

 Microsoft 365

Crash course in Microsoft Teams

How to work better together



Table of contents

3

Introduction

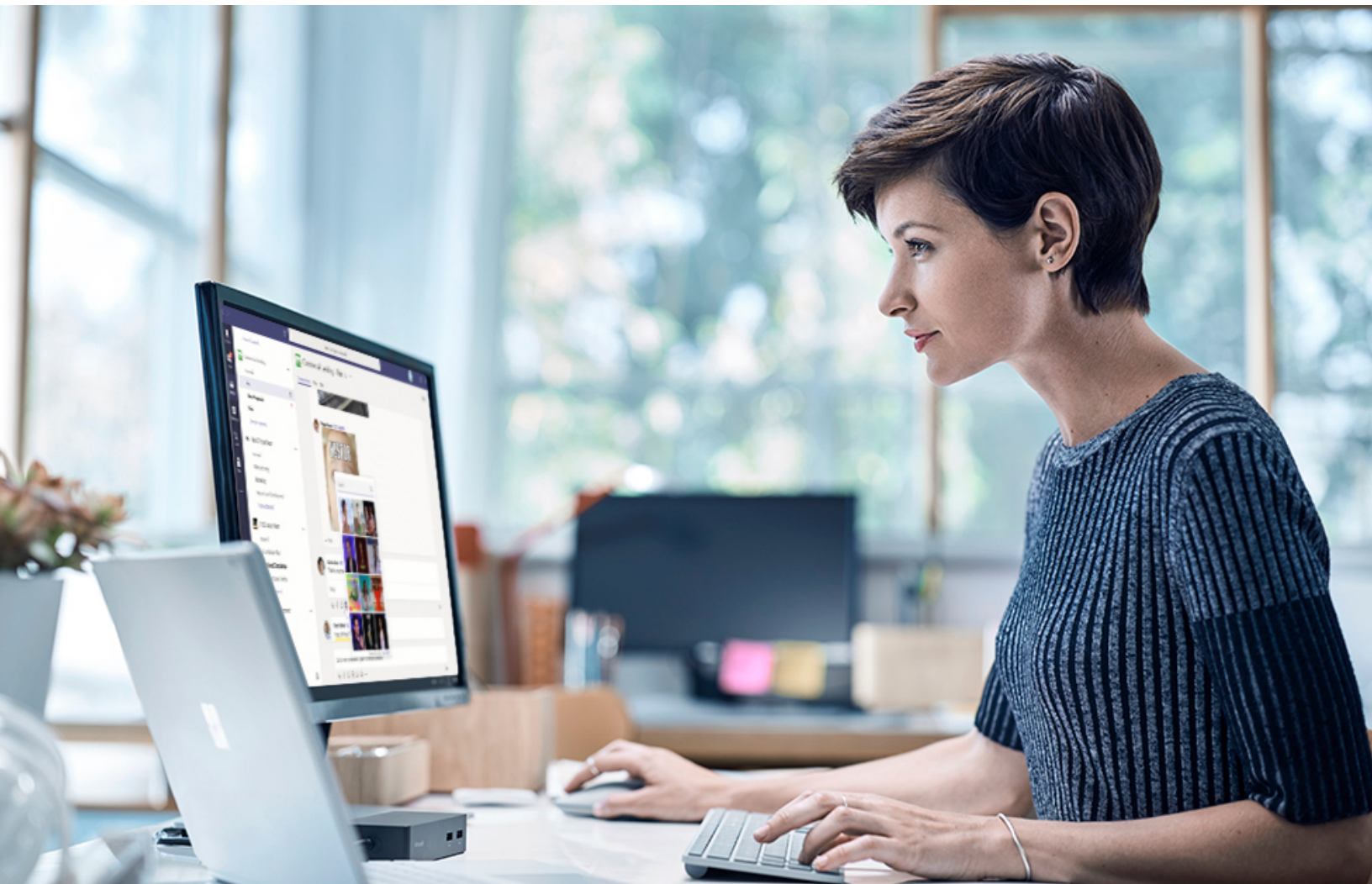
Introduction

In today's workplace the best work gets done by teams—teams of people with different backgrounds and talents across different departments, locations, and even time zones.

