Microsoft 365

Crash course in Microsoft Teams

How to work better together

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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 co-workers together in a shared online workspace where you can chat, meet, share files and work with business apps.
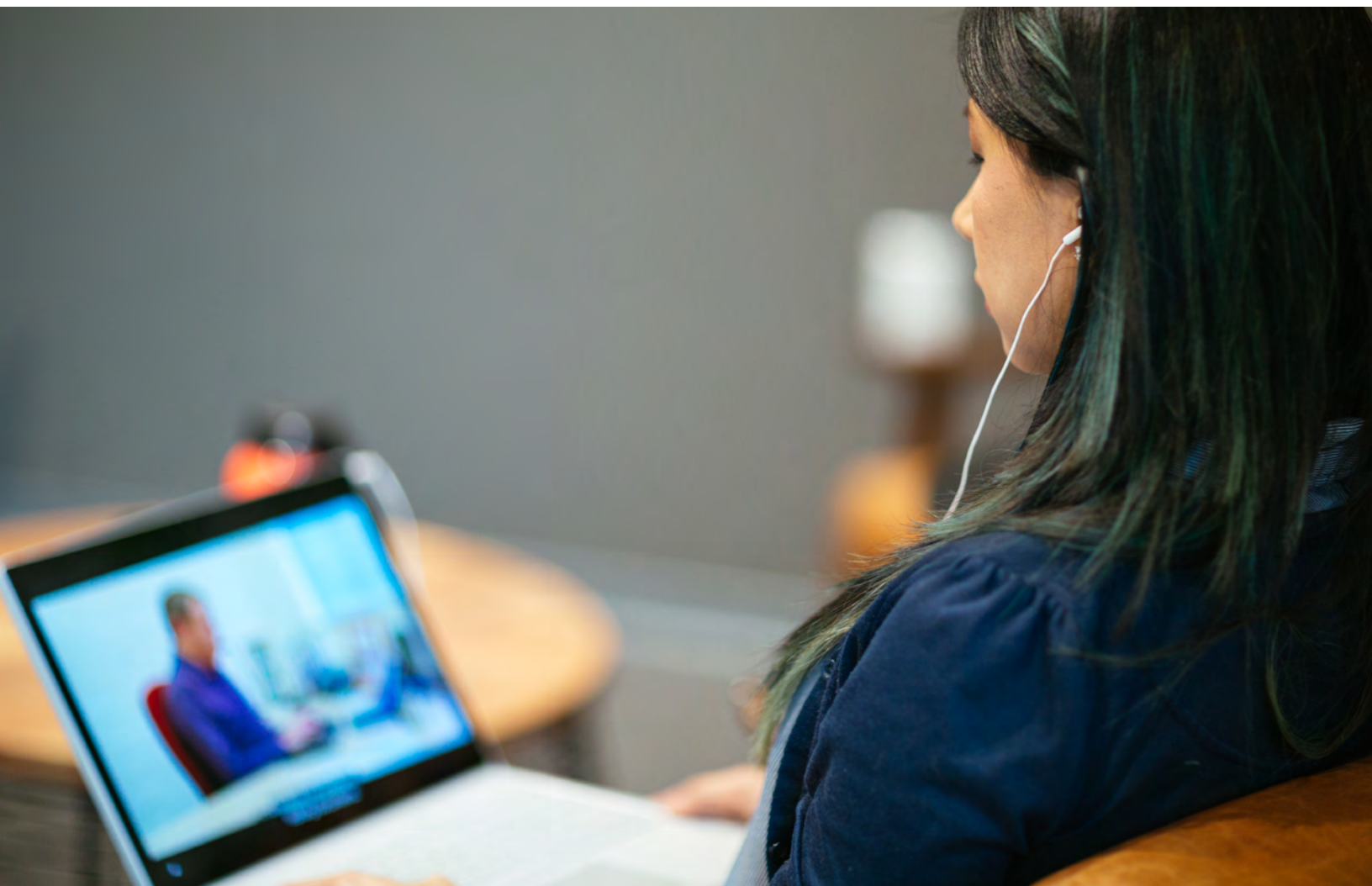
Communicate the way you want

