

Microsoft Teams



App Overview of Microsoft Teams

The work-home balance line is getting thinner in each passing second. In place of that, Microsoft corporation developed the Microsoft Teams app to manage your workspace and resources. The Microsoft Teams app works best in environments that embrace digital working. As the administrator, you can manage all your employees in the comfort of your home.

To enjoy Microsoft Team, you need to sign up for a Teams account. The Teams account is free, requiring a Microsoft account. With a free Microsoft Teams account, you can add up to 299 people into your workgroup. Microsoft Teams has superior messaging features. You can edit a message after sending it, pin a channel chat as well Quiet Hours. With the Quiet Hours, you can mute all message notifications.

The Teams' meeting features are out of this world. During the video conferencing service, you can virtually raise your hand to pose a question to the host. You can as well assign a host before the online meeting. You can as well pin a particular user's video feed onto your timeline. For a large meeting, you can set the app to focus on the team leader alone. The Whiteboard feature in the virtual meetings allows you to post a message to several channels.

Compatibility: iOS 10 or later

Key App Features and Functions of Microsoft Teams

• Immersive Reader

Physically challenged people and students can seamlessly translate and view messages. For users with limited vision capabilities, the immersive reader zooms the text to fit the app window. You can also set the app to read text messages out aloud.

• Bots

The Microsoft Teams app supports up to 24 bots. These bots automatically execute tasks and answer general questions. For instance, the Polly Bot sets up polls and analyzes the results. The T-Bot answers the frequently asked questions (FAQs).

• Channels

Unlike most taskforce apps, Microsoft Teams app provides for the standard or Private channels. The standard channel is available to all members across your team. The private channel, on the other hand, is used for a narrower and specific audience group. For instance, each department in an organization can have its private channel, but all employees are under the standard channel.

• Slash Commands

With the Microsoft Teams app, you can perform several tasks in a jiffy by setting up certain commands. You precede a short phrase with the slash (/) sign. For example, /call initiates a call. /join to join a team. ## Review of Microsoft Teams

The Microsoft Teams app has a galore of features. The virtual meetings are excellent. Very few apps support the Whiteboard feature to post a message during a meeting. The ability to raise your hand virtually for clarity during a meeting is impeccable. Not to forget, you can customize your icon layout on the dashboard. The Microsoft Teams app also supports the Quiet Hours feature. You can turn off all your team's notifications here. The task scheduling and to-do lists are amazing on this app. You can access both your work and home calendars within this app. The Microsoft Teams app organizes your work schedule and entire life. The Microsoft Teams app delivers on all its functions without demur. Incorporate the Teams app on your iPhone and iPad for an excellent work-home unison.

Advantages / Disadvantages

- Customizable interface
- Bot options
- Slash commands
- Intuitive virtual meetings
- Requires digital work station