How do you ensure that everyone feels like part of the team? How do you easily share

out information? And how do you operate fast, as if everyone were sitting in the same space?

Luckily, Microsoft Teams brings you and your coworkers together in a shared online workspace where you can chat, meet, share files, and work with business apps.



Communicate the way you want



Get your team on the same page with group chat, online meetings, calling, and web conferencing



Connect at the speed of light

Let's face it. Email isn't always the best tool for agile teamwork or project management. With Microsoft Teams, you can start a quick chat with one or more coworkers. Reply instantly with a short message or reaction, so you and your team can be in sync.



Stay in the loop

Spend less time sending updates to team members. Conversations in Microsoft Teams are persistent and threaded, so it's easy to track topics and catch up on what you missed.



Move seamlessly from chat to call to web conference

When you're chatting with one or more people in Microsoft Teams, you can start an impromptu voice or video call with screen sharing, file collaboration, and digital whiteboarding.



Work from virtually anywhere

Microsoft Teams works when you're on the move. Reply to a group chat from your phone or tablet. Or start a new chat or video call from your mobile device.



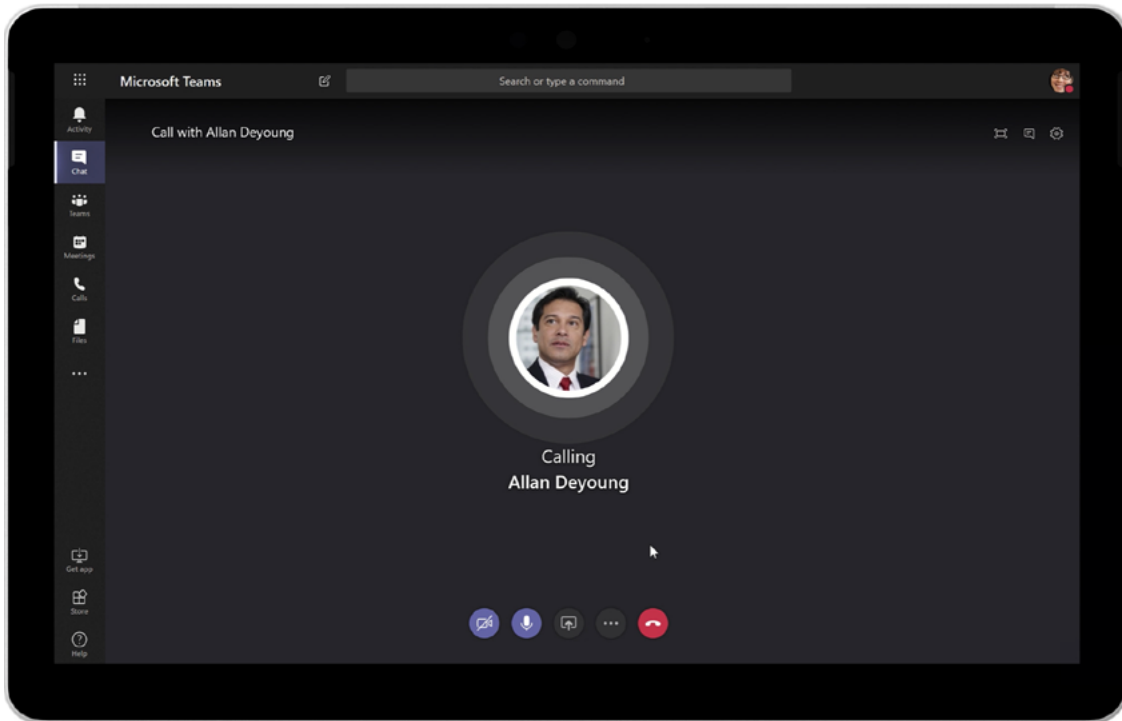
Make work conversations informal and fun

Even with team members in different locations, Microsoft Teams makes your conversations feel like a quick chat in the hallway. Add some fun with animated GIFs, memes, stickers, and emojis.

