

Installing and Using Microsoft Teams

Microsoft Teams puts the user in a chat-based workspace for real-time collaboration and communication, meetings, file, and app sharing. Team members are either members or owners, and can easily be added and removed.

Features

Teams, as the hub for teamwork, is where people - including people outside your organization can actively connect and collaborate in real time to get things done. Have a conversation right where the work is happening, whether coauthoring a document, having a meeting, or working together in other apps and services. Teams is the place to have informal chats, iterate quickly on a project, work with team files, and collaborate on shared deliverables.

Video: [What is Microsoft Teams](https://bit.ly/2Q5OFiX) <https://bit.ly/2Q5OFiX>

Acquisition

Option 1: [Access Microsoft Teams using a web browser, desktop client, or mobile app.](https://teams.microsoft.com/)

<https://teams.microsoft.com/>

Option 2: [Download the Microsoft Teams application](https://teams.microsoft.com/downloads)

<https://teams.microsoft.com/downloads>

- **Setting it up:** [Getting started with Microsoft Teams](https://bit.ly/38KwRQC) <https://bit.ly/38KwRQC>

Training & Online Help

- [Microsoft Teams Training](https://bit.ly/3cJRAY6) <https://bit.ly/3cJRAY6>
- [Microsoft Teams Help & Learning](https://bit.ly/3aQI8AG) <https://bit.ly/3aQI8AG>

Resources

- [Learn more about Skype's retirement](https://techcommunity.microsoft.com/t5/microsoft-teams-blog/skype-for-business-online-to-be-retired-in-2021/ba-p/777833) <https://techcommunity.microsoft.com/t5/microsoft-teams-blog/skype-for-business-online-to-be-retired-in-2021/ba-p/777833>
- [Check out IRT's Microsoft 365 Teams web page](https://www.csus.edu/information-resources-technology/microsoft365/teams.html) <https://www.csus.edu/information-resources-technology/microsoft365/teams.html>

Support

If you have additional questions or need more help, email sa-it@csus.edu