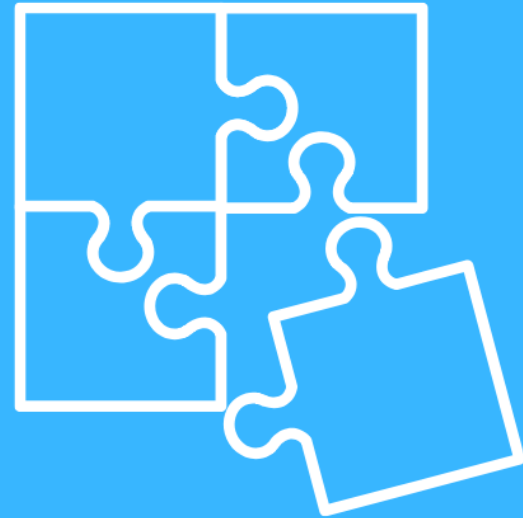


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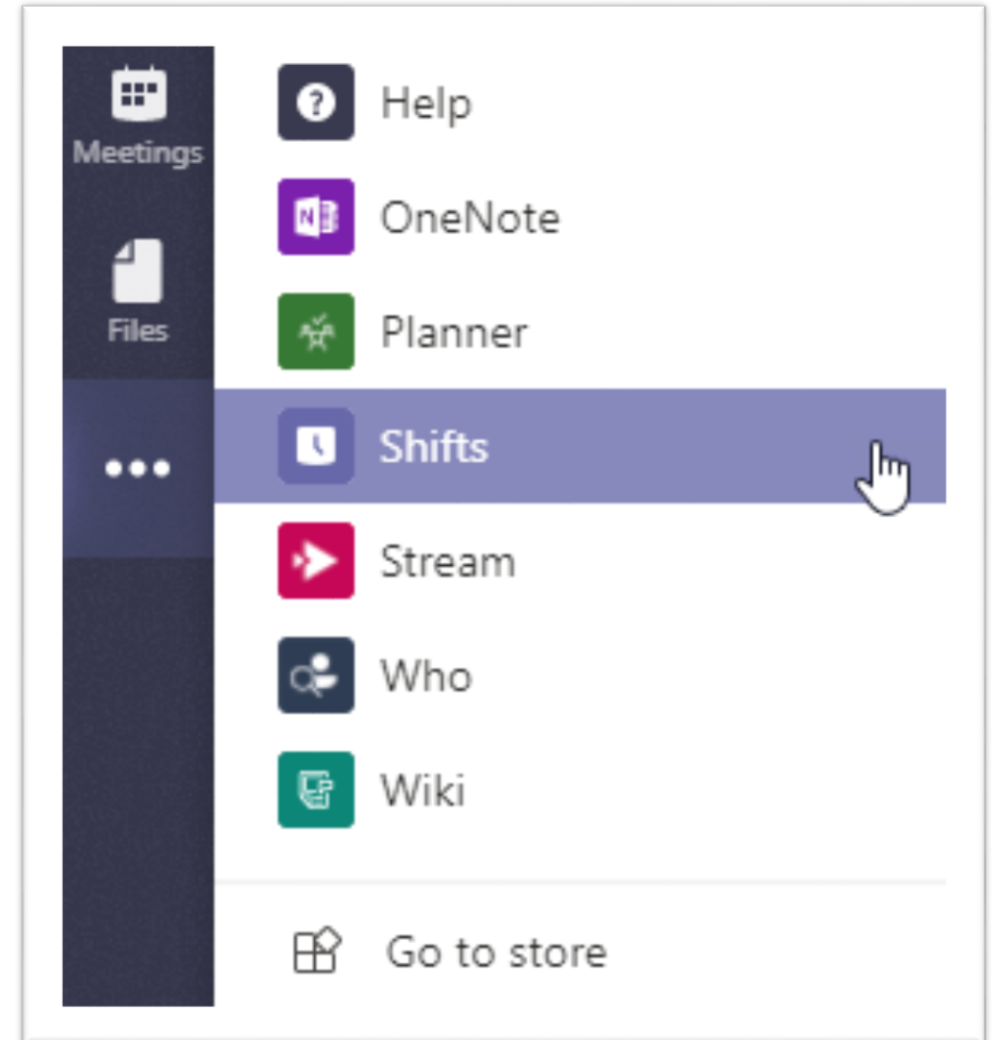
Background

- Microsoft Shifts, in its current iteration, is a fairly new product.
- Shifts was created by Microsoft to replace StaffHub and to merge StaffHub's functionality into Microsoft Teams.
- When we talk about Microsoft Shifts, we are actually talking about a tool that lives within the Microsoft Teams interface.
- Everyone with a license to use Microsoft Teams will already have Shifts installed within their Teams interface.



