

Microsoft Teams Overview



What is Microsoft Teams?

Teams is an M365 app focused on communication and collaboration through features like:

- Chat
- Meetings
- Calls
- Document storage / collaboration



Teams Chat

Allows you to quickly and securely communicate with individuals or groups via text-based messaging.

- [Status colors](#)
- [Send a chat message](#)
- [Format messages](#)
- [Send a file in chat](#)
- [Add a chat to "Favorites"](#)
- [Mute notifications for a chat](#)



Teams Meetings

Allows you to meet virtually via video or audio, share your screen, present virtually and more.

- [Create a meeting](#)
- [Scheduling Assistant](#)
- [Meeting options](#)
- [Join a meeting / Pre-join options](#)
- [Share your screen](#)
- [Transcribe and record](#)



Teams Calls

Allows users to make internal calls and, (if enabled) allows users to make external calls to standard phone numbers.

- [Find dial pad and phone number](#)
- [Find voicemail messages](#)
- [Setup voicemail greeting](#)



Teams Document Storage

Allows users to easily locate personal and shared files directly within Teams.

- [Access OneDrive](#)
- [Browse OneDrive](#)
- [Access Shared storage](#)
- [Share a document](#)