

Microsoft Teams
The hub for teamwork in Office 365

Microsoft Teams

Collaboration and Sharing





Chat from anywhere

Share your opinion, and your personality. Send gifs, stickers, and emojis in a group chat or in one-to-one messages.



Meet from anywhere

Instantly go from group chat to video conference with the touch of a button. Teams of 10 or 10,000 can meet in one place, no matter how many places they're in.



Call from anywhere

Never yell "who just joined?!" ever again. Use Teams calling, Phone System, Calling Plan, or Direct Routing to take the stress out of conference calls.



Collaborate from anywhere

Never do that frantic, searching-for-files thing ever again. In Teams you can access, share, and edit Word docs, PowerPoint, and Excel files in real time.

Top Teams Features for Chatting

- **Group Chat:** One-to-many messaging to collaborate with coworkers and external users. Keep projects, departments, and everyone up-to-date and organized all in one place.
- **Private Messaging:** One-to-one messaging to collaborate with coworkers or external users. Collaborate using text, voice, or video. Quickly share documents, images, and more.
- **Workspace:** Every team can customize their workspace with Tabs, Connectors and Bots. With over 150 integrations, file uploads, and chat every team can build a custom space for their team.

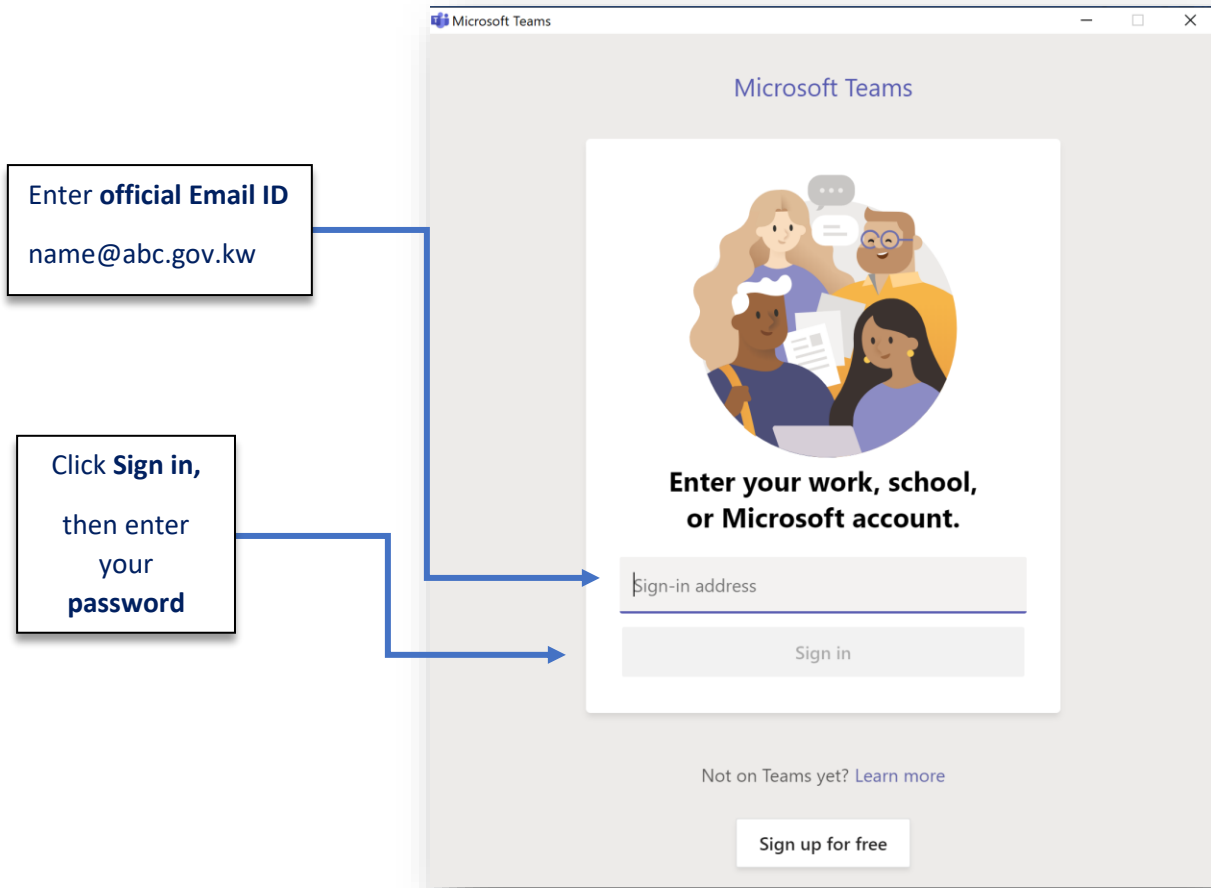
Microsoft has developed Teams for every device. You can access Microsoft Team on Web, Windows, Android, iPhone and Mac.

