# Microsoft Teams Microsoft Collaboration Tools



## https://ms-office.us.com/

You can install this productivity suite through office.com/setup with key code. Microsoft has launched Microsoft 365 —the cloud based productivity suite. This software works on subscription based payments and provide a lot of applications and feature which makes the work of the user easy and faster. With this software, user can work more efficiently and can able to work as a professional. The software made by Microsoft is perfect for home and for business purpose. It continuously

launches updates so that your software remains up to date and your device does not have to face any kind of damages and threat.

Microsoft 365 is the perfect communication platform which helps its users to work efficiently in teams. It gives wide range of tools and applications so that you can communicate and collaborate with your team in real time properly and also helps in boosting productivity.

#### **Collaboration Tools in Microsoft 365:**



#### 1. Microsoft Team:

This tool of Microsoft 365 helps you and your team to communicate and work together efficiently. It gives you amazing features like document sharing and collaboration, one-on-one chat, team chats, video conferencing etc. Through this you and your team can stay connected with each other and you can also chat all around the world. It is integrated with other applications like OneNote, Microsoft Planner, Zoom etc.

#### 2. Yammer:

Yammer is a social-networking platform which is basically used for private communication in the organization. But you can also connect with the people outside your organization. Through this software, you can share your ideas and also work with them. The user who has the approved email ID can stay connected within the network. It gives you a variety of tools like Suggested People, Suggested Groups, and many more.

#### 3. Share Point:

SharePoint is a document management and collaboration platform. This helps the organization to work collectively and efficiently. Through this tool you can properly

manage your documents in folders. This makes your work makes easier and convenient. You can easily access your old documents and can also see the changes which you have made in the document. You can also store these documents in one platform and can share with your colleagues.

### 4. One Drive:

It is a cloud-based storage platform and helps you to create documents, upload them on cloud servers, and you can also share this document with your team. Your teammates can also access these documents and can make changes. And you can track those changes which your teammates have made in the document. You can simply share the link and your colleague can be able to see the whole document.

If you want more information about these tools, then you can visit to the site of MS Office through <a href="https://www.office.com/setup 2016 product key">www.office.com/setup 2016 product key</a>. For details, you can call the customer care executive anytime.