

# PRAISE ON MICROSOFT TEAMS



## HOW TO GUIDE

1

OPEN MICROSOFT TEAMS APP



2

OPEN CHAT OF STAFF MEMBER TO BE RECOGNIZED



Found on the left hand panel

3

SELECT PRAISE ICON

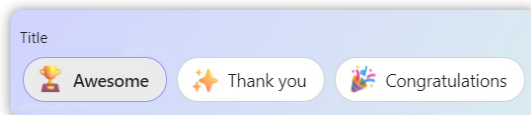
Found on the bottom row where you would type a message



4

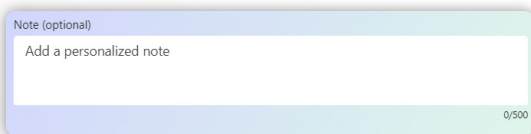
CHOOSE TITLE

Note: there are more to choose from



5

ENTER PERSONALIZED NOTE



6

SEND TO STAFF



**Health PEI**  
EMPLOYEE WELLNESS TEAM

**Health PEI**