

Microsoft Teams

What is Microsoft Teams?

Microsoft Teams is a chat-based workspace in Office 365. It is a digital hub for teamwork that brings **conversations, content and apps** together in one place.

Built on capabilities of SharePoint and Skype for Business, Microsoft Teams **makes collaboration easy**. Share ideas anywhere on your desktop or mobile devices and have instant access to everything your team needs.

Microsoft Teams is **available to all NUS students and staff with access to Office 365**.

Why use Microsoft Teams?



Chat, calls & meetings

Work together without sharing your personal contacts

- Reduce volume of emails using **threaded conversations** and **private chats**
- Inject some fun with **emojis, stickers** and **GIFs**
- Get in touch with **audio** and **video calls** for team meetings
- Available across mobile, desktop and browser



Integrated Office 365 apps

Organise your files, notes and tasks in single modern workspace

- **Co-author** and live editing with **Word, Excel, PowerPoint** and other files right in the app
- Integrated with Skype, SharePoint, OneNote, Power BI and Planner
- Search across people, files and chats
- Forward email messages to Teams channel for further discussion



Customisable and extensible

Flexibility to fit your team's needs

- Pin important files as **tabs** for quick access
- Use **connectors** to push content and updates from 3rd party cloud services into your team channel
- Explore data and take quick actions with **bots** like T-bot

Interactive Demo

Check it out on <http://teamsdemo.office.com>. Now bring in your team and let the collaboration begin!