

## Microsoft Teams Essentials

A powerful and affordable all-in-one solution for meetings and collaboration

# COLLABORATE IN REAL TIME

Employees who use Microsoft Teams save an average of 4 hours per week through better collaboration and information sharing



### Hold powerful, instant meetings

Easily meet, chat, and share video from anywhere, empowering your teams to feel seen, heard, and included in the conversation



### Connect your team

With documents and files always available, your teams can create and share ideas anytime and keep things moving forward together.



### Focus on what matters

All the best apps and features you need are at your fingertips, making everyone more focused and efficient



- Unlimited group meetings of up to 30 hours
- Up to 300 participants per meeting
- Unlimited conversations with your colleagues and clients
- 10 GB of online storage space per user
- File sharing, tasks and polls
- Data encryption for meetings, chats, calls and files

## BRING TOGETHER YOUR FAVORITE APPS AND EXPERIENCES

You can use Microsoft Teams Essentials with your existing email system

You will have a single calendar view on Microsoft Teams Essentials for all your meetings

You can access the Teams calendar while Exchange is on-premises