Microsoft Teams:

Microsoft Teams is an exquisite collaboration tool, which provides the users with so many facilities. Some of the features Microsoft Teams possesses include:

1. **Screen sharing** – by clicking on the screen share option the host can share their screen with the meeting guests allowing the presentation and materials to be in front during the meeting. The host can change the meeting privileges and allow the participants to share screen as well. We can also share screen audio with the participants. For example, it is helpful while showing video from YouTube or any other platform, or If participants have to present their content within the meeting.
2. **Whiteboard** – Sharing a whiteboard is also possible with the features present in Microsoft Teams. There are a variety of colour options as well as brush options available to draw or write stuff on the screen.
3. **Chat box**- While some participants have connection problems, feel shy to ask question with their microphone or don’t have a good microphone they could raise their concerns by putting up a message in the chat box. It is also very useful to save time. Even the important materials can be shared using the chat box.
4. **Emoticons reactions** – Hosts and Participants can put their reactions to a statement by choosing an emoji. You can also raise your hand using the raise icon so that the hosts attention would go to you and you could be herd. Like if they want to appreciate someone they could use the clap emoji. When they complete the project, they could use celebration emoji to celebrate the happiness.
5. **Video and Audio-** The most crucial part of Microsoft Teams is that it allows interactive sessions between the host and participants as it allows them to show their video and speak up whenever they want to discuss or explain anything. It serves a face-to-face like feeling while being present at home, saving the travel time and expenses.

Teams is so much more than just a video conferencing tool, it also allows usrrs to create groups and discuss their chat with all the participants in the group, making it easy for participants to collaborate and conduct meetings.