



Manage Team Schedules with Shifts

What is shifts?

Shifts in Microsoft Teams is a schedule management tool that helps you create, update, and manage schedules for your team.

- **Schedules** - Create a schedule from scratch or import an existing one from Excel. A Shifts schedule displays days at the top while team members appear on the left. And if you're an owner of multiple teams, toggle between different Shifts schedules to manage them.
- **Day Notes** - Add notes to share important news and reminders for a specific day.
- **Groups** - Name a group like a job function or location to keep your groups organized. Then, add people to a group.
- **Shifts** - Choose a slot to assign a shift. Create it from scratch, or copy from an existing one — and don't forget to add activities like training or a specific task. Add open shifts to your schedule that anyone can request. If you need to review shift coverage, view your schedule by people or shift type.
- **Requests** - Review requests for time-off, shift swaps, or offers.
- **Time Clock** - Turn on **Time Clock** to let your team clock in and out of a shift with a mobile device. Enable location detection to ensure team members clock in from a designated work site.
- **Share** - As you edit a schedule, it'll save automatically but your team only sees the updates when you've shared it out.
- **Export or Copy** - Look at your schedule in a spreadsheet by exporting it to excel. If you need to re-use a Shifts schedule, copy it to the date range you want.

[Click to watch the "What is Shifts?" video.](#)

Shifts for managers

Use Shifts to make scheduling more efficient and to keep your employees in-sync. As a manager, you can edit, manage, and view your team's Shifts schedules on the Microsoft Teams mobile app.

Create and manage shifts

- Make adjustments and review your team's Shifts schedules on-the-go.
- View your schedule by people or shift type.
- Add shifts and clarify details using color coding, custom labels, and notes.
- Share the schedule with team members.

Review, approve, or deny requests

- Approve time-off and swap requests.



Manage Team Schedules with Shifts

- Add notes.

[Click to watch the “Shifts for managers” video.](#)

Create a Shifts schedule

With Shifts in Microsoft Teams, create a schedule and assign shifts to your team members.

Schedules and groups

1. In Teams, select **Shifts**. You can:
 - Select **Create a new schedule** to build one from scratch.
 - Select **View** to work with a team's existing schedule.
2. Select **Add group** to type in a name for your new group.
3. Select **Add** to add team members to the group.
Added team members appear on the left of a Shifts schedule.

Add a shift

1. Select **More options > Add shifts**.
2. Add details to your shift like a theme color, start and end time, label, breaks, or notes.
3. Select **Add activity** to include specific tasks, and then select **Save**.
4. When you're done updating the shift, select **Done > Save**.

Copy a shift

1. To copy, select **More options > Copy**. Or, press Ctrl + C.
2. To paste, choose an empty slot and select **More options > Paste**. Or, press Ctrl + V.

Re-use a schedule

1. Select **Copy schedule**.
2. Choose a date range to copy from, and a date range to copy to.
3. Select details to include in your copied schedule.
4. Select **Copy**.
5. To undo this action, select **More options > Undo copy schedule**.

Create an open shift

- To copy, select **More options > Add open shift**.

Note: If you don't see an open shift row in your schedule, go to **Settings**, and select **Open shifts > On**.

Share your schedule

- Select **Share with team**.
- Choose to send your schedule to your entire team, or just affected team members.



Manage Team Schedules with Shifts

- Select **Share**

[Click to watch the “Create a Shifts schedule” video.](#)

Manage a Shifts schedule

Manage and view your team schedule with Shifts in Microsoft Teams.

View a schedule

1. In Teams, select **Shifts** and choose a team. You can switch between different schedule views:
 - Select **Day** to make sure there's no conflicts in a shift.
 - Add **Day notes** that appear when you share the schedule with your team.
 - Select **Week** to see everyone's hours at a glance.
 - Select **Month** to view or schedule shifts bimonthly or monthly.
2. Select **View Options** to view your schedule by different categories:
 - Select **People** to see everyone's availability.
 - Select **Shifts** to make sure you have enough coverage for a shift.

Manage requests

1. Select **Requests**.
2. Select a request to review and then choose a response.

Manage team settings

1. Select **Settings**.
2. To turn on **Time Clock**, select **Begin setup > Turn on**.
3. Select **Schedule** to return to your schedule.

Share a schedule



Manage Team Schedules with Shifts

- Select **Share with team** to send out your updated schedule.

As you edit your schedule, your changes automatically save but your team won't see them until the schedule's shared out.

- Select **Print** to print it as a PDF.
- Select **More options** > **Export schedule** to export your schedule to Excel.

Toggle schedules

- Select **Menu** to toggle between different Shifts schedules in Teams.

[Click to watch the "Manage a Shifts schedule" video.](#)

Shifts for firstline workers

Use Shifts in Microsoft Teams to manage your schedule and stay in sync with your team.

Get started with Shifts

- Tap **Shifts** in the Teams app.

Manage shifts

- **Time Clock** - Clock in or clock out of your shift.
- **Shifts schedule** – Review a schedule to see your manager and teammates for that shift, and review notes for additional details.
- **Manage shifts** – Request time off, take open shifts, swap or offer shifts, and set your availability.

[Click to watch the "Shifts for Firstline workers" video.](#)

For more information, please refer to the Microsoft training resource page [HERE](#)