

Welcome to Microsoft Teams!

Microsoft Teams is the ultimate messaging app for you and our campus colleagues! It's a workspace for real-time collaboration and communication, meetings, file and app sharing, and even the occasional emoji! All in one place, all in the open, all accessible to everyone.

Here's why you should use it:

- Rich chat with text, audio, video, and file sharing.
- Have a private chat to develop an idea, then share it with the entire org.
- Store all your files, docs, and more in one place.
- Integrate your favorite apps

Please see the sections below to help you Get Started with Teams and use some of it's most popular tools and features.

Getting Started with Teams

Microsoft Teams Guide for Owners

- [Managing Members of a Team](#)
- [Managing Team Settings](#)

Create/Edit a Channel in Teams

Chat, Video, and Audio Calls in Microsoft Teams

- [Starting a Post in a Teams Channel](#)

Meetings in Microsoft Teams

Sharing and Collaborating with Files in Microsoft Teams

- [Best Practices for File Sharing in Teams](#)

Teams Notifications Settings

- [Manage Channel Notifications](#)
- [Microsoft Teams Status Icons](#)

How to View your Team files in Windows File Explorer via SharePoint/OneDrive

Inviting External Users to a Teams Meeting

- [Joining a Salisbury University Teams Meeting as an External User](#)

Online Video Conference Safety

Microsoft Teams Secure Calls (with end-to-end encryption)

Microsoft Teams Settings

Microsoft Teams Tasks