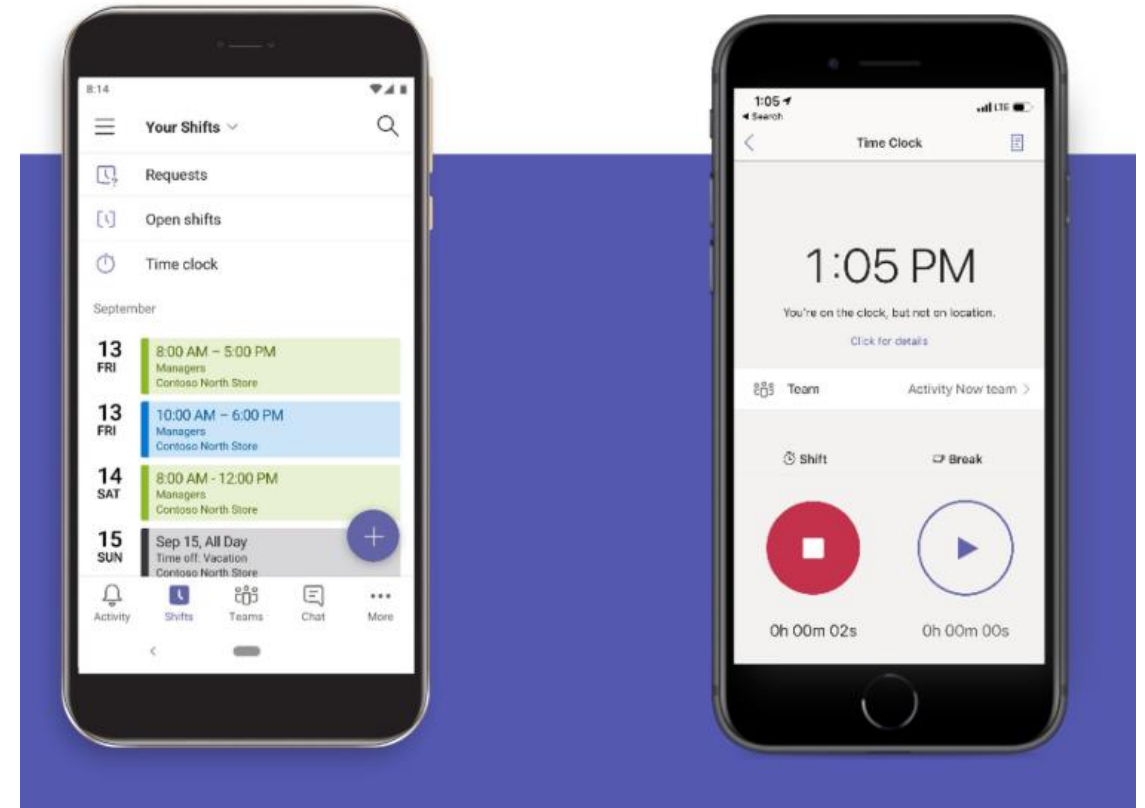
What is Microsoft Shifts?

- Shifts is a schedule management tool that lets you create, update and manage schedules for your team
- With Shifts, you can:
 - Create a new schedule or import an existing schedule from Excel.
 - Toggle between different Shifts schedules to manage them if you own multiple teams.
 - Add reminders for staff.
 - Create staff groups to help you better organize your schedule.
 - Review requests for schedule changes.
 - Allow your team to clock in and out with their mobile devices.



Using Shifts at U of T

- ❑ Shifts can be used to manage schedules for defined groups.
- ❑ If you have a select set of people who you want to manage schedules for, who exist within a team, this is a great option.
- ❑ Individuals who are assigned to shifts have a high level of autonomy compared to similar scheduling products like Bookings.
- ❑ At the University, Shifts can have a number of applications:
 - ❑ Managing lifeguard shifts at the athletic centre.
 - ❑ Managing assigned shifts in a specific labspace.



How to get Shifts

To access Shifts, you need to install it on Teams.

Accessing Teams

- To access Teams on the web, go to **mail.utoronto.ca** and click on the **waffle icon** in the top left corner.
- Select **Teams** to launch the web application.
- You can also access Teams via the desktop application.

Finding Shifts on Teams

- Once Teams is open, click on the **Apps icon** located on the left side menu.
- Search for **Shifts**.
- Once you have located Shifts, right click and select **Pin** to add it to your menu.
- Launch Shifts and select the team that you would like to create a schedule for.

Note: You must be listed as an owner to create a schedule for a particular team.

Microsoft Shifts

- Demo component. Please see session recording.



Questions

Go to uoft.me/connectandlearn for more information and to subscribe to the newsletter.