



When A Team is Created

When you have a place to create and make decisions as a team, there's no limit to what you can achieve.

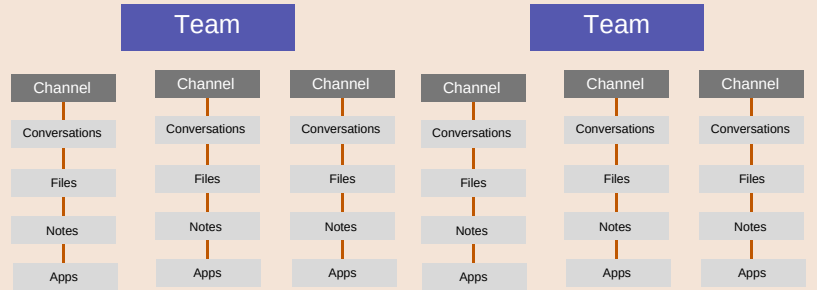
Teams brings everything together in a shared workspace where you can chat, meet, share files, and work with business apps.

You can have a Team created for you so you can automatically share chat conversations, notes, tasks, meetings, videos, and more with a set group of individuals.

Organize

A **Team** is a group of people you'd like to share conversations, documents, and content with. Being a member of a Team means that you've got access to all chats, files, and content that has been shared.

Channels are the place for you to organize Team conversations, notes, and content. They are dedicated to specific topics, projects, or events.



Team Features

Shared Mailbox and Calendar



Fully functioning mailbox and calendar to manage group emails and schedule meetings or events.

OneNote Notebook



OneNote Notebook is created with sections for Team collaboration and private sections are created for each member to organize personal notes in.

Project Management



Use Planner to organize and assign Tasks to Team members. Create multiple plans and add them to channels to keep track of the various projects your Team handles.

Shared Document Library



Create and store files that everyone on your Team can access and edit. Your channels act as folders to help organize documents you store and share.

Sharepoint also provides your Team with a customizable Team site and workspace.

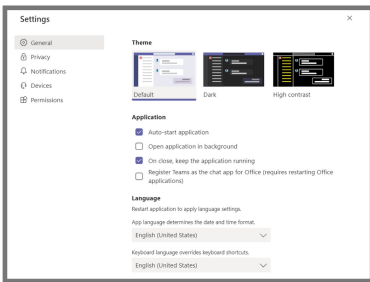
Group Video Portal



Each Team has its own video portal for members to share and organize video content in channels and playlists.

Transcribe videos and share them with users outside of your Team.

Settings & Notifications



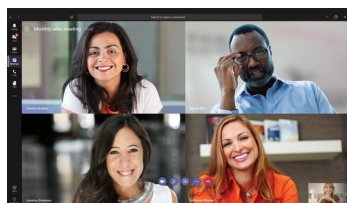
Click your profile icon at the top right of the Teams application to open the settings menu.

Make sure to have Teams auto-start when you login to your computer so you don't miss anything.

Click Notifications to adjust how and where Teams delivers important messages to you.

Host Online Meetings

Teams meetings can be attended online, so there's no need to postpone that meeting due to physical availability.



Meet with anyone, anywhere by scheduling your meeting in Teams. You can join a Teams meeting through a meeting invite link or from the Teams application on any device

Make Document Sharing Easy Add Cloud Storage

You can share files from UTBox, Google Drive, Dropbox and more by adding cloud storage locations to Teams. Click the Files tab in the Teams app to get started.



SharePoint

Empower individuals, teams and organizations to intelligently discover, share, and collaborate on content from anywhere and on any device.



Dropbox

Dropbox simplifies the way teams work together with secure, easy-to-use collaboration tools and the fastest, most-reliable file sync platform.



Box



Box is a secure content management and collaboration platform helping teams and organizations easily share, manage, and collaborate on their most important information.



ShareFile

Citrix ShareFile helps people exchange files easily, securely, and professionally.



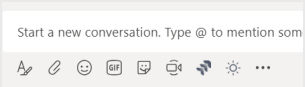
Google Drive

Get access to files anywhere through secure cloud storage and file back up for your photos, videos, files and more with Google Drive.

T Master Meetings in Teams T

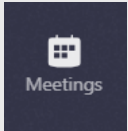
From a chat or channel

Schedule

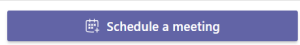


Schedule a meeting using the Meet Now button in a Team channel or from the meetings tab within the Teams application

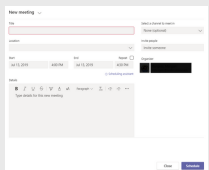
Meetings tab



Open the meetings tab from the application navigation menu on the left, then click Schedule a meeting



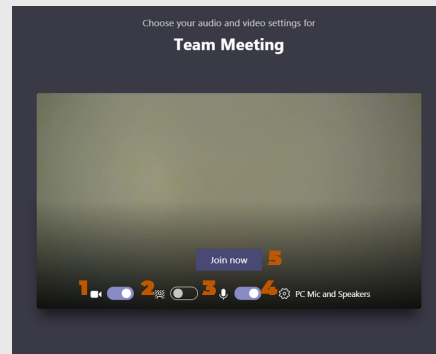
Add details



Add meeting details and click Schedule

Join

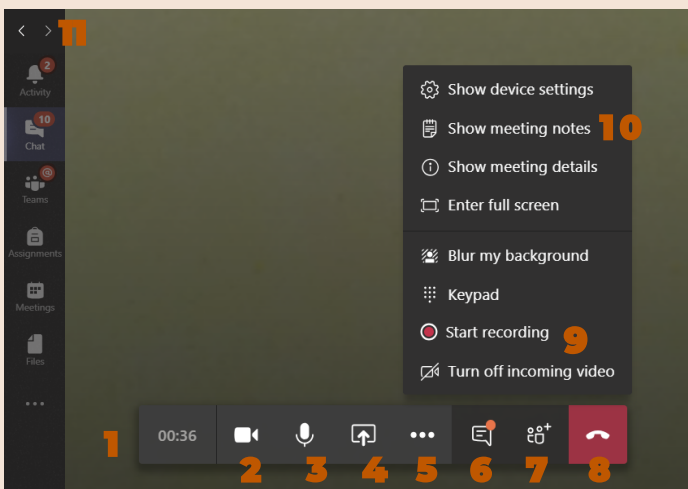
You can join a Teams meeting from the meetings tab within Teams or by clicking the Join Teams Meeting link within an Outlook calendar invite



Close other applications to keep the focus on your meeting

- 1 Turn on incoming video to have a conversation face to face over Teams
- 2 Blur your background to reduce distractions
- 3 Turn on incoming audio to allow others to hear you
- 4 Adjust your audio devices
- 5 Join when you're ready

Participate



- 1 Once you've joined a meeting, select an option from the menu to adjust settings
- 2 Turn on incoming video
- 3 Turn on incoming audio
- 4 Share your screen or a presentation
- 5 Open the more options menu
- 6 Open the meeting chat
- 7 View meeting attendees and invite others
- 8 Leave the meeting when you're done
- 9 Record your meeting, then edit and share it later in Microsoft Stream
- 10 Collaborate on meeting notes with attendees
- 11 Use the Teams navigation tab to multitask during meetings