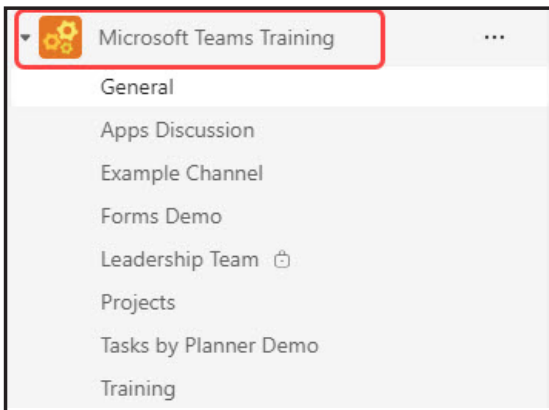


MICROSOFT TEAMS: BASIC TERMINOLOGY

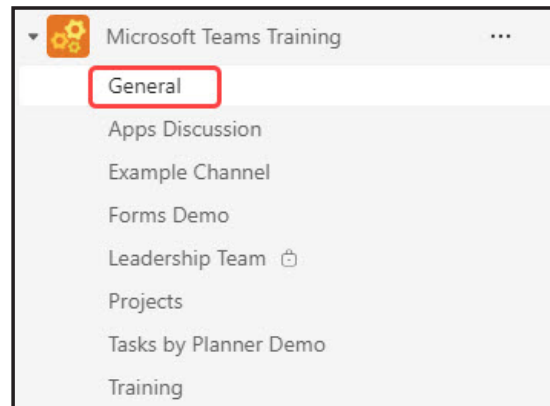
⇒ WHAT IS A TEAM?

A team is a group of people brought together for work, projects, or common interests. A team is made up of channels.



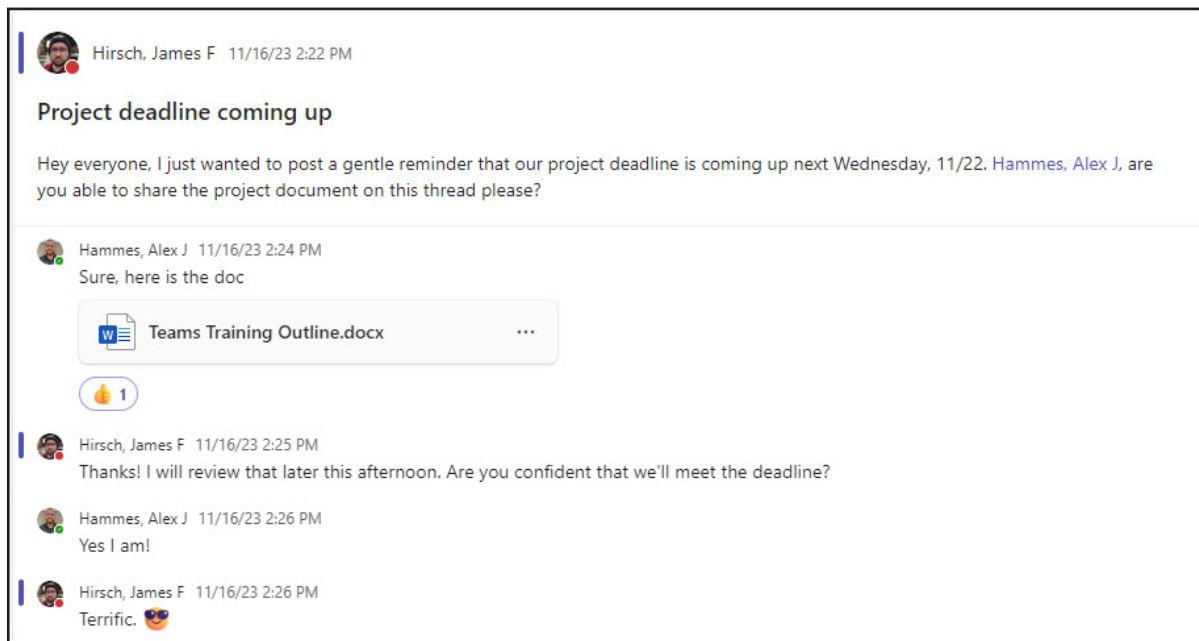
⇒ WHAT IS A CHANNEL?

