



MICROSOFT TEAMS

How is a Microsoft Team built up?



SHAREPOINT SITE

A Sharepoint Site is created that holds the files and can be used as a communication portal for that Team. This will consume a SharePoint URL such as /sites/TeamName. This is only visible to the Team members by default.



MICROSOFT 365 GROUP

A legacy version of Microsoft Teams that provided a shared mailbox, calendar, and documents area. This has been superseded by the Teams functionality. A Microsoft 365 Group can be upgraded to a Microsoft Team easily.



DISTRIBUTION LIST

An email address will be taken such as TeamName@company.org. It's important to plan these so Teams do not take required / important emails. Can also function as a distribution email for that team.



MICROSOFT TEAM

Finally, the Microsoft Teams goodness providing collaboration, files and other functionality combined into one application.



NEED SOME HELP? CONTACT US!

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