What is Shifts for Microsoft Teams?

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

How do I access Shifts?

Locate the Teams app through the waffle on Office 365 at www.office.com or through the Teams icon on your desktop. Click on the Teams icon to find the Shifts feature, then click on Shifts to start working on your schedule. If you don't see it there, click **More Options ●●●** and find Shifts in the list.

Image 1: Waffle in MS O365 online

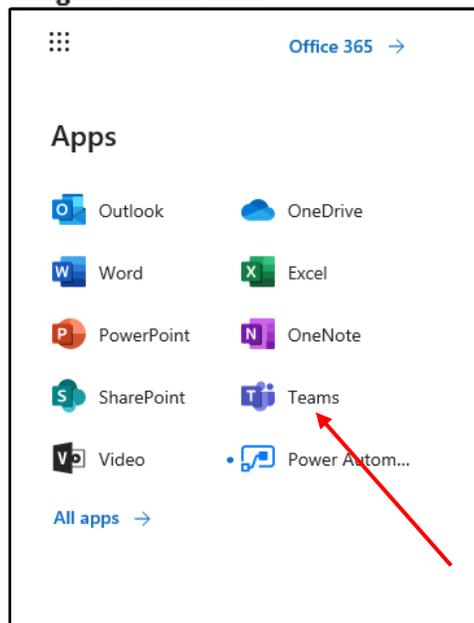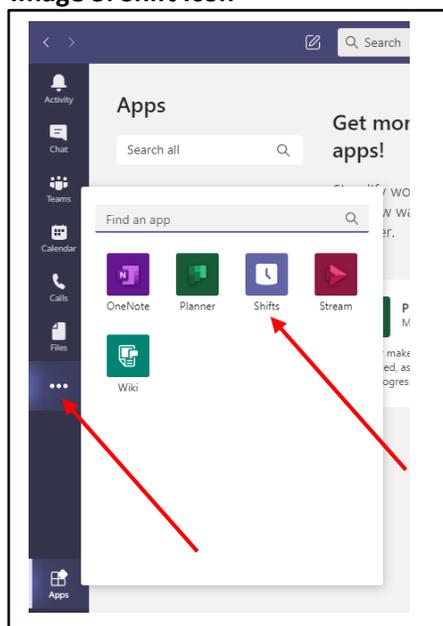**Image 2: Teams Icon**

Image 3: Shift Icon

See your shifts

Keep track of all your upcoming shifts in a team schedule.

- In Teams click on **More Options ●●●** and then Shifts.
- Your shifts will display for the current week.
- Choose Day or Month buttons above the list of dates to narrow or expand your view.

  Note: If you're a manager or administrator, you'll see everyone's shifts for the current week.

Create a schedule

In Shifts, each Teams team gets one schedule to work with, and you can create a schedule for any team of which you're an owner.

From the app, you can create a schedule:

1. Go to the top left of the app and click the Choose or Create a Schedule ☰ icon and select the appropriate schedule or select **+ New schedule** at the bottom to create a new team schedule. You will see a list of your teams to choose from. You will only be able to create a schedule (highlighted) if you are the team owner.
2. Make sure the time zone is correct for the shifts you'll be scheduling, and then click Create.
3. Now that you've created a schedule, the next step is to fill it out.

Import a schedule from Excel into Shifts

Import the data from an existing schedule so you can start managing everything in Shifts. Click here for more instructions.

1. If you haven't already done so, open Shifts in Teams and create the schedule for your specific team you'll be importing your data to. Or if that's already taken care of, open that schedule in Shifts to get started.
2. At the top right, select **More Options ●●●** > Import schedule.
3. Download the sample file and read the instructions inside.
4. Using the sample as a guide, put your schedule data in an Excel file to upload into Shifts.
5. Note: You can also add your data to the sample file if you want. Just remember to delete the sample information before you upload the file.
6. Once you've added your data and made sure everything looks right, select Upload file.
7. When data has been imported, verify that the schedule looks correct in Shifts. Then select Share with team when you're ready for everyone to see it.

See the team schedule

Check out who's got a shift on any given day.

1. Click on the More options button on the far-left side of the app and choose Shifts.
2. You can change the dates you're viewing with the buttons at the top of the frame.

   From there, you can select a shift to see the details, swap it, or offer it to someone else.

Open a different schedule

To open a different schedule if you're on more than one team.

1. Navigate to More options **More Options ●●●** on the far-left side of the app and choose Shifts.
2. Scroll down to find your team.
3. You can change the dates you're viewing with the buttons at the top of the frame.

   From there, you can select a shift to see the details, swap it, or offer it to someone else.