Job Aid

MICROSOFT TEAMS FEATURES

PURPOSE

This job aid summarizes and provides resources to the features in Microsoft Teams.

FEATURES OF MICROSOFT TEAMS

Microsoft Teams offers a multitude of options for collaboration and remote teamwork. In this job aid, we review the following features and their benefits:

- Teams in Microsoft Teams
- Security and Compliance
- Full Integration with M365
- Channels
- Chat

- Video Conferencing and Calling
- Calendaring
- App Integration
- Bots
- Multiple Platform Accessibility

Teams in Microsoft Teams

Teams are spaces to organize projects and increase communication between a group of people in Microsoft Teams. These are resources to use when creating or managing teams:

- [Create a team with team templates - Microsoft Support](#)
- [Manage team settings - Microsoft Support](#)
- [Show, hide, or pin a team or channel in Teams - Microsoft Support](#)

Security and Compliance

The Teams admin center allows organizations to control who has external, guest access or if users can join anonymously to Teams resources. These are resources to learn more about Microsoft Teams external and guest permissions:

- [Guest access in Microsoft Teams](#)
- [Manage external access (federation)](#)
- [Use guest access and external access to collaborate with people outside your organization](#)

Channels

Channels create a collaborative space to focus on a project, join common interests, or invite guests. Teams integrates with Microsoft 365, including sharing documents through OneDrive and SharePoint Online. Teams also supports both Microsoft and third-party apps as well as bots, a native tool in Teams that enables conversational interactions to handle simple issues. These are resources to learn more about Microsoft Teams channels and integration with Microsoft 365, third-party apps, and bots.

- Overview of teams and channels in Microsoft Teams
- How to create and use private channels in Microsoft Teams
- How to show and hide channels in Microsoft Teams
- Customize channel notifications Teams - Microsoft Support
- How to save a post or message in Microsoft Teams
- Send an email to a channel in Teams
- Upload and share files - Microsoft Support
- Find and use apps in Microsoft Teams
- Bots in Microsoft Teams - Teams | Microsoft Docs

Chat and Call Features

Chat is a direct way of contacting your colleagues or guests. You can use @ mentions for urgent matters or use GIFs to convey a fun message. With the call feature, you can have audio or video conversations with team members and others in the organization. These are the resources to learn more about Chat and Call Features.

- Start and pin chats - Microsoft Support
- Chat and share files in Teams
- Overview of Teams calls - Microsoft Support
- Tips for Teams calls - Microsoft Support

Meetings/Video Conferencing

Video conferencing and calls are a staple of Microsoft Teams. You can add internal, external, and guest users alike to join video meetings and share content through sharing your screen or adding files to the call's chat. These are resources to learn more about Microsoft Teams calls:

- Overview of Teams calls - Microsoft Support
- How to join a Microsoft Teams meeting
- Use meeting controls in Teams - Microsoft Support

- [Start an instant meeting in Teams](#)
- [Manage meetings in Microsoft Teams](#)
- [Record a meeting in Teams - Microsoft Support](#)
- [Play and share a meeting recording in Teams - Microsoft Support](#)
- [Use live captions in a Teams meeting](#)
- [Manage attendee audio and video permissions in Teams meetings](#)
- [Use Sign Language View in Microsoft Teams - Microsoft Support](#)
- [Accessibility tools for Microsoft Teams - Microsoft Support](#)
- [Take advantage of the accessibility features in Microsoft Teams for a better meeting or live event experience - Microsoft Support](#)

Multiple Platform Accessibility

Microsoft Teams can be accessed from a desktop client, web client, and mobile client. This is designed so everyone in an organization can stay connected from anywhere. Reference [Get clients for Microsoft Teams](#) for more information.