

Microsoft Teams: Overview

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This article reviews **what Microsoft Teams is** and how to get started using it!

See also:

- [Microsoft Teams: Accessibility features](#)

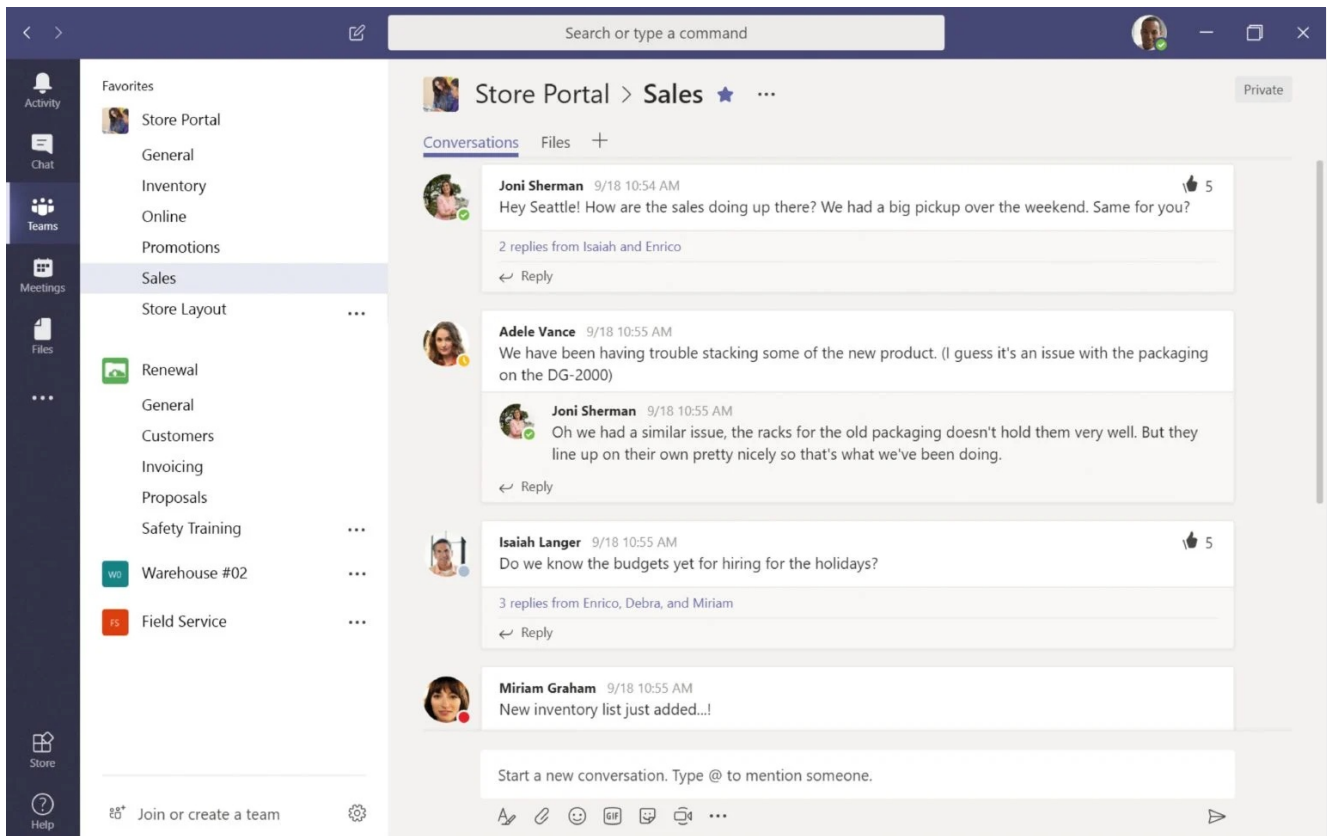
What is Microsoft Teams?

Microsoft Teams is a multi-functional communications and collaboration tool available for **College use**.

- [File storage and sharing](#)
- [Instant messaging](#)
- [Shared calendar and email](#)
- [Video conferencing](#)

What is a "Team"?

A "Team" is a dedicated **group workspace** made of individual "Channels", used to host files and message threads.



Do I need a Team?

If you are planning to use Microsoft Teams for **file sharing** or **long-term message threads**...you will need a team!

Functionality	Do I need a Team?
File storage and sharing	✓
Instant messaging	See Microsoft Teams: Instant messaging for details
Shared calendar and email	✓
Video conferencing	✗

Creating a Team

Please request a Team using the form in the [LITS Service Catalog](#).

Questions?

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

Phone: 610-526-7440 | [Library and Help Desk hours](#)

Email: help@brynmawr.edu | [Service catalog](#)

Location: Canaday Library 1st floor
