


# Microsoft Teams: Overview

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Microsoft Teams is a College-supported **communications** and **collaboration** tool that can be used for messaging, video conferencing, file sharing, and more!

**See also:** Supplemental information

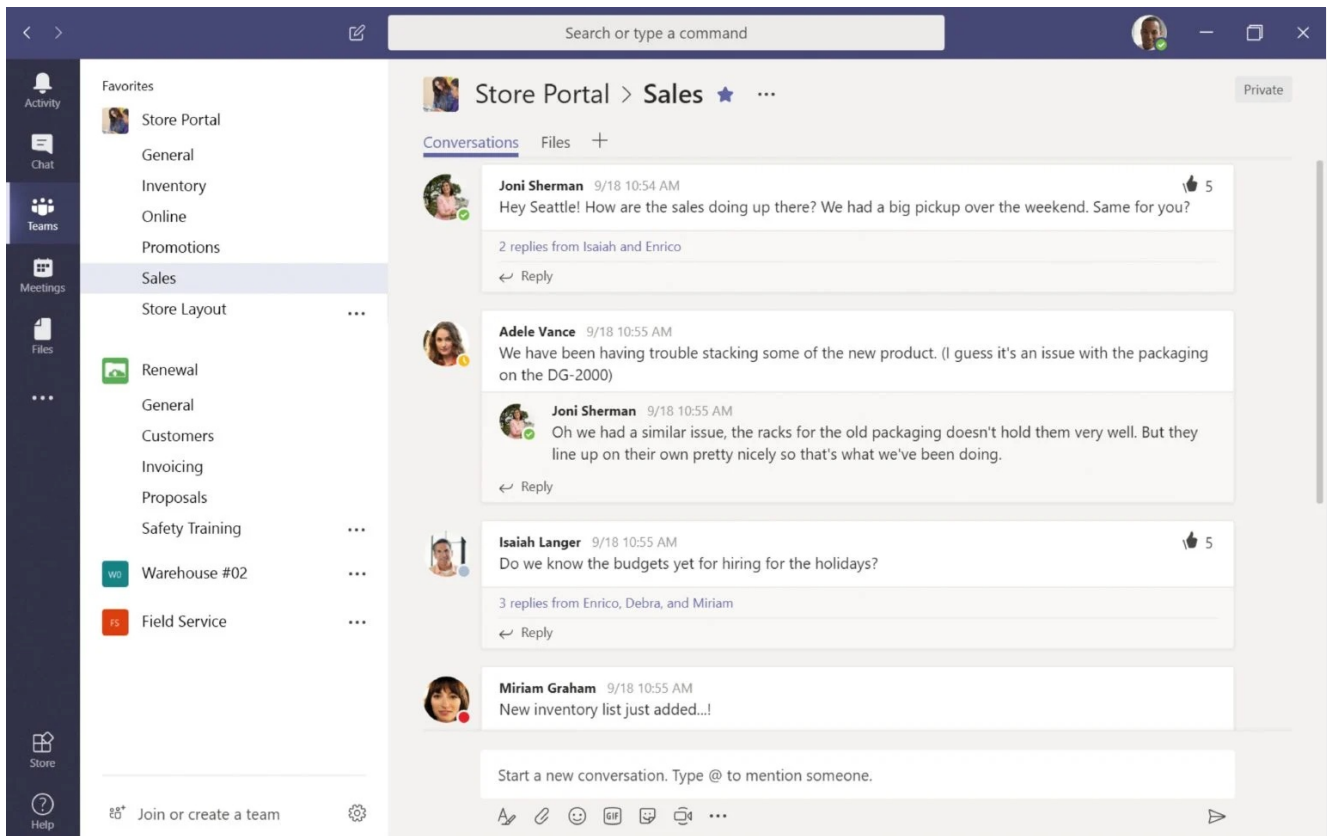
- Microsoft's [step-by-step video training](#) 
- [Microsoft Teams: Accessibility Features](#)

## Microsoft Teams: Overview

Microsoft Teams can be used with or without a dedicated "Team", and not everyone needs one! Detailed below are some of **Teams' various functionality** and what's accessible with your setup.

### What is a Team?

A "Team" is a dedicated, group workspace made up of **individual channels** to host **messages, files, and more**.



## Communications

### Without a Team:

- Send [direct or group messages](#) □
- Set up [a video call](#) □

### With a Team:

- Take it a step further with [dedicated channels](#) □
- Set up [organized message threads](#) □

## Collaboration

Without a Team, [share files via message](#) □ to avoid email attachment limits.

With a Team, you can [upload them directly](#) □. Unlike OneDrive, they are owned by a Team instead of a specific person.

## Creating a Team

**Attention:** You may not need a Team

You **do not** need a Team in order to use Microsoft Teams for **video conferencing** or **direct messaging**.

Teams must be requested through [LITS via the Service Catalog](#).

## Questions?

If you have any additional questions or problems, don't hesitate to reach out to the **Help Desk!**

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