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 co-workers. 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.
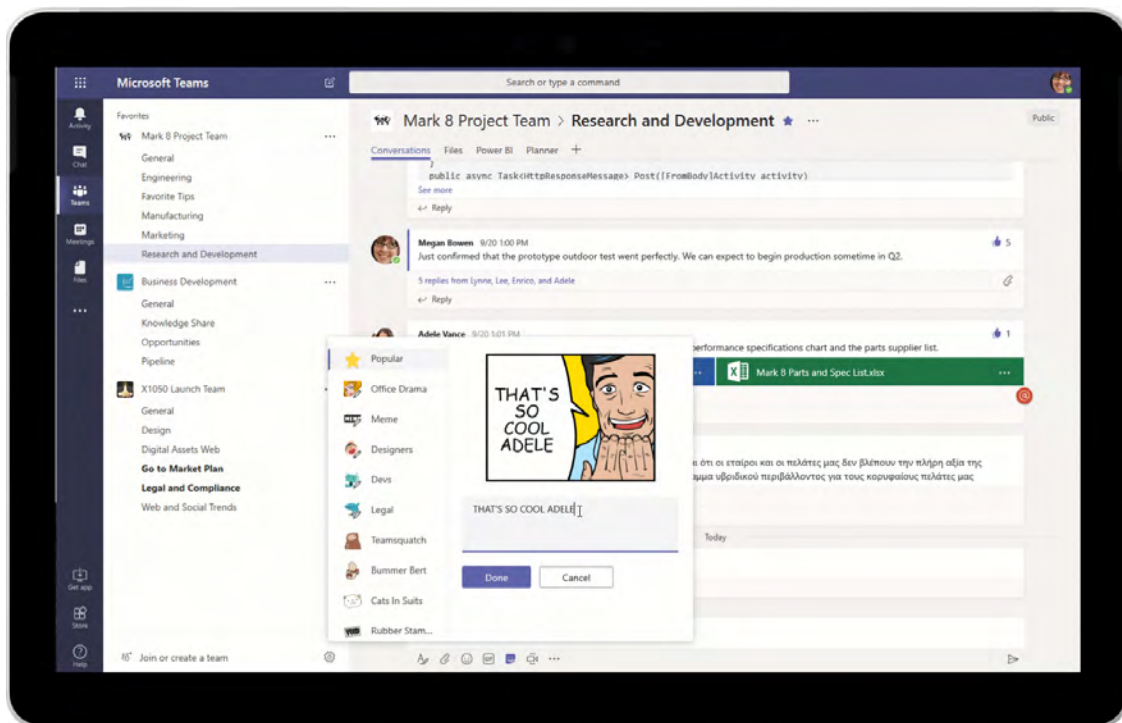
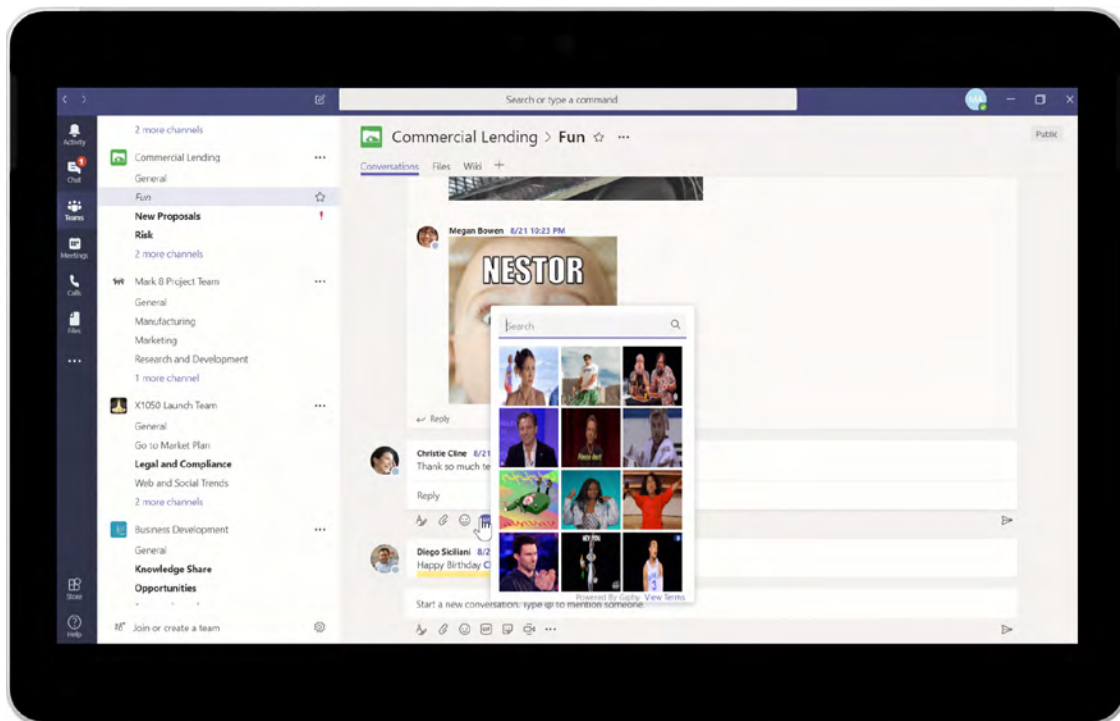## Include people outside your company

