



# Getting started with Microsoft Teams

## **Client Relations and Communications**

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# Reasons to Love Microsoft Teams



## Team Empowerpoint

Make sure no perspective is lost. Get involvement from everyone on your team from various backgrounds, age groups, and cultures which sparks ideas and innovation that wouldn't have happened without getting all these people involved in one common thread of communication.



## Enhanced Communication

Have chats with one person or multiple people. Jazz up your messages with emojis, stickers, and formatting tools. Show someone appreciation by sending them a customizable "praise" card. Start conversations with your team have a constant thread of communication that you can go back in history and see.



## Real-time Collaboration

Easily share files with your team members and work on them together in real-time. Working on the same file? See the exact spot in the file that your team member is working on so that you don't overlap each other. Have a question about a specific document? Start a conversation and invite specific team members (or the whole team) to discuss it—all without having to exit the document.



## Streamlined Meetings

Check team member availability and schedule meetings. Change your phone call into a video call with the click of a button. Realize during a meeting that you need another team member to be a part of it? Invite them to join! Need someone in a meeting that is outside of your team? Invite them, too!



## Seamless Integration

Access websites, videos, surveys, and so much more from outside applications like YouTube, Survey Monkey, and Adobe PDF Reader, all without leaving Teams. Need to access something, but you're not on campus? You can access everything in Teams whether you're on campus or not.



## Reliable Security

Feel confident about the security of your Team, Channels, files, and projects with end-to-end security powered by Microsoft Office 365.

# MS Teams Guide

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