

## What is Teams?

Teams is a chat-based collaboration tool that provides global, remote, and dispersed teams with the ability to work together and share information via a common space.

## Demo

Take a tour of the Teams interface with this [very quick interactive video](#)

## Access

All GSD Students, Faculty and Staff with an O365 license can access and use Teams. You can also collaborate with externals by adding them as Guests. Teams is available for mobile, desktop or web. The URL for the web app is <https://teams.microsoft.com>

## Chat

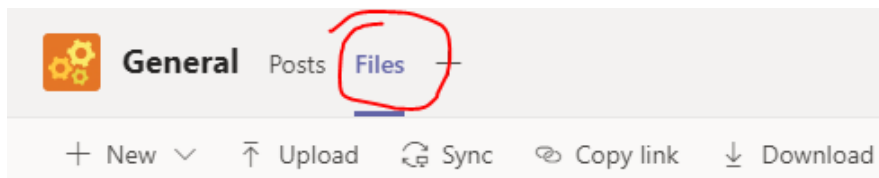
Teams allows you to have threaded, asynchronous chats with anyone listed in the Harvard Directory or from your personal contact list.

## Channels

Channels are places where conversations happen. [Here's a brief video](#) that shows how this works.

## File Storage

Drag-n-drop file storage is available in Teams with no limitations on file type or size and the quota per Team is a very generous 25 Terabytes.



Microsoft Teams file storage was developed with the same platform used by Microsoft OneDrive which we use for personal file storage. In fact, you can access your OneDrive account from within Teams.

## Video Calling

Teams video calling allows you to launch ad-hoc meetings with one click, either from within a chat or via the Meet Now button. See a demo on [how to make a video call](#).

