# What is Teams and why should I use it?

Microsoft Teams is the ultimate messaging and collaboration app for your organization!

A workspace for real-time collaboration and communication, meetings, files, and app sharing, even emoji's and GIFs! All in one place and accessible to everyone.

Here’s why you should consider using Teams:

* Modern chat with text, audio, video, and file sharing.
* [Have a private chat](https://support.microsoft.com/en-us/office/start-a-chat-in-teams-0c71b32b-c050-4930-a887-5afbe742b3d8) to develop an idea, [then share it with the entire org.](https://support.microsoft.com/en-us/office/learn-about-teams-and-channels-5e4fd702-85f5-48d7-ae14-98821a1f90d3)
* Please keep your files, documents and more in [one place.](https://support.microsoft.com/en-us/office/explore-the-files-list-in-teams-287ba970-2bdf-473d-a2da-76247ea4cf8f)
* [Integrate your favorite](https://support.microsoft.com/en-us/office/five-things-to-know-about-apps-in-microsoft-teams-747492ee-7cdd-4115-a993-8c7e7f98a3d0) apps Planner, Trello, GitHub, and many more.

# Who can use Microsoft Teams?

Every employee of Summa Health or SummaCare. Even folks that do not have a subscription to Teams can attend Teams meeting through a free Teams web app that automatically pops up for them when they click on the meeting link.

Read [how to get access to Microsoft Teams](https://support.microsoft.com/en-us/office/how-do-i-get-access-to-microsoft-teams-fc7f1634-abd3-4f26-a597-9df16e4ca65b) for more info.

To add someone from your organization to Teams, just open the app and add them to a team. They will automatically receive an email with the invitation.

[For private use, Teams is free](https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/teams-for-home).

# How do I access or open Teams to use it?

You can access teams via an Edge or Google Chrome internet browser if you are working remotely. If you have the purple Teams desktop icon on your computer, you can click on that and it will open the full Teams desktop client.

See [this guide](https://summahealth.sharepoint.com/sites/MSTraining/Shared%20Documents/Teams/Summa%20Health%20Tip%20Sheet%20-Accessing%20Teams.pdf) for step by step instructions on how to access Microsoft Teams.

# What's the difference between a team, a channel, and a tab?

Check out [this diagram](https://summahealth.sharepoint.com/sites/MSTraining/Shared%20Documents/Teams/Teams-Channels-Tabs%20-What's%20the%20difference.pdf) to better understand the difference between teams, channels and tabs. A team is a group of people gathered to get something big done in your organization. Sometimes it's your entire organization.

A team consists of channels, where you collaborate and communicate with your team members. Each channel is dedicated to a specific topic, department, or project.

For example, a team might have general, marketing, inspiration, and more channels. All conversations, meetings, files, and apps in your marketing channel have to do with marketing, and everything in that channel is visible to everyone on your team.

Channels are where the work actually gets done, where [text, audio, and video conversations](https://support.microsoft.com/en-us/office/meetings-in-teams-e0b0ae21-53ee-4462-a50d-ca9b9e217b67) for the entire team take place openly, where files are shared, and where [apps are added.](https://support.microsoft.com/en-us/office/add-an-app-to-microsoft-teams-b2217706-f7ed-4e64-8e96-c413afd02f77)

While channel conversations are public, chats are just between you and someone else (or a group of people). Think of them like instant messages in Skype for Business or other messaging apps.

# What does it mean to be @mentioned?

Being @mentioned is like a gentle tap on your shoulder, a way to get your attention in a channel conversation or chat.

When someone @mentions you, you get a notification in your Activity feed, and you also see a number next to the channel or chat you were @mentioned in. Click the notification to go directly to the point in the conversation where they mentioned you.

If you ever feel a little overwhelmed by all your @mentions, you can always [filter your Activity feed](https://support.microsoft.com/en-us/office/explore-the-activity-feed-in-teams-91c635a1-644a-4c60-9c98-233db3e13a56) to help sort them out.

To @mention someone, just type ‘@’ in the compose box and select their name from the menu that appears.

[Review this guide for 7 handy tips about chatting in Teams.](https://summahealth.sharepoint.com/sites/MSTraining/Shared%20Documents/Teams/Summa%20TipSheet%20%E2%80%93%207%20Things%20to%20Know%20About%20Teams%20Chat.pdf)