

# Microsoft Teams



## # Microsoft Teams - The chat for workgroups

With decentralized working becoming more and more common, employees in a company no longer necessarily have to work all in the same place. They can also do their work from home or on the road on their smartphones. The only problem then is how to bring the individual results of the employees back together. Exchanging them via email is cumbersome, and talking to individuals on the phone may take too much time.

To solve this problem, Microsoft has developed the Microsoft Teams app, which is also part of Office 365. Teams is a chat app specifically aimed at work and project groups. At its core is simple communication with your colleagues. This works, for example, via text chat, via threads or also via video chat.

In addition to direct communication, you can also use Teams to distribute tasks and files and thus conveniently divide a large project into different areas. Using a drag-and-drop menu, the individual members from your address book can then be assigned to the respective teams. The teams work in separate chat rooms and can exchange messages and documents with each other.

The live feeds, which always run in parallel in the respective team channels, also provide a better overview. Using this timeline, you can very easily track whether a user has just posted a document, for example, or whether someone has left a comment on your previous messages.

Microsoft Teams also takes into account that not every workgroup uses the same tools as the other groups. For this reason, team members can set up their shared chat environments individually with extensions and bots. In this way, the individual departments can work in precise coordination with each other and then only have to merge their results again at the submission time. # Which functions can be used to work in Microsoft Teams?

The main function of Microsoft Teams is chat, which takes place either with text messages, small voice messages, or even directly in live chat. In doing so, the app draws on Skype's chat environment to connect you with your colleagues. Depending on how powerful your smartphone or tablet is, up to ten people can participate in a conference without any problems. However, if the group gets larger, there may be occasional quality drops.

Particularly for larger projects, it makes sense to divide the participants into different teams. Each team is given its own separate chat room, also known as a workspace. In this workspace, the team members can concentrate solely on their upcoming tasks and set up various extensions for this purpose. For example, if one team is solely responsible for the layout when creating a homepage, the team members can anchor graphics applications in their workspace to create backgrounds and logos. Another team focuses on the various content and needs writing programs and

proofreading extensions and so on.

Just like in a real-world workspace, files can be shared within the team and edited simultaneously by all members of the team through a co-authoring feature. So when you open a text document, all team members can edit the document at the same time to save time and address comments and improvements more quickly. The files can then be stored in cloud storage for further editing at any time.

Scheduling and holding meetings is also possible in Microsoft Teams. All members of your team receive a notification in their feed when an appointment has been entered. If the meeting is then scheduled, the members also receive a reminder so that they can be present in time for the chat. In this way, collaboration with Microsoft Teams can be optimized even further.

# Does it make sense to use Microsoft Teams?

For companies in which decentralized work is possible, Microsoft Teams is definitely a good choice. The app offers many options for structuring work steps and clearly provides you with all information about innovations and changes in your respective teams. However, conferences cannot be started from the smartphone and sometimes logging into a team does not work right away. Nevertheless, Microsoft Teams is a useful app that can definitely simplify the workflow.

Advantages / Disadvantages

Good structuring of workspaces Workspaces can be customized Co-authoring allows simultaneous work without loss of time

If there are too many participants, the connection breaks down quickly Conferences cannot be started from the iPhone Occasional problems when logging in