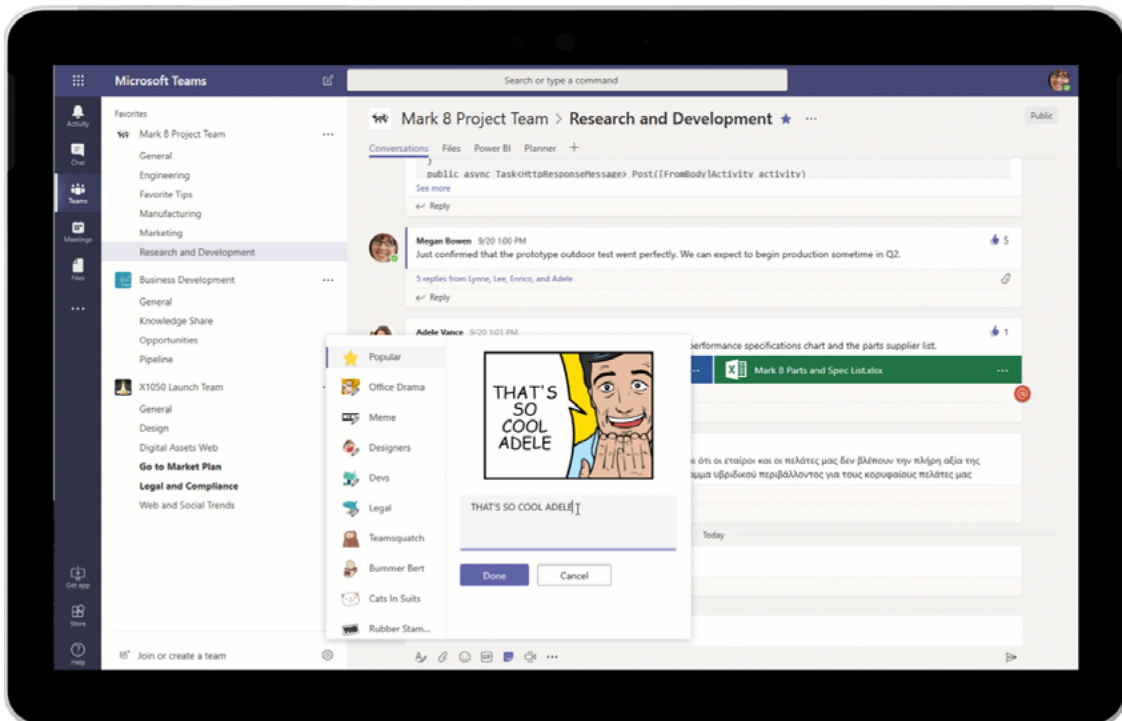


Include people outside your company

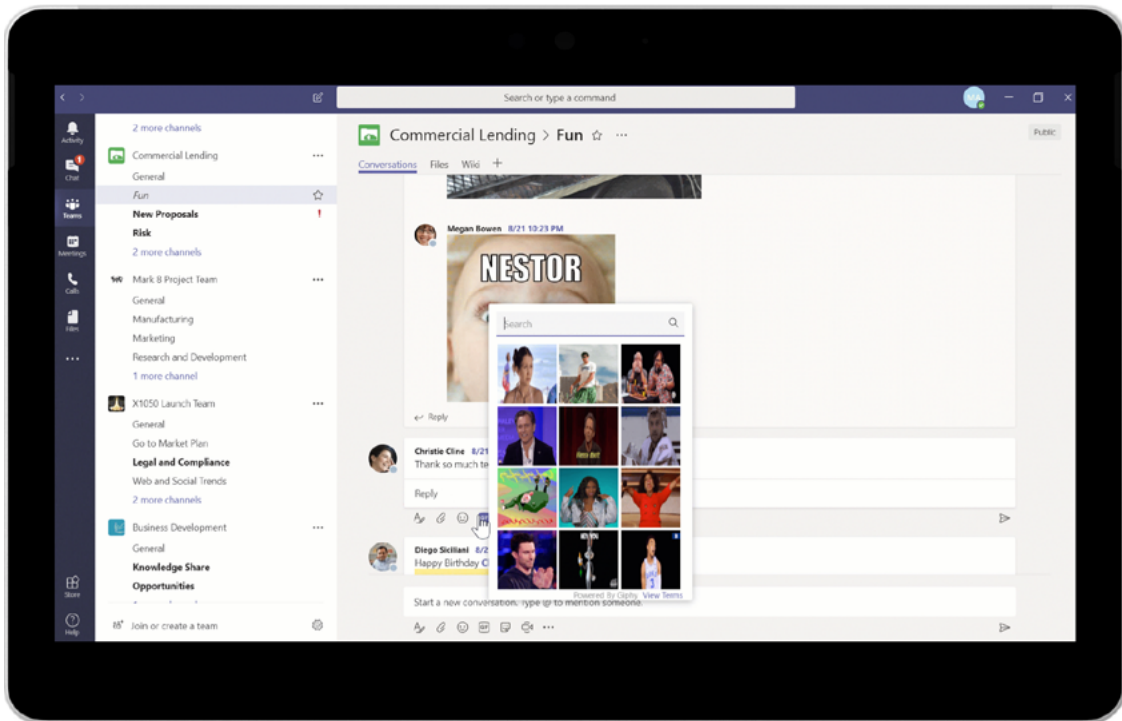
Since teamwork also involves people from outside your company—like freelancers, copywriters, and consultants—it's vital to include them in conversations. Microsoft Teams makes this easy to do with secure guest access.



