

Microsoft Teams: Overview

Last Modified on 02/17/2026 2:47 pm EST

Tags: [Microsoft 365](#) [Microsoft Teams](#) [Remote Work](#)

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

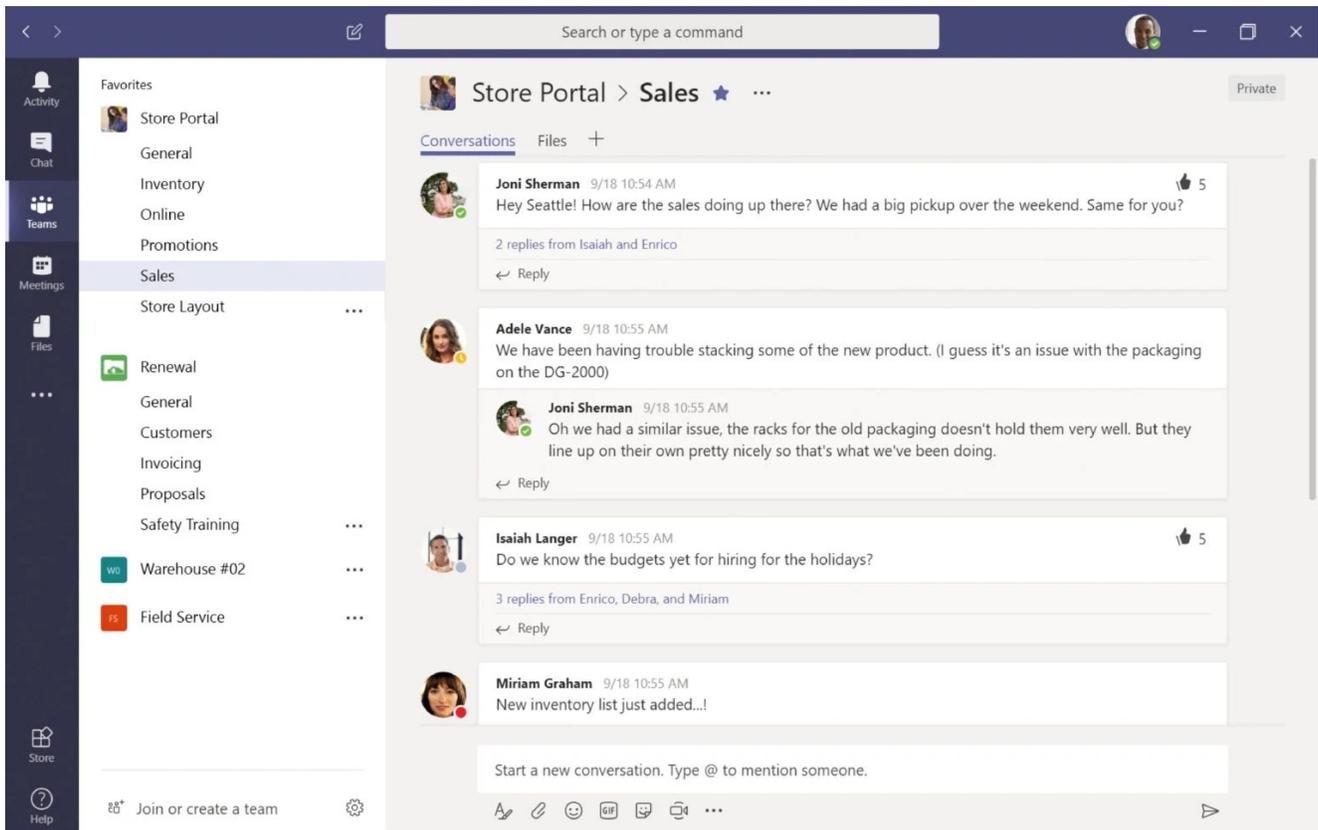
- Microsoft's [step-by-step video training](#)
- [Microsoft Teams: Accessibility Features](#)

Microsoft Teams: Overview

Microsoft Teams can be used with or without a dedicated "Team" for communication and collaboration.

What is a Team?

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



Communications

Everyone can use Teams to:

- Send [direct or group messages](#)
- Host [video calls](#)

Creating a dedicated "Team" for your group:

- Gives you a persistent Team space with [multiple channels](#)
- Allows you to set up [organized message threads](#)

Collaboration

Everyone can [share files in Teams direct messages](#) and video calls.

Creating a dedicated "Team" for your group:

- Gives you a shared, **group-owned** space in OneDrive where you can [store shared files](#). Files upload to a Team's shared OneDrive space are **owned by the Team** and remain available to them if the individual who uploaded them leaves the college.
- Enables you to use [Microsoft Planner in Teams](#) to organize your group's work.

Request a Team

Please fill out [this form to request a Team](#).

Questions?

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

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