

Microsoft Teams Vocab Glossary of Terms

Apps:

- **SharePoint:** is used to create websites and to store, organize, share, and access information.
- **Smartsheets:** cloud-based work management tool with a spreadsheet-like interface that helps team plan, track, and manage projects in real time.
- **OneNote:** a digital notebook that automatically saves and syncs your notes as you work.
- **Forms:** allows you to create surveys, polls, and quizzes, while also being able to view results as they come in.
- **Planner:** a project management application developed by Microsoft that allows teams to create, assign and organize work visually
- **Praise:** chat icon that allows you to send a message of praise along with a picture.

Icons

- **Activity:** displays all your colleagues' activities across the teams, channels, chats, and apps that you have access to.
- **Chat:** displays all your contacts and communication activity.
- **Calendar:** allows you to schedule meetings and plan out your work week.
- **Calls:** shows your contacts, call history, and voicemails; allows you to make a call, and make call groups.
- **Files:** allows you to access shared files from your team and from your OneDrive account.
- **Help:** includes instructional guides and videos on how to use and navigate through Microsoft Teams.

General Terms

- **Channels:** allows team members to have focused conversations about specific topics. Every team has its own set of channels—starting with the General channel—and team members can decide what they want the rest of their channels to focus on. Every channel within a team is fully accessible to all the team members, so everyone can join in a channel conversation.
- **Group Chat:** a private chat with more than two team members involved in the chat.
- **Private Chat:** a chat that is visible only to the two members involved in the chat.

- **Team Owners:** includes primary and secondary team owners who have elevated privileges on a team. A team owner's roles and responsibilities include the following:
 - ensure that there are always two active owners.
 - assign or remove team member permissions to the entire team or individual channels.
 - add content, edit information, and communicate with employees in the team.
 - review files and information to maintain content.
 - delete a team or channel when no longer needed. Owners should archive the content and files prior to deleting the team or channel.
- **Team Types:** there are two types of teams:
 - **Department Use:** ideal for private teams that require central storage, collaboration, and workflow opportunities between employees in one department. Each team has a primary and secondary owner, and a team always requires at least one active owner.
 - **Project Use:** best suited for project teams involved in collaborative projects or committees with employees from different departments. Each team has a primary and secondary owner, and a team always requires at least one active owner.
- **Screen Sharing:** allows a team member to share their desktop screen when a meeting is in progress.