# Microsoft Teams

Microsoft Teams

Why Use Microsoft Teams?

- Connect instantly - instant message one-to-one or with a group, join a video call, or share a screen
- Reduce email clutter - turn a back and forth email chain to a quick chat
- Mobile flexibility - work from anywhere with more flexibility with your full team
- Improve your team/group culture - Connect through personalized GIFs, stickers and likes with peers, supervisors and department heads

Chat

Share your opinion, and your personality. Send gifs, stickers and emojis in a group chat or in one-to-one messages.
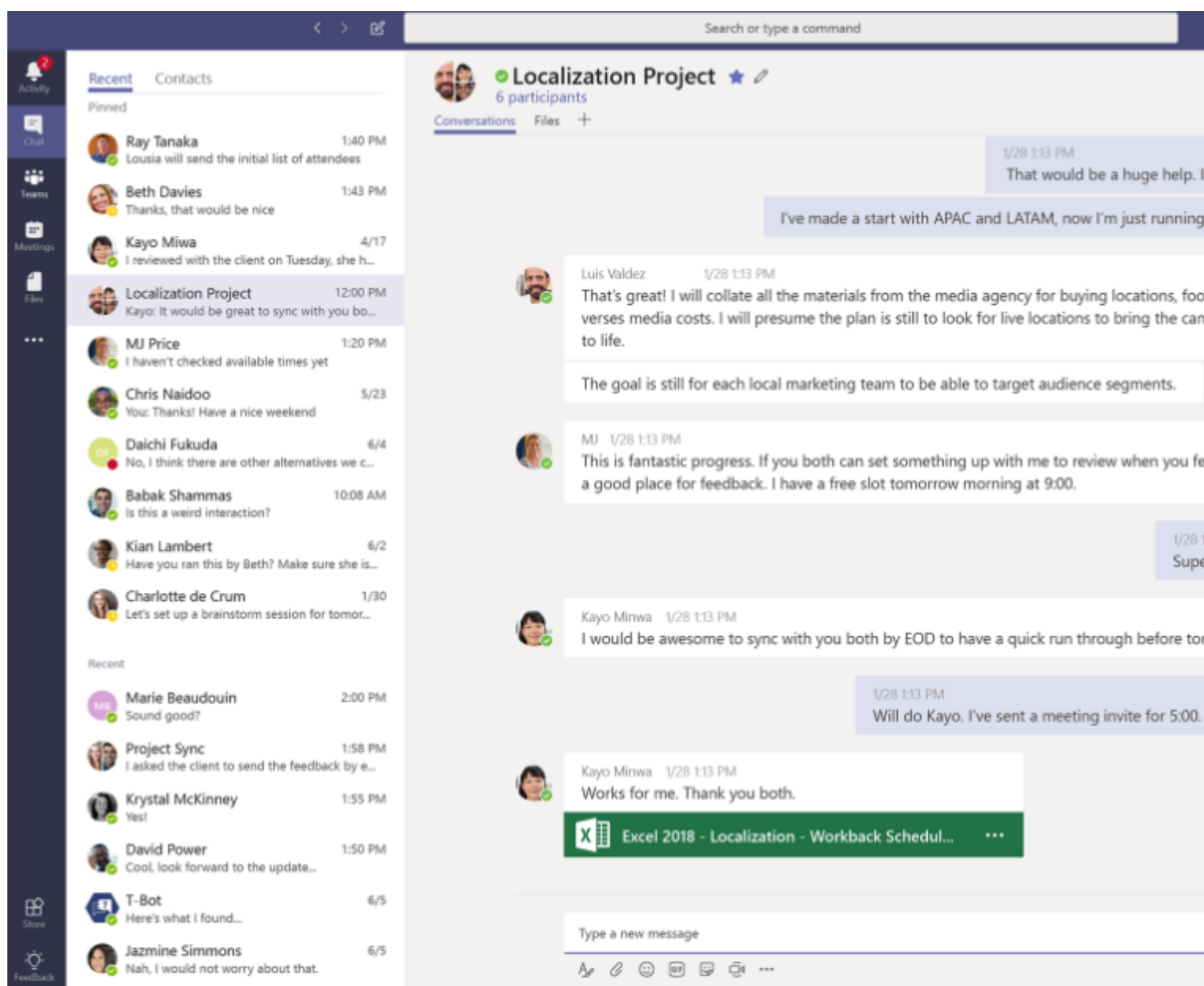
Meet

Instantly go from group chat to video conference with the touch of a button. Teams of 2 or more can meet in one place, no matter how many places you're in.

