

# Do more with Microsoft Teams



Microsoft Teams is the hub for teamwork that brings together all the collaboration and communications capabilities using the full breadth and depth of Office 365. You have the opportunity to collaborate, meet, and share in a more open, fluid, and modern workspace.



## Chat

Communicate through threaded and persistent chat with additional features:

- Rich text capable
- Chat, call, and meet across devices, including mobile
- @mention someone to ensure they see your mention
- Keep interactions engaging with memes and animated GIFs
- File sharing in chat



## Collaborate

Streamline collaboration and improve teamwork:

- Search for content, files, and people
- Track project chats, notes, files, and meetings in one place
- Office 365 apps are built-in Teams for easy access to SharePoint, OneNote, Power BI, Planner, and more
- Communicate directly by @mentioning and tagging team members
- Co-author in real time using connected Office and other apps



## Meetings

Supports both private and channel meetings in more productive, real-time meetings with:

- High definition audio, web and video conferencing
- Presentation and application sharing
- Cloud recording of meetings with transcription and translation
- Share content and use intelligent features like background blur and scheduling assistance from mobile



## Calling

Connect with anyone through phone system:

- Have a dedicated phone number for domestic and international calls
- Advanced features including voicemail, transfer, and emergency calling (e911)
- Advanced call management including, call routing, auto attendant, and reporting
- Hybrid voice using Direct Routing