Beyond Chat and Meetings in Microsoft Teams

Teams

Calendar

Files

Apps

Change is everything

BRAINSTORM

Since you've switched to Microsoft Teams, instant messaging and video meetings are happening all over your organization. That's good—but Teams can do much more.

Fact

Teams is now the ultimate collaboration hub. Are you taking advantage of all the tools Teams has to offer? If not, start by using these features in one convenient place.

Organize with Channels

Group

Bring groups of people together in channels based on topics, departments, or projects. Send an email conversation plus any attachments into Teams, using the channel's email address. You can also customize notifications, make a private channel, and enable moderation to control who can start/reply to posts.

Tabs

Channels let you find the right people and resources to help. Plus, you can keep your important resources handy, use tabs for files and websites, and reduce time looking for information.

Collaborate with Files

Post

Upload Office files to take advantage of collaboration within Teams. Post a file to a channel so team members can chat about it in the Posts tab. Users will appreciate being able to view, edit, and coauthor documents all within the Teams application.

Save

Did you know files in Teams are all saved in the cloud? Benefits include auto-save, real-time collaboration, the ability to share and control document access, and access to version history.

Share a Notebook

Link

In Teams, you can create a new OneNote notebook or link an existing one to any chat or channel. Divide notebooks into sections and pages as needed—and find what you need via navigation and in-notebook search.

Scratch

Use your notebook in meetings, create a community scratchpad, collect information, or explore other features. If you have a touch screen, take notes by hand—all without leaving Teams.

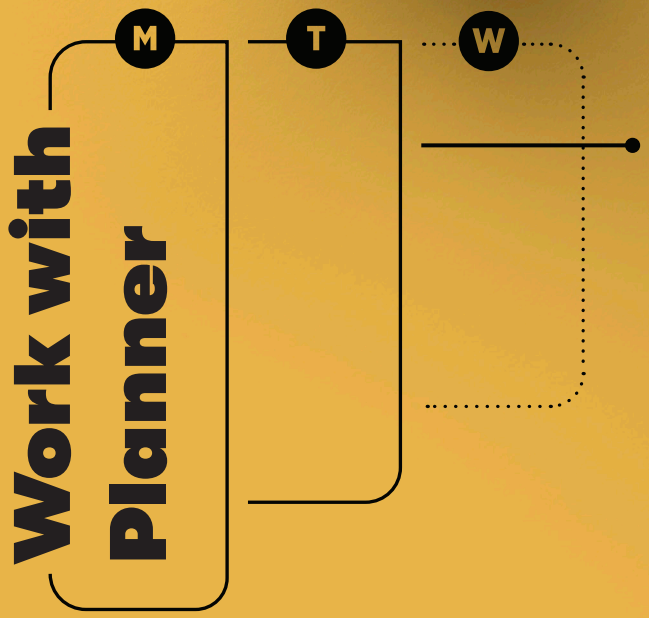
Work with Planner

Track

Teams also integrates with Planner! Just add a Planner tab to a channel to keep everyone on track and moving efficiently. For team members' convenience, you can also organize group tasks into buckets.

Assign

Update your plan in Teams as you work. Remember to set due dates and assign team members to each task. Keep track of your progress with chart and calendar views.



Add Apps and Third-Party Tools

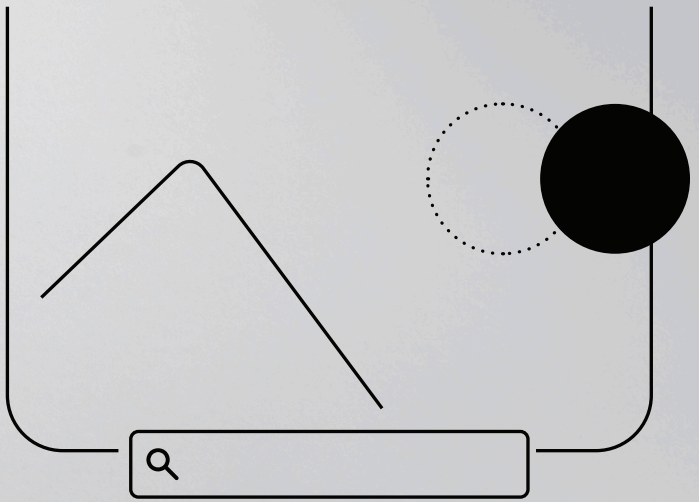
Connect

Simplify your workflow by bringing your organization's recommended tools, apps, and files into Teams. Connecting to apps right in Teams allows you easy access within channels or chats. Even better, Teams is adding new apps all the time. What are you waiting for?

Pin

Keep software learning at your fingertips by pinning the BrainStorm QuickHelp app to your navigation bar! See upcoming events and skill paths, and search for your favorite resources.

Find Web Images



Search

Need an image for your collaborative document? Install the Images app to search the web without leaving Teams. Not only will you save precious time, you can also share an image with your colleagues in just a few clicks, no download required.

Share

To use the images app, type “@Images” in the compose box of a chat or channel. Then, enter a search term to see results. Like what you see? Click your chosen image to share it.

BRAINSTORM

Ready to get the most out of Teams? Talk to a BrainStorm software expert today.

Congratulations! You're now ready to move beyond chat and meetings in Teams—and make work even more efficient and meaningful.

Microsoft Teams

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