

# Microsoft Teams

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 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.

## Get Microsoft Teams:

- **Download Teams** for your desktop, iOS, or Android.
- You can also use Teams on the web at <https://teams.microsoft.com>.
- Please sign in with your departmental email account username: [UCLALOGONID@ad.ucla.edu](mailto:UCLALOGONID@ad.ucla.edu) and password.
- If you are unsure of your credentials, please contact the UIT help desk at 310-206-4525 or [helpdesk@college.ucla.edu](mailto:helpdesk@college.ucla.edu).

## Microsoft Teams video training

- [Microsoft Teams video training](#)
- [Quick start](#)
- [Intro to Microsoft Teams](#)
- [Set up and customize your team](#)
- [Collaborate in teams and channels](#)
- [Work with posts and messages](#)
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- [Manage meetings](#)
- [Set up and attend live events](#)
- [Explore apps and tools](#)
- [Manage your activity feed](#)

## Helpful Links for Microsoft Teams:

- [Connect your team](#)
- [Achieve more together](#)
- [What's new in Teams](#)