

Microsoft Teams Overview

What is Microsoft Teams?

Microsoft Teams is cloud-based team collaboration software that is part of the Office 365 suite of applications. The core capabilities in Microsoft Teams include business messaging, calling, video meetings and file sharing.

What is a Team?

Teams are collections of people, content, and tools that center around different projects and jobs within an organization. In Teams, team members can have conversations and share files, notes etc. all in one place. Teams are made up of Channels.

What is a Channel?

Channels allow teammates to have focused conversations about specific topics. Every team has its own set of channels (starting with the General channel), and the members of that team get to decide what they want the rest of their channels to focus on.

How to access Teams?

Microsoft Teams is accessed in three different ways: by the web, by its desktop application, or by its mobile application

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