Example: Team Project

Best Practices: Managing a Team Project

Keeping a remote team aligned requires centralized tracking for deadlines, duties, and meeting notes. By combining shared calendars, task lists, notebooks, and integrated video meetings, project managers can create a dedicated workspace for any initiative.

Note on access: To share resources across your organization, the main shared account must be an Enhanced mailbox. Because you can mix mailbox types under a single domain, the team members receiving access can use either Basic or Enhanced accounts.

Step 1: Create and Share a Project Calendar

Create a specific calendar dedicated to project deadlines and milestones. Share this calendar with the team and grant them "Write" or "Write and delete" access so members can add their own timeline updates and schedule project meetings.

- See the step-by-step Calendar Sharing guide

Step 2: Share a Project Task List

Keep everyone accountable by creating a shared Task list for assigning duties. Grant the project team "Write and delete" access. This ensures team members can update statuses, check off completed action items, and add new deliverables as the project evolves.

- See the step-by-step Tasks Sharing guide

Step 3: Collaborate with a Shared Notebook

Create a dedicated notebook for meeting minutes, project outlines, and strategy briefs. Share it with your team and set their permission to "Write and delete". This allows everyone to contribute to the documentation and edit notes in real time.

- See the step-by-step Notes Sharing guide

Step 4: Create a Central Project Folder

Share a folder with your team to maintain a central repository for shared documents, images, and project files. Folder sharing is restricted to internal use only, meaning you can only share folders with users within your domain.

Set the folder permissions to "Write and delete" or "Manage" so your team can upload and organize assets. When the folder is shared, it will automatically appear under the "Shared" section in each team member's file navigation sidebar. If your team is using Enhanced mailboxes, users can also edit and collaborate on documents in real-time right from the webmail.

- See the step-by-step File and Folder Sharing guide

Step 5: Schedule Recurring Team Meetings

Keeping your team connected is just as important as tracking tasks. Because chat and video meetings are activated by default and built directly into your webmail, you do not need to switch applications to host a project sync.

When adding a new appointment to your shared project calendar, simply check the box to enable an online meeting. You can easily find the perfect meeting time for everyone by clicking the "Check availability" button. For ongoing projects, use the Options tab to set up a recurring event, such as a daily stand-up or weekly project meeting, and enable event reminders so no one misses a sync.

- See the step-by-step Chat and Video Meetings guide

Revision #3
Created 10 November 2026 22:13:55 by Admin
Updated 11 November 2026 19:45:32 by Admin