- Share meeting agenda and access previous meeting notes and recordings
- Turn on video to make it more personal
- Share your screen to demonstrate or review a process from within a system or document
- Record a meeting with automatic transcription, allowing you to play back meetings and search for important discussion items in the transcript
- Chat with other attendees

Share screen

Call

Make and receive calls with internal and external groups using Teams Calling.


Heather Berry

is calling you
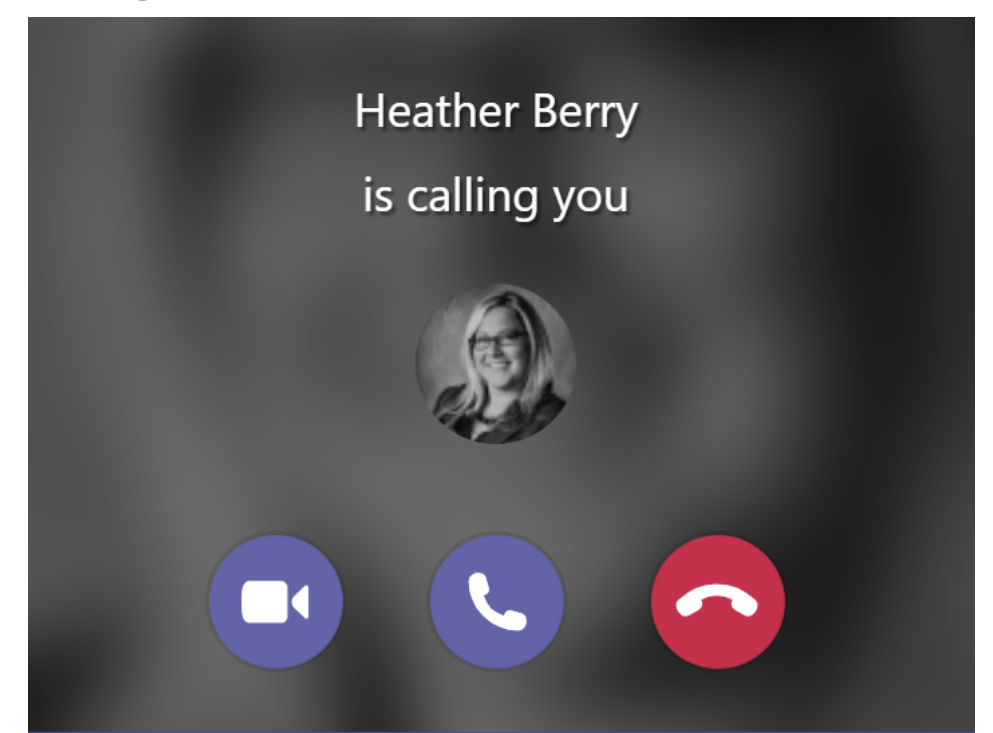
Collaborate

