



Microsoft Teams *Stay connected, wherever you are*

Microsoft Teams includes a range of features and tools, including the ability to hold meetings and video conferences, share and edit documents in real time, and work together on projects.

Microsoft Teams can be accessed from any device, including desktop, mobile, and web, so that team members can work together from anywhere.

- Integrates with Microsoft 365 tools, such as OneDrive and SharePoint
- Create channels for different teams, projects, or topics
- Easy communication and collaboration
- Includes features such as task management, integration with third-party apps, and security and compliance features
- Access from any device

Main features:

Meetings and video conferencing allows users to hold meetings and video conferences with their team members, and includes features such as screen sharing, meeting recording, and scheduling meetings in advance.

File sharing and collaboration allows users to share and edit files with their team members in real time. It integrates with other Microsoft 365 tools - OneDrive and SharePoint - so that users can easily access and share their files.

Chat and messaging includes a chat and messaging feature that allows team members to communicate with each other in real time, which can be useful for quickly sharing ideas or updates, or for coordinating work on a project.

Task management includes a task management tool that allows users to create and assign tasks to their team members. This can help to keep everyone on track and ensure that work is completed on time.

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