Easily call, chat, and web conference in one place



Add popular stickers and memes to your chats



Have fun with animated GIFs


[Try communicating with Microsoft Teams >](#)



Make meetings more productive



Get tools to organize engaging and productive meetings




Meetings made for today's teamwork

With team members in different departments, locations, and time zones, it's hard to have effective meetings. When you schedule a meeting in Microsoft Teams, it's designed with dispersed teams in mind. The meeting is set up for audio and video conferencing, screen sharing, shared notes, and chat. When you're on the go, join the meeting from your phone for a great meeting experience.



Engage meeting participants

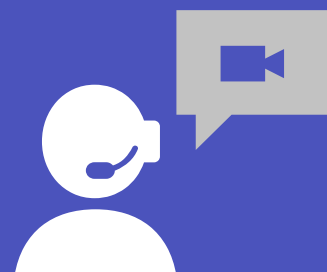
By sharing the content on your device, remote attendees can follow along as if they were in the meeting room with you. Attendees can actively participate in Microsoft Teams using chat, an integrated digital whiteboard, and apps like Word or Trello.



Record meetings for later use

Record the Microsoft Teams meeting so people can "attend" or review the meeting later. The video of the meeting will be automatically transcribed. Viewers can search for specific terms and jump directly to the right part of the recorded meeting.

[Run your first meeting in Microsoft Teams](#) >



Collaborate with ease



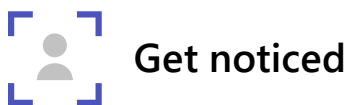
Work together in one place with the tools, files, apps, and conversations your team needs



Too much time is lost hunting for scattered information and tools related to a project. With Microsoft Teams, you can access files, conversations, and apps in one workspace.



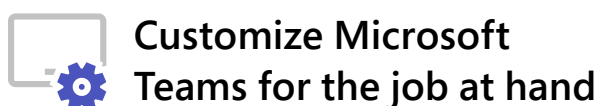
No more juggling multiple versions when reviewing documents, spreadsheets, or presentations as a team. Edit and review files at the same time using Excel, Word, PowerPoint, and OneNote without leaving Microsoft Teams.



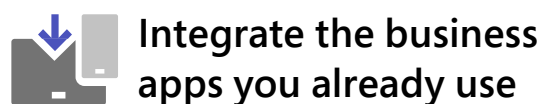
Use @mention to get someone's attention in a channel conversation or a chat. Just type @ before their name. Your team member will be notified, and the message will appear in their Microsoft Teams notifications feed.



