What can Teams do for me?

With Teams you stay in touch with your colleagues. Even when you are not in the same building or working on another project.
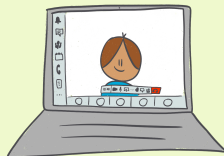
How? You can…
- … **chat** one on one, or with more colleagues in a group chat.
- …**call** each other with audio and / or video, also one on one or with more colleagues (up to 250!)
- …have a **conversation** about the project in channel like general in a project team.
- …**share** some information you think is relevant for your colleagues.

Go to the Quickstart Guide to read more about this topic.

Teams helps you by making it easy to collaborate on (big or small) projects with colleagues from several departments or a third party.

How? You can…
- …make a **team** for each project
- …make **channels** within a team to organize different themes within a project (and all the conversations and content)
- …have a **meeting** with your project group and the third party
- …**share** some questions and other relevant topics within a chat, meeting or channel.

Go to Effective communication Guide to read more about this topic.

Teams helps you to share all kind of content with colleagues.

How? You can…
- …use the **Files-tab** within the channel in a team to upload your content of any kind.
- …share your content with a **link** with colleagues, so they can easily find the content.
- …work with more colleagues in a document at the same time. No more project_X_LW_version_3, just one file (with version control).

Go to Document collaboration Guide to read more about this topic.