



Information Technology

Microsoft Teams

What is MS Teams User Manual




What is Microsoft Teams?


Microsoft Teams is a unified communication and collaboration platform that combines persistent workplace chat, video meetings, file storage


It's a hub for team collaboration that integrates the people, content, and tools your team needs to be more engaged and effective, in addition, it keeps all your team's chats, meetings, files, and apps together in one place.





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Microsoft Teams

Work remotely without feeling remote.

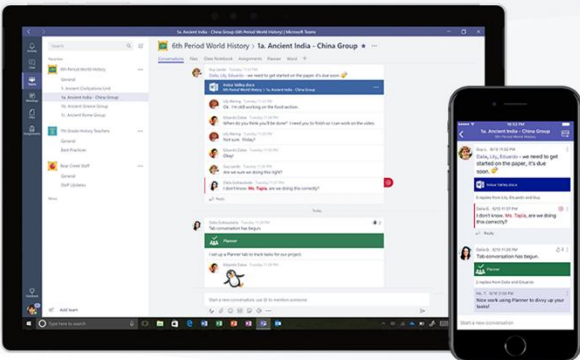
Microsoft Teams is a collaboration app that helps your team stay organized and have conversations—all in one place.

Teams

Meetings

Calls

Activity





- **Teams** - Teams allows groups, or teams to join through a specific URL or invitation sent by a team administrator, you can hold on-the-spot meetings, have conversations, and share files.
- **Channels** - Within a team, members can set up channels. Channels are topics of conversation that allow team members to communicate without the use of email or group SMS (texting). Users can reply to posts with text as well as images.
- **Chats and Video conferencing**
 - Instant messaging
 - Video conferencing inside the client software
- **Meetings** - Meetings can be scheduled or created, and users visiting the channel will be able to see that a meeting is currently in progress. Additionally, This calendar syncs with your Outlook calendar.
- **Live events** - are an extension of Teams meetings that enable you to schedule and produce events that stream to large online audiences!
- **Files:** Teams makes it easy to share files and work on them together. If your files are Word, Excel, PowerPoint, or Visio files your colleagues can even view, edit, and collaborate on them, right within Teams.

