# Microsoft Team





Microsoft Teams is a collaboration app that helps your team stay organized and have conversations—all in one place. Here's a quick look at the left hand side of Teams.

* **Teams** - Find channels to belong to or create your own. Inside channels you can hold on-the-spot meetings, have conversations, and share files.
* **Meetings** - See everything you’ve got lined up for the day or week. Or, schedule a meeting. This calendar syncs with your Outlook calendar.
* **Calls** - In some cases, if your organization has it set up, you can call anyone from Teams, even if they’re not using Teams.
* **Activity** - Catch up on all your unread messages, @mentions, replies, and more.

Use the command box at the top to search for specific items or people, take quick actions, and launch apps.

## Get the app you want

* [Download Teams](https://aka.ms/getteams) for your desktop, iOS, or Android.
* Or just use Teams on the web at [https://teams.microsoft.com](https://teams.microsoft.com/).

[Microsoft Teams video training](https://support.office.com/en-us/article/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7)

[Microsoft Teams training](https://www.youtube.com/watch?v=5AUOnizqALQ&list=PLXPr7gfUMmKzR7_jXN5s886apYoHNC3Xk)

[Instructor-led training for Microsoft Teams](https://docs.microsoft.com/en-us/microsoftteams/instructor-led-training-teams-landing-page)