

# WHY MICROSOFT TEAMS IS THE PERFECT HUB FOR TEAMWORK

Your central hub to meet, work, share and chat.

Microsoft Teams brings everything together in one place: people, conversations, content, and tools. It becomes your hub for chats, calls, meetings, and all project-specific private and group messages. It also allows you to share a wide range of applications within Teams.

Office 365 applications include Word, Planner, and OneNote. Third parties include things like Twitter, Constant Contact, and even competitors solutions like Evernote, Trello, Salesforce, and Adobe. And, you can share assets like calendars, files and email, too – all seamlessly, in real-time.

## TEAMS IS FOR...

### MARKETING TEAMS

Research, campaign coordination, tasks, & timelines

### SALES TEAMS

Lead notifications, research & deal mentions

### PROJECT MANAGERS

Streamline timelines and communication, get feedback & coordinate tasks

### CUSTOMER SUPPORT

Quickly research answers & chat instantly

Teams is available for PC, Mac, or mobile devices.

## TEAMS ALLOWS YOU TO...

WORK IN A WAY THAT MAKES YOU MORE PRODUCTIVE

### CUSTOMIZE YOUR WORKPLACE

Integrate apps from Microsoft and third-party partner services to tailor your processes.

### SET UP YOUR OWN CHANNELS

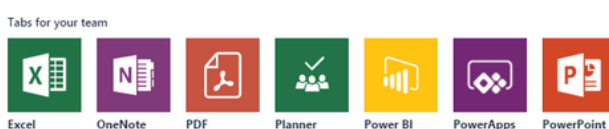
Channels are how Microsoft Teams organizes conversations. You can set up your channels however you like – by topic, discipline, project or even just for fun! Channels are open to everyone on the team.

### SET YOUR FAVORITE CHANNELS

Being in multiple teams can mean lots of communication. You can keep on top of the most relevant channels to you by setting them as Favorites. These channels will stay on your list and make it really simple to stay up to date.

### ADD THE TOOLS YOU NEED WITH TABS

Tabs lets you set your channels up with the tools and services your team needs. Files and notes are built in, and you can add your own tabs for PowerPoint presentations, Power BI reports or SharePoint sites for your team to access, discuss and collaborate on – all within the channel.



## IMPROVE THE WAY YOU COMMUNICATE

### COMMUNICATE THROUGH CHAT, MEETINGS, AND CALLS

Teams is a complete chat and online meetings solution. Host audio, video, and web conferences and chat with anyone inside or outside your organization.

### CHAT THE WAY YOU WORK

Everyone in the channel can see and join the conversation, but if you need to chat one-on-one, or in a smaller group then just select the people you want to talk to and start the chat. You can @mention to bring a conversation to people's attention and Like a comment or Flag to yourself for later.

### KEEP UP WITH THE ACTION

The Activity Log makes staying up-to-date super simple. Notifications keep you informed of recent changes to conversations you're involved in, such as @mentions, replies and likes.

## STAY IN THE CONVERSATION

The Microsoft Teams mobile app ensures that you can stay in touch no matter where you are. The iOS, Android and Windows Phone apps give you all the tools you need to stay a part of the team – even when you're on the go.

## EASILY CONNECT WITH YOUR TEAM

### MEETINGS IN MOMENTS

You can start a voice or video meeting from within a channel or via private chat. Invite an entire team or just those that you need to share and collaborate with. The meeting will then be visible in the chat history for people who missed it to see who joined and what was shared.

### MAKE CALLS IN OFFICE 365 & TEAMS

When paired with Phone System, Calling Plan, and/or Direct Routing, Office 365 provides a full business calling experience in Teams on a global scale.

Teams makes teamwork easy.

Co-author and share files with popular Office 365 apps like Word, Excel, PowerPoint, OneNote, SharePoint, and Power BI.

## WORK IN A WAY THAT MAKES YOU MORE PRODUCTIVE

### COLLABORATE ON FILES

The collaboration capabilities of Office 365 are in Microsoft Teams. Upload files within the chat and they are saved to SharePoint, making it simple to share with your team. Members can access, edit and discuss the files right within Microsoft Teams, which ensures everyone has the latest version.

## ARE YOU READY TO CONNECT & CREATE IN BRAND NEW WAYS ON A CENTRAL HUB?

Interlink offers multiple ways to prep your organization for Teams, including helping you determine which tool should be used when, how to drive adoption across your organization, and how to simplify deployment.

Learn more at:

[WWW.INTERLINK.COM/TEAMS-WORKSHOP](http://WWW.INTERLINK.COM/TEAMS-WORKSHOP)