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.
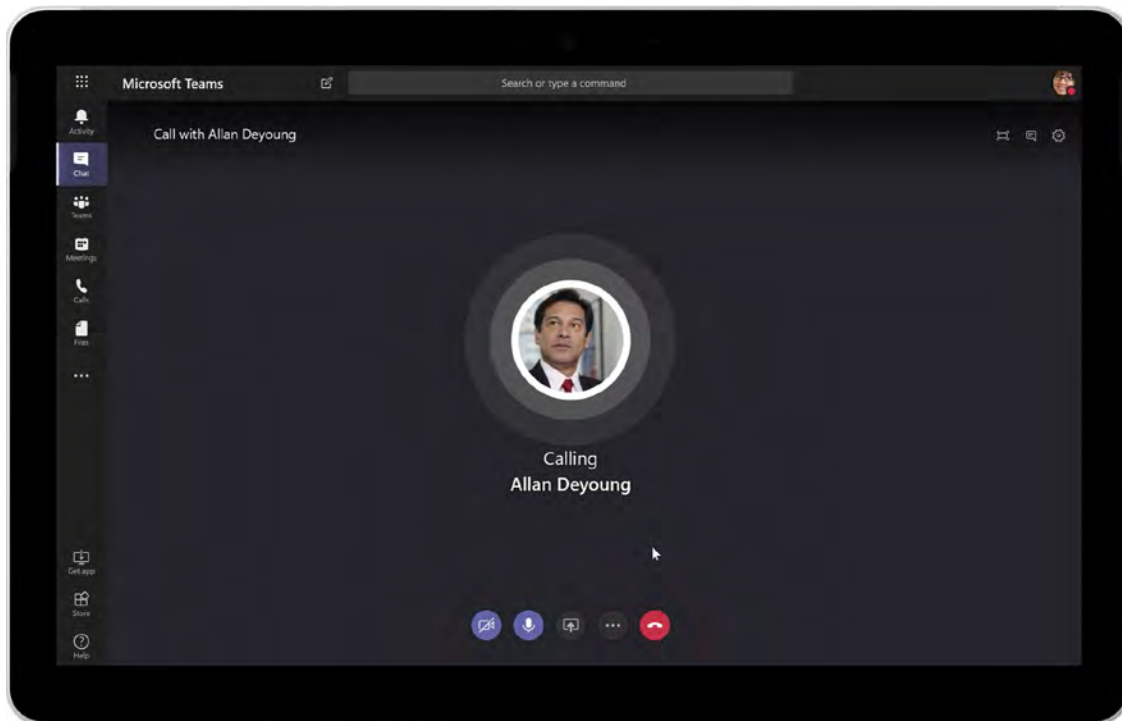
Easily call, chat and web conference in one place

Add popular stickers and memes to your chats

Have fun with animated GIFs

Make meetings more productive

Get tools to organise 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.
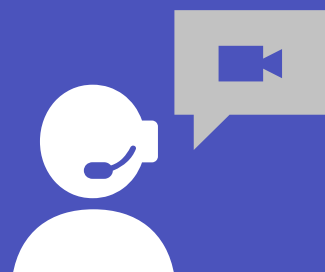
Collaborate with ease

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

Access files, conversations and apps in one workspace

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.