A channel is a collaboration space within a team where the actual work is done. Use a channel to post announcements, have conversations, hold meetings, share/store files, integrate applications, and more. Channels can be standard (all team members have access), private (specific team members have access), or shared (people from outside the team can be added to the channel as well).



⇒ WHAT IS A POST?

A post is a conversation on a specific topic in a channel of a Team. Posts are visible to members of the channel.



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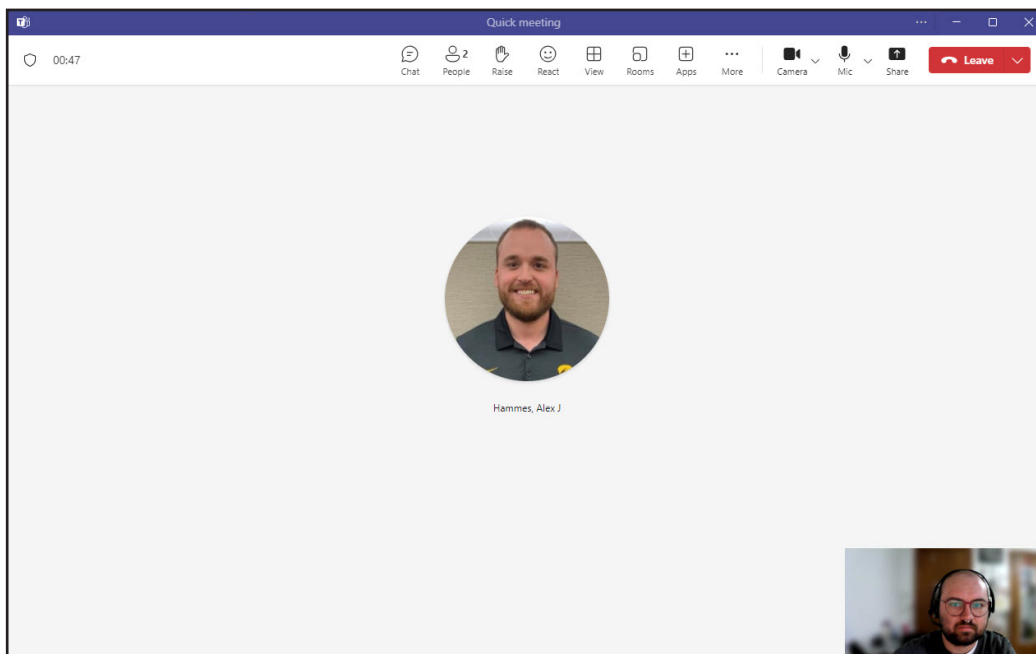
⇒ WHAT IS A CHAT?

A chat is a private conversation between two or more people.



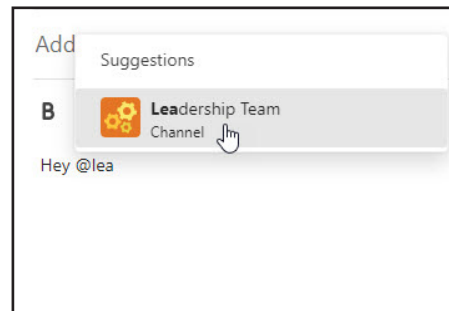
⇒ WHAT IS A MEETING?

A meeting is one of the key ways to collaborate in Teams and may include audio, video, and screen sharing.



⇒ WHAT IS TAGGING?

Tagging is when you mention a specific person, channel, or team in a thread or chat by using the @ symbol. The people that have been tagged will receive a Teams notification.



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