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| |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | | Microsoft logo | Office 365 logo | | | |  | | --- | | Microsoft Teams - Meet Teams, the hub for teamwork in Office 365 | | | |  |  | | --- | --- | | Chat, calls and meetings for today’s teams  <Optional Salutation>  Today we are rolling out Microsoft Teams, the chat-based workspace in Office 365 that makes it easy to have conversations, host meetings, share files and collaborate on documents, and get work done with teams across the organization. Teams lets you work in a natural, conversational way — with everything you need in one place — available anytime, on any device. We’re confident you’ll love working in Teams. To get started, follow the steps below.   |  | | --- | | [Discover Teams](http://teams.microsoft.com/) | | | | |  | | --- | | Let's Get Started | | | |  |  |  | | --- | --- | --- | | 1. Sign in to Microsoft Teams  Go to <https://teams.microsoft.com> and sign in with your account.   |  | | --- | | [Take an Interactive Tour](http://teamsdemo.office.com/) | | Illustration of hand holding a browser window with a sign-in dialog box inside | | | |  |  |  | | --- | --- | --- | | Illustration of a tablet playing a video with 3 people contained in hexagons, each with their own media device | 2. Bring your team together  Watch the video to see what Microsoft Teams can do for you and your teams. Discover how to start or join a channel, chat with coworkers one-on-one or as a group, and start a meeting. Need more help?   |  | | --- | | [Quick Start Guide](https://support.office.com/en-us/article/Microsoft-Teams-Quick-Start-422bf3aa-9ae8-46f1-83a2-e65720e1a34d?ui=en-US&rs=en-US&ad=US) | | | | |  |  |  | | --- | --- | --- | | 3. Start a new conversation  When you have a new topic or idea to introduce to the team, you can start a new conversation. Share a project document for feedback. Schedule a Skype meeting with voice, video, and screen sharing. Or just have fun with an emoji or meme. Watch the video to the right to learn more.   |  | | --- | | [Step-by-Step Help](https://support.office.com/en-us/article/Microsoft-Teams-Quick-Start-422bf3aa-9ae8-46f1-83a2-e65720e1a34d?ui=en-US&rs=en-US&ad=US#ID0EAABAAA=Chat) | | Illustration that demonstrate how you can multi-task on a cell-phone | | | |  |  | | --- | --- | | Get Started  You already have access to Microsoft Teams as part of Office 365.   |  | | --- | | [Start Using Microsoft Teams](http://teams.microsoft.com/) | | | | |  |  | | --- | --- | | Icon of a calendar | Join us on <Insert fill in date> for tips on getting started with Microsoft Teams  Learn More » | | | |  |  | | --- | --- | | Icon of a calendar | Share your questions or feedback. We’re here to help you.  <Insert email alias or Yammer group link, or customize this section with more information> | | | |  |  |  |  | | --- | --- | --- | --- | | [Explore training resources](https://support.office.com/en-us/article/Microsoft-Teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7?wt.mc_id=otc_home&ui=en-US&rs=en-US&ad=US)   |  | | --- | |  |   [Video: Onboard Your Teams](https://support.office.com/en-us/article/Video-Onboard-your-teams-702a2977-e662-4038-bef5-bdf8ee47b17b?ui=en-US&rs=en-US&ad=US) | [Get Started with Teams](https://support.office.com/en-us/teams)   |  | | --- | |  |   [Tips &Tricks](https://support.office.com/office-training-center/Teams-tips) | | | |  | | --- | | Logo placeholder | | |