Work together on Office documents

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.

Get noticed

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.

Use email when you need it

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.

### Customise Microsoft Teams for the job at hand

Organise 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 customise your workspace in Microsoft Teams by pinning important files, apps or reports for quick reference.
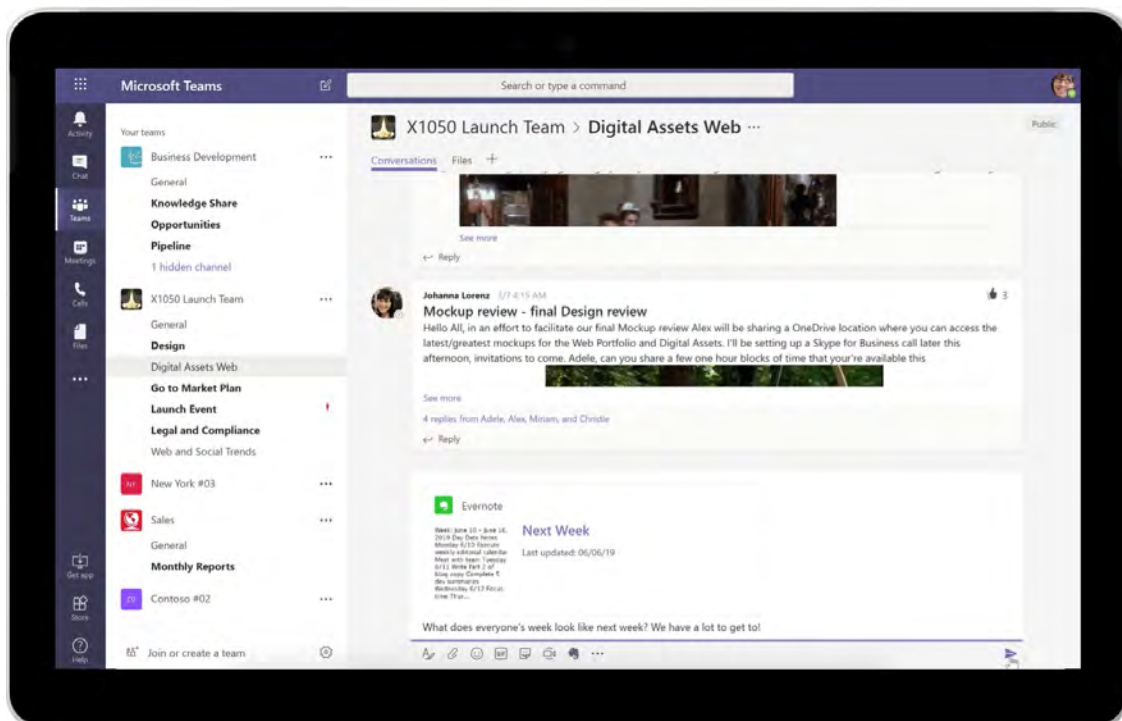
Integrate the business apps you already use