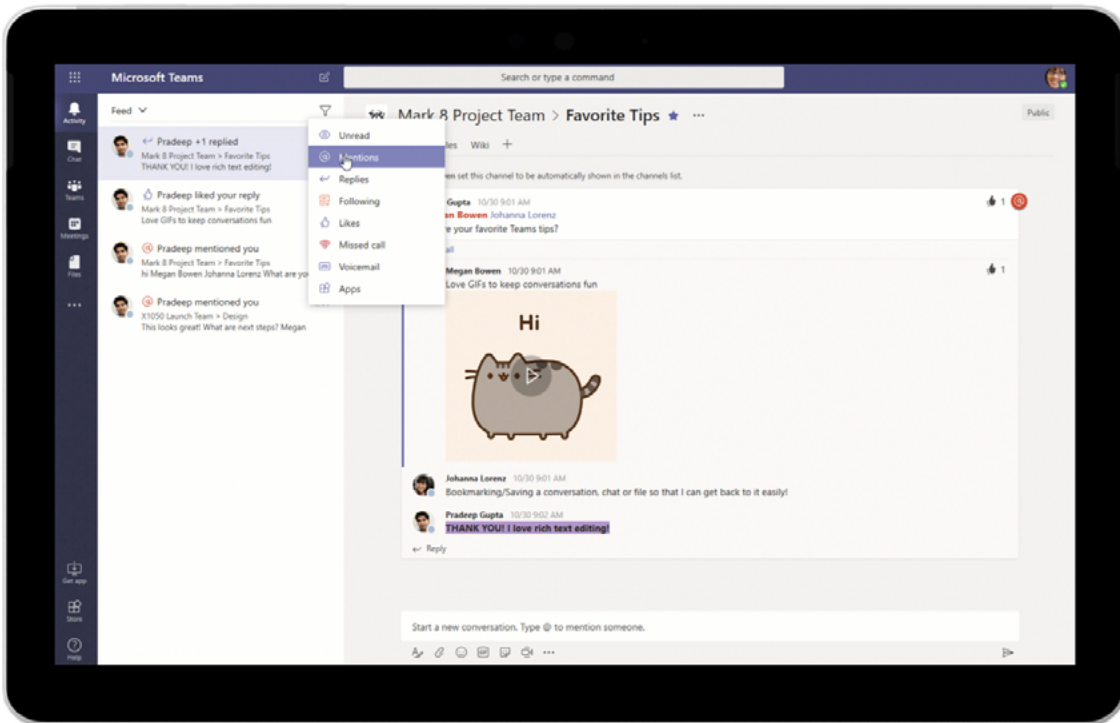
Email integration is easy. Simply send an email to a channel in Microsoft Teams using the channel email address. Once it's part of the channel, your team members can reply to it to continue the conversation.



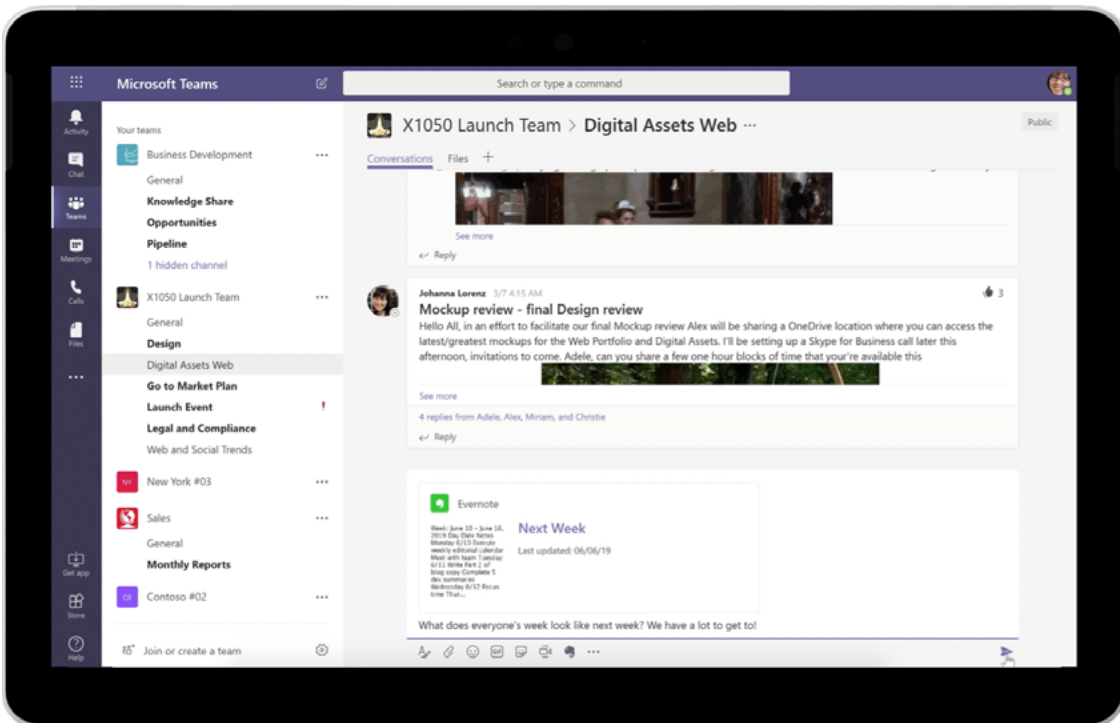
Organize your team using channels to group conversations and files by certain topics. For example, create a plan, budget, and news channel for your project team. Further customize your workspace in Microsoft Teams by pinning important files, apps, or reports for quick reference.



