



# 5 reasons why you should use Microsoft Teams

Communication has never been this simple!

1

## Meetings are a breeze

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

2

## Everything is in one place

Share, store and work on the same document, chat with team members and install relevant applications within Teams, such as Word, PowerPoint and SharePoint.

3

## Improved teamwork and efficiency

Set up meetings in seconds, communicate quickly through the chat function and access everything on the move from your mobile improving productivity and collaboration.

4

## Improved Security

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.

5

## Free for all

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

We always recommend a multi-layered approach, which is why a combination of cyber security and disaster recovery solutions as well as educating your team is important.

**For more advice and tips visit**

[WWW.COMPLETE-IT.CO.UK/BLOG/](http://WWW.COMPLETE-IT.CO.UK/BLOG/)