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.
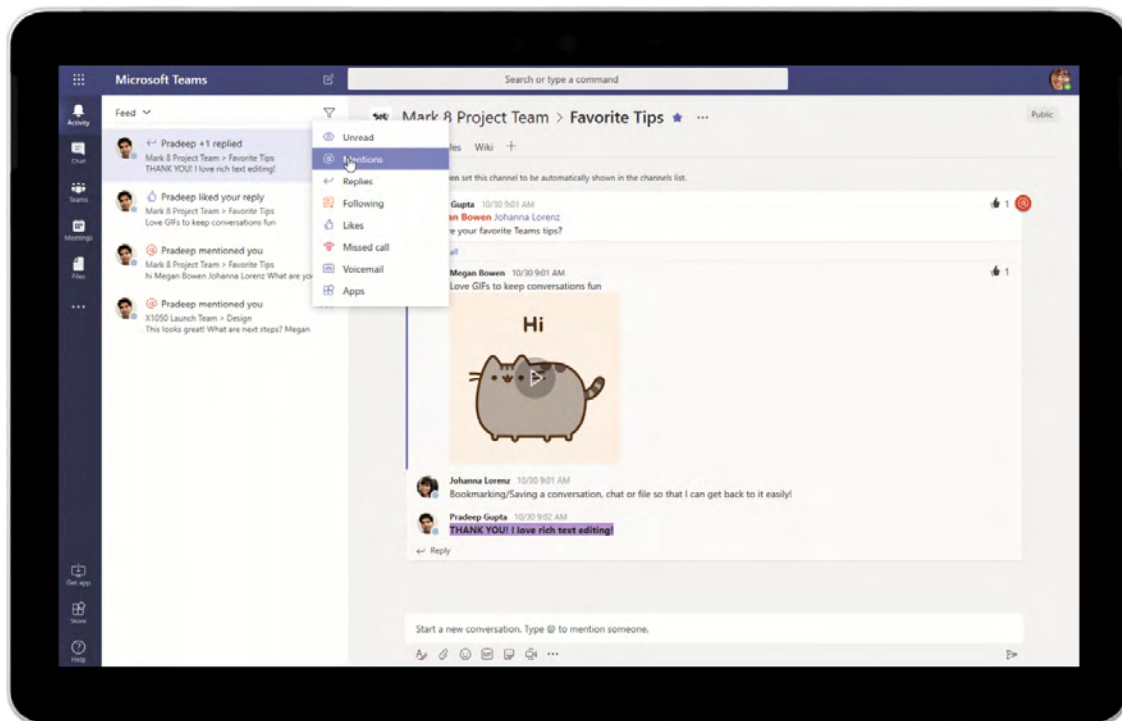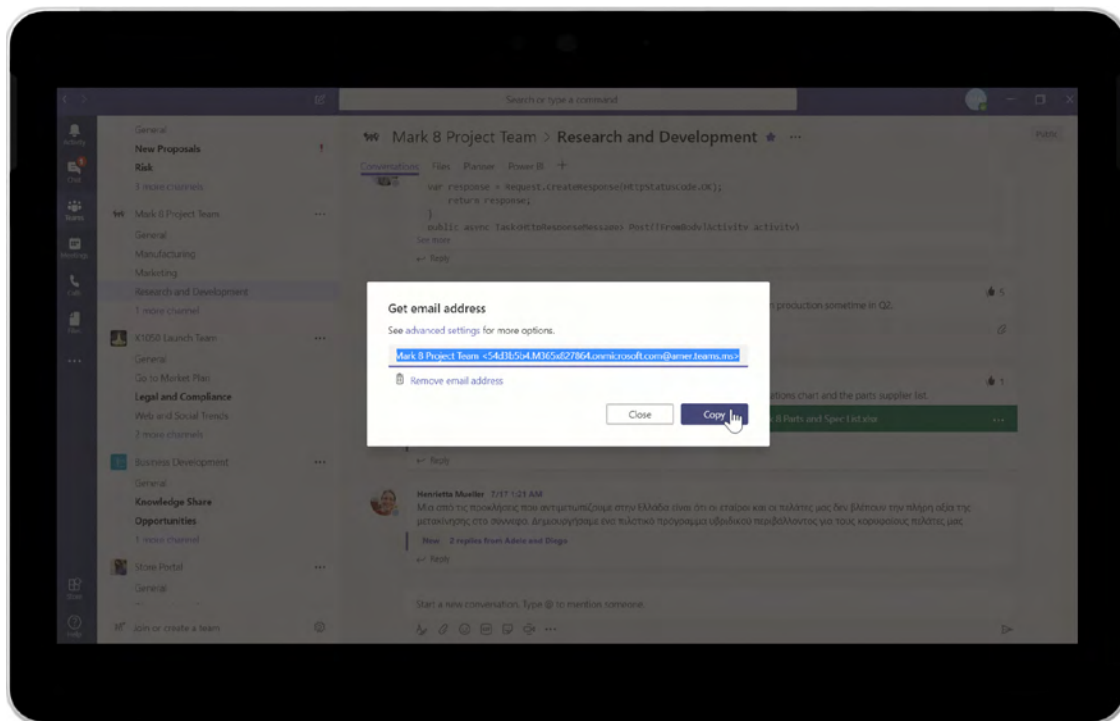
Use @mentions to notify team members

Continue using familiar apps like Evernote directly within Microsoft Teams

Easily integrate email using a channel email address

Microsoft 365

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.