

5 Reasons Why You Should Use Teams



Microsoft Teams makes communication simple!



Meetings are a breeze

Start a video, call or share your screen with your team in a matter of seconds. Set up meetings directly through Teams or within Outlook, sending a calendar invite to attendees.



Whenever, wherever

Access Microsoft Teams on any device, in any location, at any time. As long as you have a WI-FI connection you are able to work from the beach, message from your phone and share important files whilst you are on the train.



Improved teamwork and collaboration

Conduct meetings, share and edit the same document in real time, talk with team members using the chat function and connect powerful applications to help with productivity.



Secure by design

Enabled by default, Microsoft Teams has industry-leading compliance commitments, single sign-on, encryption of data in transit and at rest and offers two-factor authentication.



It's free!

Teams is included in your Microsoft Office 365 license. Brilliant! Fear not, if you don't have a license you can still use Teams for free but unless you pay, there are limitations to what you can do.

With innovative apps, intelligent cloud solutions and world class technology, Microsoft solutions enable us to work smarter and safer.

**For more advice on
Microsoft visit:**

www.complete-it.co.uk/microsoft-resources/

