



# Microsoft Teams

## Team – MATRIX

Microsoft teams which is simply known as 'Teams'. This is a communication and collaboration platform that combines persistent workplace chat, video meetings, file storage, and application integration. It is available in android application and available as website interface. You can also download it in your PC.

User can perform many action on Microsoft Teams.

- 1) Activity:-** In the navigation bar you will able to see a option 'Activity'. Where you will able to see all the notification about your recent activity, Chats, Team meetings, Files, and Apps.
- 2) Join & create a team:-** A team is a collection of people, coctent, and tools based on a specific project and group. So If user want to join any specific team and want to create own team he can do it by clicking on this option.  
If you want to join a team you should have a team code.
- 3) Northwind Traders:-** Teams can be created to be private to only invited users, or public and discoverable to your entire origination.  
Channel can be open to all team members or they can be private so only certain member have access.
- 4)** Using @ mentions allows you to notify a specific individual or channel
- 5)** You can also translate a conversation if you are not able to understand the language of your friend.
- 6)** Team member can share document by attaching files to there messages.
- 7)** When someone shares a file in a channel, it goes in to your shared file space. The 'Files' tab is located at the top of every channel in a Team.
- 8) Chat:-** In navigation bar you will see a option 'chat'. This is use for communicating and sharing in smaller groups. To start new chat click on 'New Chat' icon at the top of
- 9) Teams:-** In this option you will able to see all the team to which you are connected.
- 10) Calls:-** You also able to call to a specific person.

**PC Application:-** If you want to use Microsoft team in your PC and laptop you can also do it. First download it from Microsoft team official website then install it in your laptop. All the action which I explain above can be performed using desktop application.