- ### Logging into Microsoft Teams

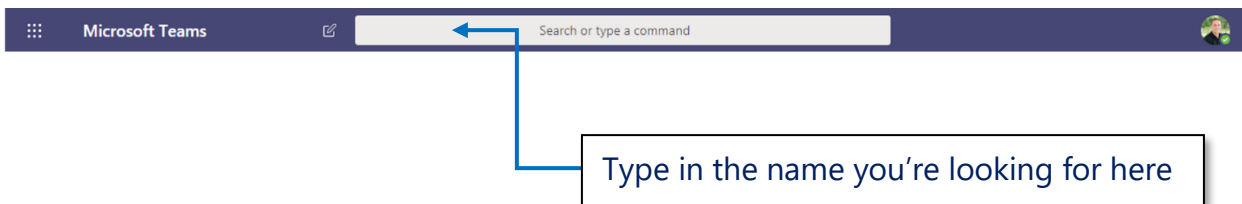
1. Click the **Teams** icon you have on the Desktops



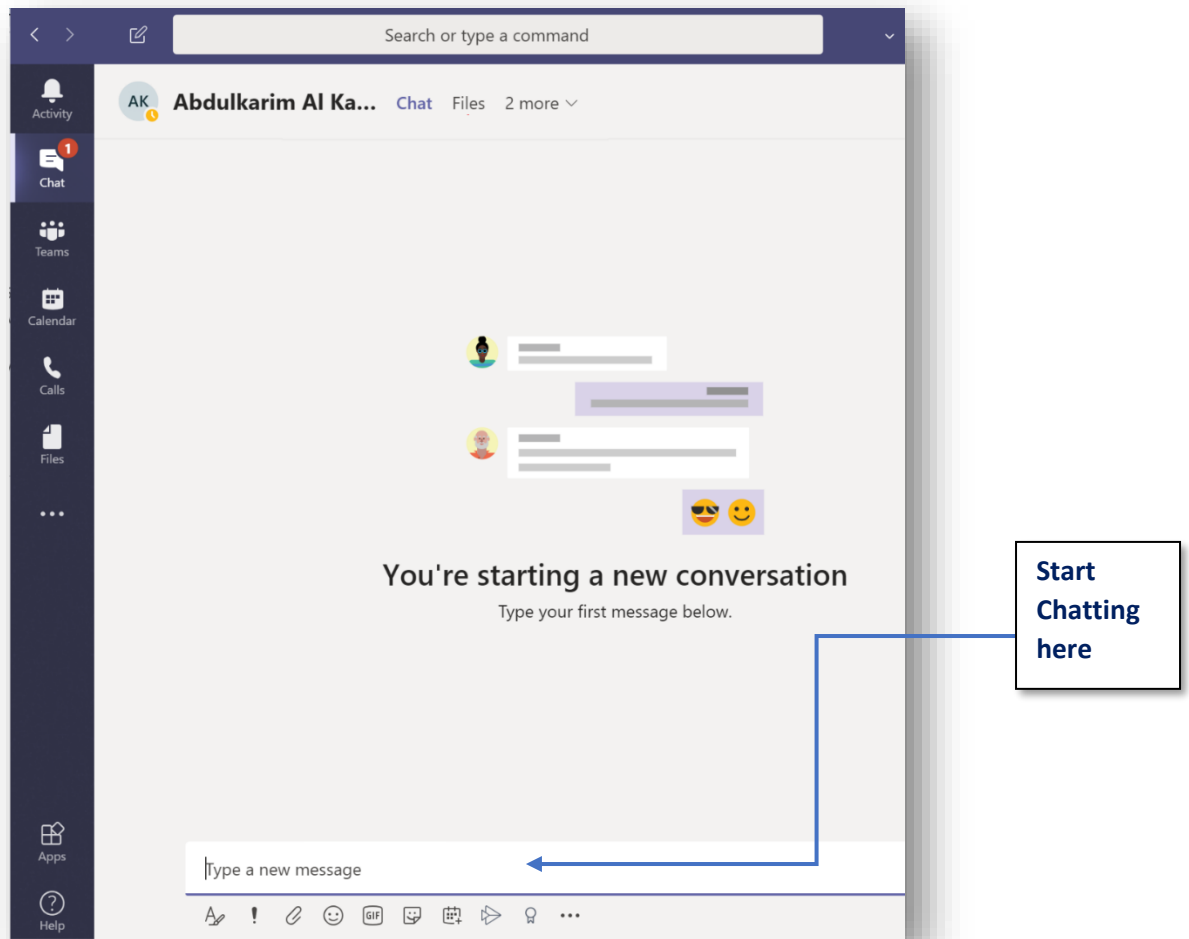
2. Sign in by using your organization's Emile ID and Password



