



## What is Teams?

Teams act as a collaborative workspace that combines features of SharePoint, OneDrive, and many other cloud applications, into one central location, and brings groups of users together into dedicated workspaces where they can chat, have video calls and collaborate on documents simultaneously.

## Benefits of using Microsoft Teams

### Collaboration

Teams allows groups of people to work together, sharing documents in real time. Team members can comment on threads meaning information is no longer lost in a long email trail, it is all available in one trackable place.

### Customisable windows

You can customise your workspace to your team's liking, ensuring Teams is personal to your organisation and helping you focus on important tasks, plan projects and communicate with your team all from one window.

### Improved communications with real time messaging

As Team's is a chat-based platform, all members of a group will receive the same message at the same time speeding up decision making. Also, historical conversations are always available for people to refer back to when needed. It's like having a dedicated company WhatsApp channel, that also allows users to plan and create on the fly video conferences.



### Integration with other tools

Teams integrates with other Office 365 tools like Word, Excel, PowerPoint, SharePoint and OneNote to allow users to communicate via a variety of content. Teams also integrates with many 3rd party addons to extend its functionality.

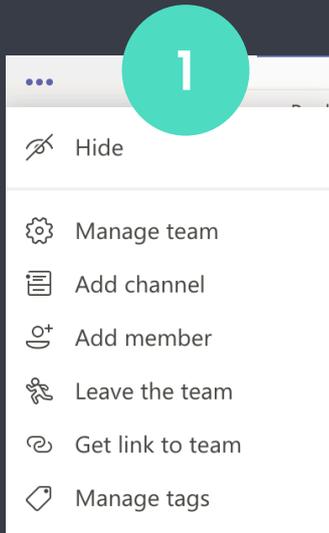
### Video conferencing & Webinars

Teams allow you to have video-based calls and meetings at any time, from anywhere using any device, with the ability to share your screen, and work on documents in real time with your team, with an option to record & caption your meeting for others to refer to at a later date.

# How are organisations using teams?

Organisations are harnessing the flexibility of Teams to promote and simplify group working. Colleagues can use Teams on their desktop, laptop, tablet, or mobile. As Teams allows you to participate in 121 or group chats, remote meetings, edit files and schedule activities all from one window, many organisations use Teams as a central hub to ensure all members of staff are able to collaborate effectively. Within Teams users can access the functionality of many key Office 365 apps including Outlook (for calendars and meetings) and SharePoint, OneDrive and OneNote (for creating, sharing, editing and finding content).

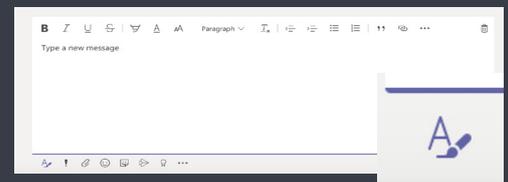
## Tips for using Teams



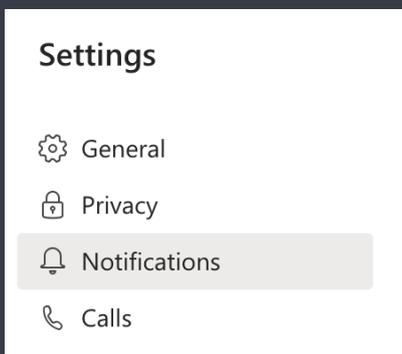
Add new colleagues to a team by clicking 'manage channel'



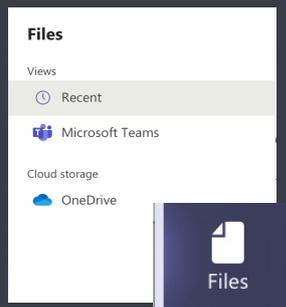
Start a new chat message or video call by clicking on this icon



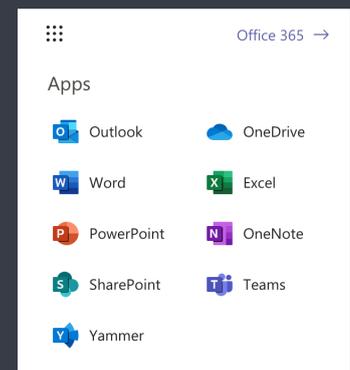
Make your message stand out by using the built in editing features with the font tool



Control how you receive alerts and notifications by clicking on 'Settings and Notifications'



Add useful documents via the 'Files' icon. Multiple users can open and edit these documents all at the same time, making it easy to collaborate



Add all the information relevant to a work stream, by adding more tabs and choose from the relevant applications

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