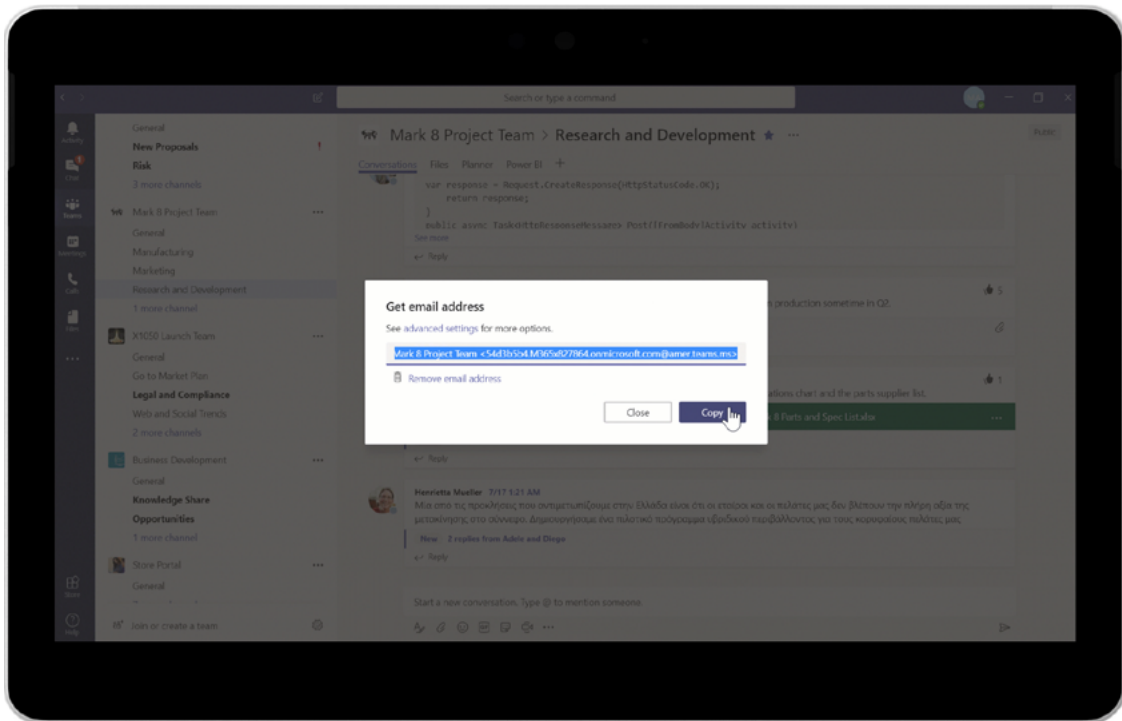
Microsoft Teams offers integrations with more than 250 business apps to choose from, including Trello, Evernote, Adobe, GitHub, and Zendesk. And of course, there's built-in access to Office 365 apps like SharePoint, Power BI, Planner, Flow, and PowerApps.



Use @mentions to notify team members



Continue using familiar apps like Evernote directly within Microsoft Teams



Easily integrate email using a channel email address

[Explore collaboration in Microsoft Teams >](#)



Work with confidence and achieve more together

End-to-end security backed by Microsoft helps protect what you share and add to Microsoft Teams. That way, your personal information, company data, and customer details stay safe.

Start using breakthrough teamwork tools now.

[Sign in](#)