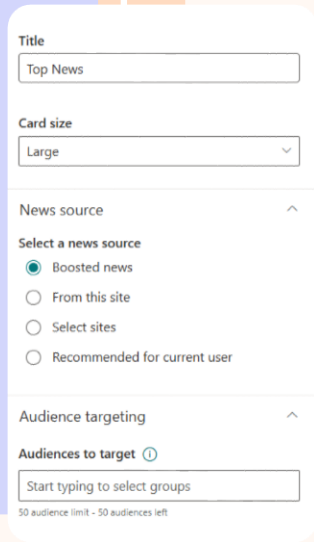## Configure cards to create a tailored home experience

1

Before you start customizing your dashboard, you'll begin with the default experience.

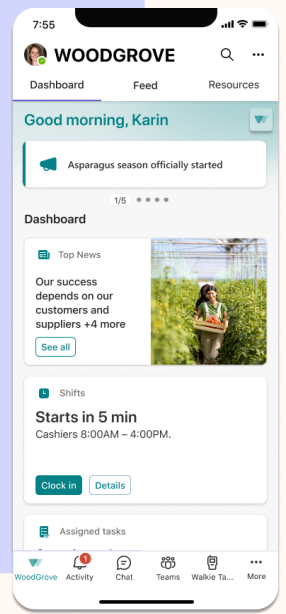You can use pre-populated cards or configure custom cards to meet your needs.

2

Within Teams, you can create a unique home experience by configuring the Viva Connections dashboard using ready-made cards from Microsoft or third-party apps.

3

Simply select the cards you want to add and customize key aspects including size, title, and even the audience.

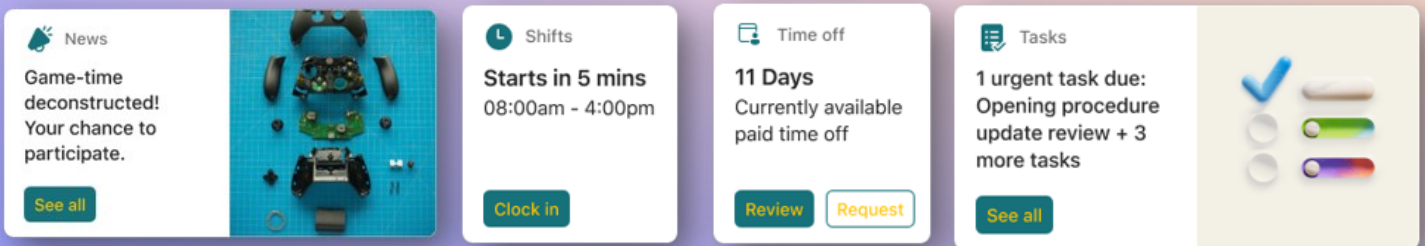Drag and drop capabilities let you position the card to easily curate the best home experience.

4

After configuring your dashboard, your frontline workers will be able to find everything they need, right at their fingertips.

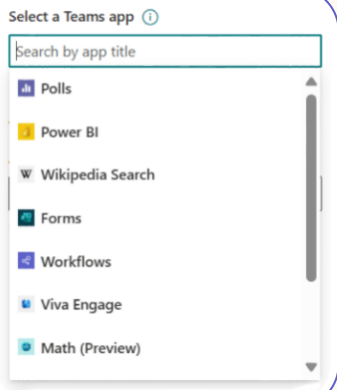You can add or swap more cards at any time as your business needs evolve.

Choose the right cards for your frontline

Add or create any card type to your frontline dashboard. Below are a few common cards to get started!
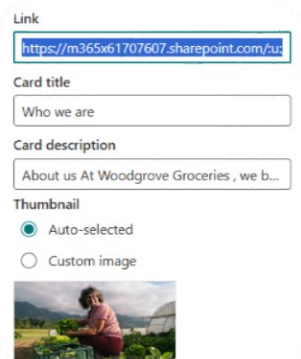
News	Shifts	Time off	Tasks
Game-time deconstructed! Your chance to participate.	Starts in 5 mins 08:00am - 4:00pm	11 Days Currently available paid time off	1 urgent task due: Opening procedure update review + 3 more tasks
See all	Clock in	Review Request	See all

Get started quickly with ready-made options

Teams app cards connect to key frontline apps in Teams on the dashboard, simplifying access to apps that matter the most.
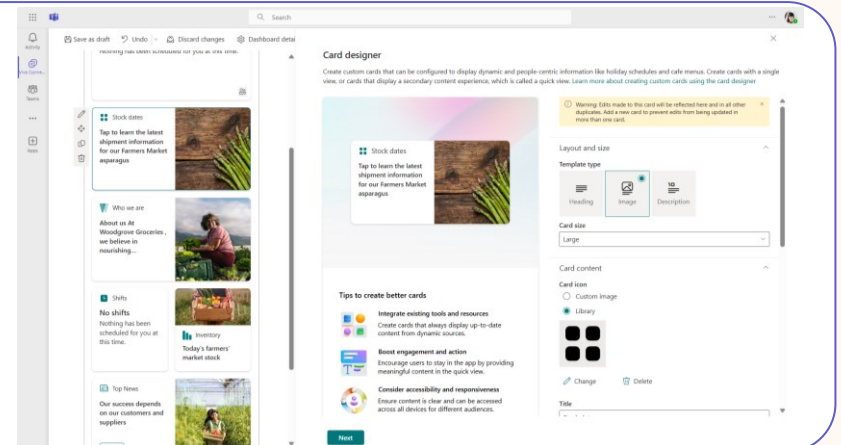
Web link cards enable you to link to a URL, such as the corporate website, employee benefits site, and other resources.

Customize cards to meet your business needs in card designer

With **card designer**, create interactive and dynamic cards that connect to media, apps, web sites, and more. Surface information such as holiday schedules or local cafe menus or enable actions to complete tasks or submit feedback.

*For additional customization, you can choose which apps to pre-pin to the app bar and set up the home experience to align with your company's brand, colors, icon, and more.

Learn how to build a home experience   **Explore more resources**