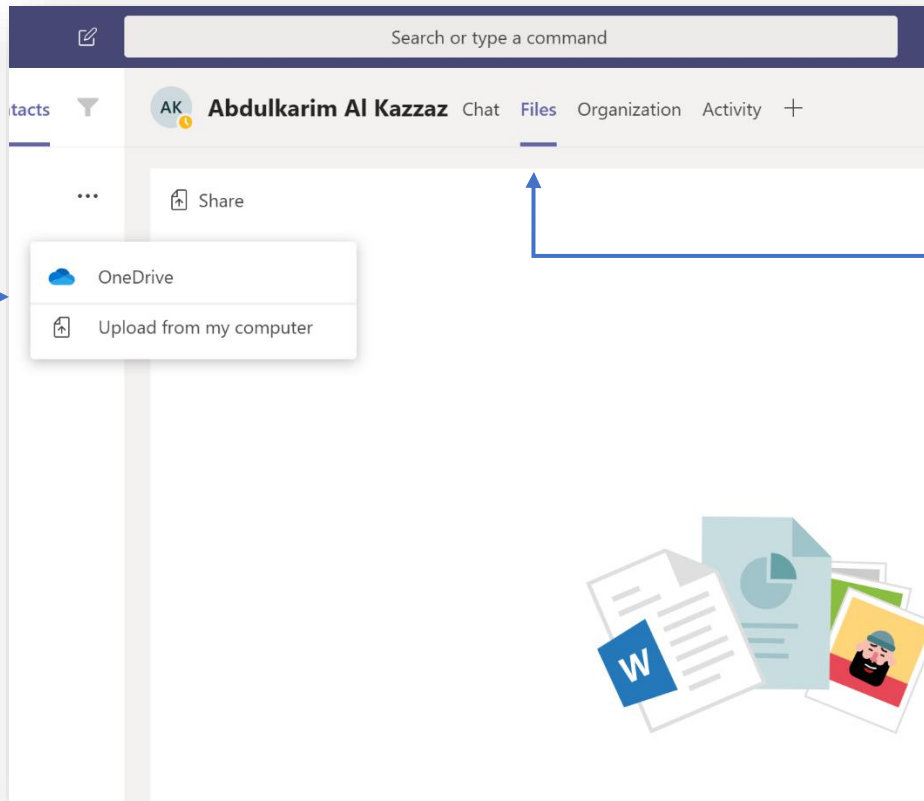
To have a one-to-one chat, search in the header bar for the name of the person.



Once the name appears, you can start the chat with your colleague.



- You can upload files by following the below steps:
 1. Click on Files
 2. Upload from OneDrive/My Computer



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- Upgrade your chat

In the upper right corner of the chat window, you will find more options for chatting.