Easily find, share and edit files in real time using familiar programs like Word, Excel and more. Stay organized keeping all your conversations, files, apps and more in one place to collaborate with your peers and supervisor.
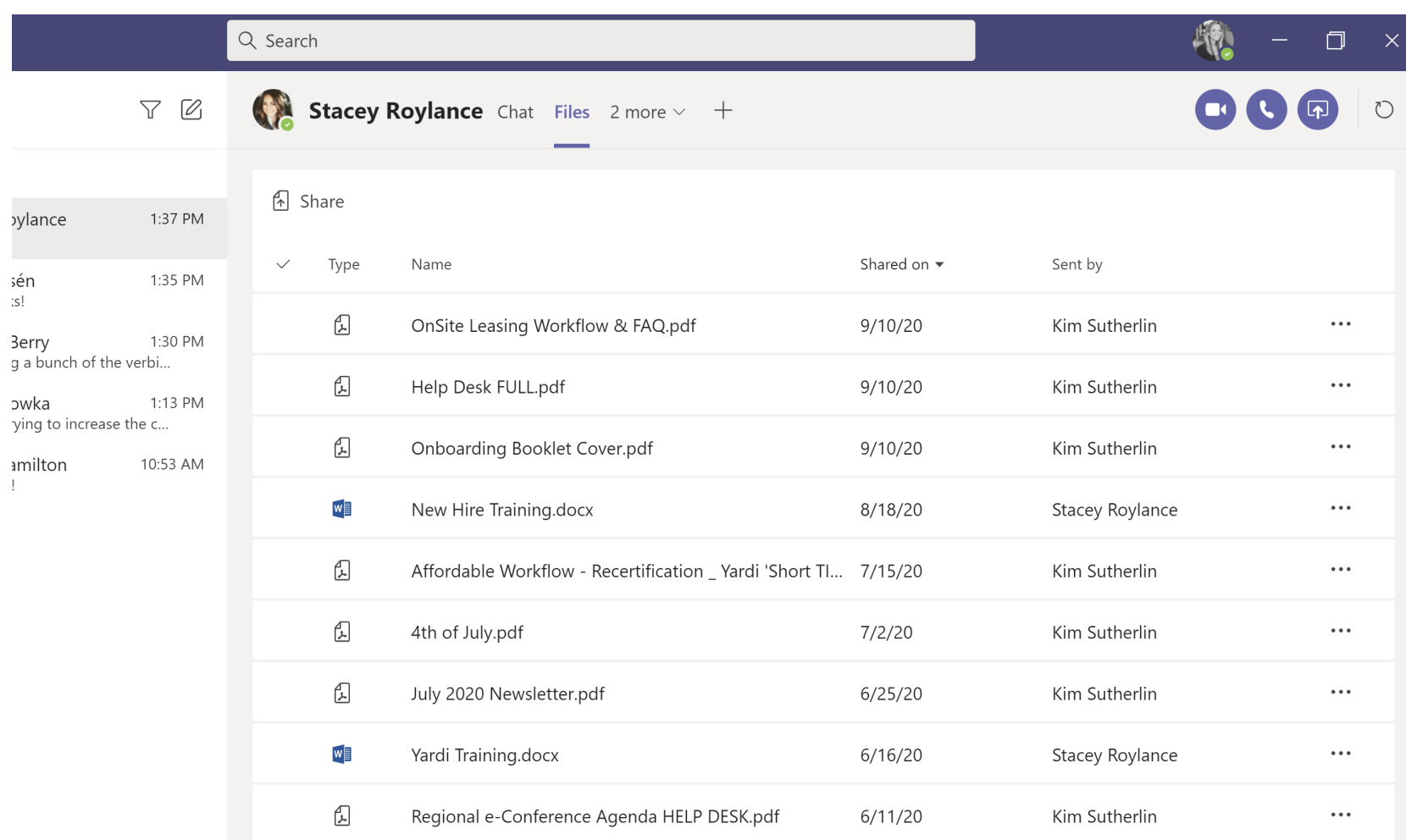
How Peak Living uses Teams

Peak Living encourages all employees to use Teams to their own benefit. Some departments have created their own Team to stay connected - i.e. Asset Optimization, Business Intelligence, Yieldstar, etc.. Connect with your supervisor and other departments to be invited to their existing Team - or create one of your own!
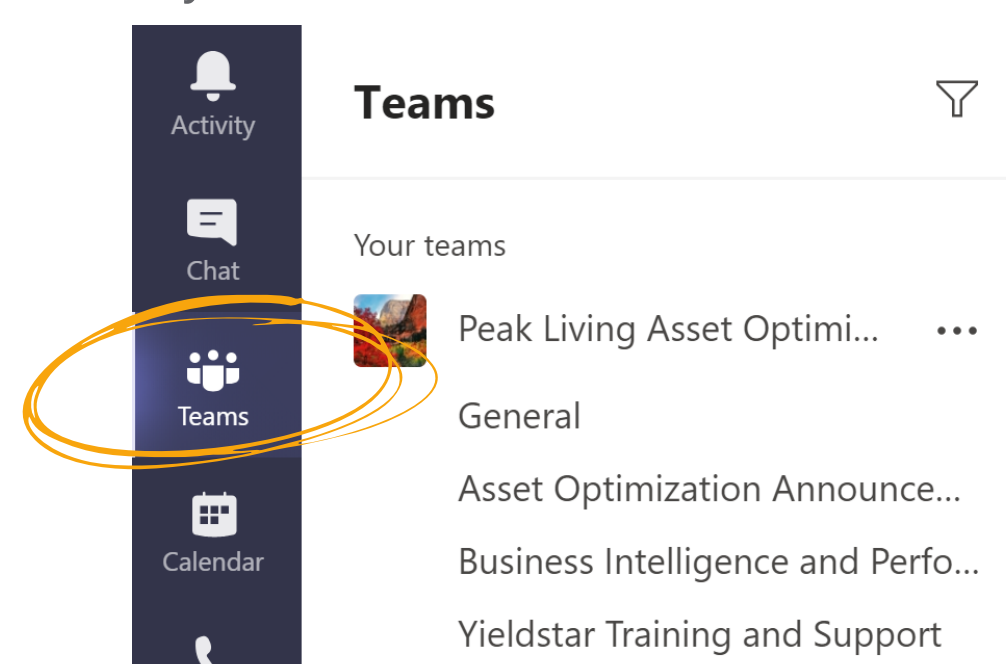
Trouble Logging In?

Reach out to IT at help@itnow.net for help logging in.