



5 Key Features Microsoft Teams

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What is Microsoft Teams?

What is
Teams?

**Chat-based
communication tool**

Accessibility:

Office 365

Desktop App

Mobile
phones &
tablets

1. Chat

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1:1 Conversations

Group Chat

Persistent Chat

2. Project Collaboration (Teams)

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Invite members

Share files

Host project meetings

Take minutes and notes

Host project discussions

3. Meetings (Calendar)

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Schedule a meeting

Outlook calendar
integration

Scheduling assistant



4. File Sharing (Files)

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One stop shop for file sharing

OneDrive integration

Team files stored in SharePoint sites



5. App Integration (+)

5. Integrations

Microsoft Apps

3rd Party Apps

Look for tabs at top of
Chat and Teams views

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