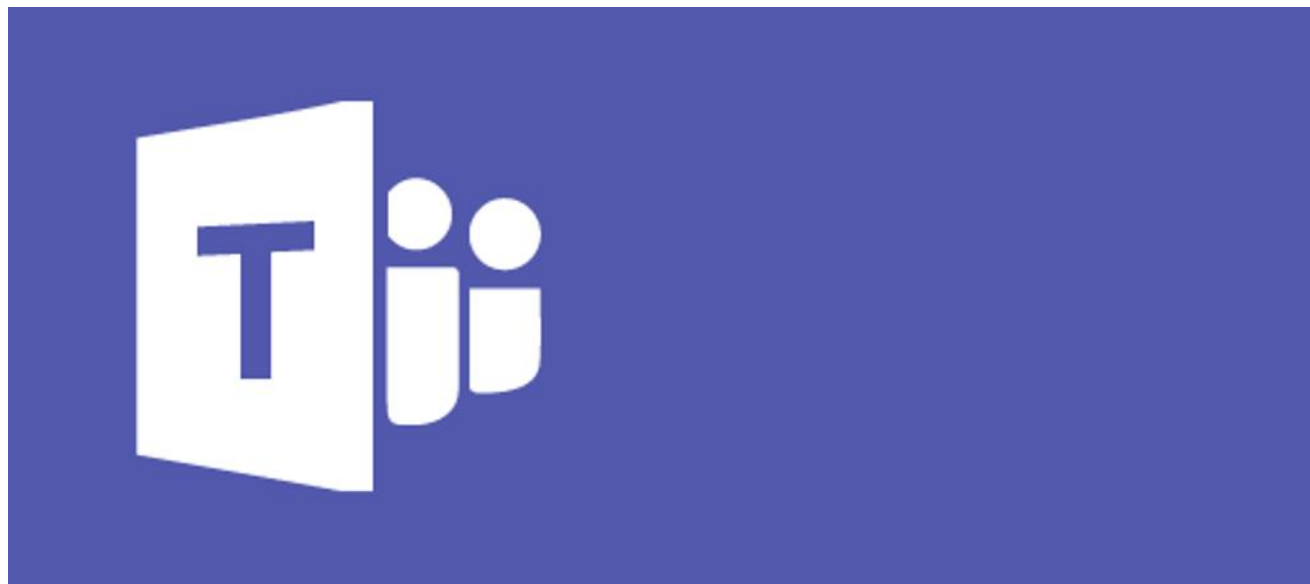


OFFICE 365 LEARNING ESSENTIALS

MICROSOFT TEAMS

PRODUCT INFORMATION



"Microsoft Teams" expands Office 365 with a versatile component for virtual collaboration. In clearly arranged Team channels, you can chat live with your Team members, share files and share links. Scheduling appointments and video conferencing are also possible.

In this "Office 365 Learning Essentials" course for the Microsoft "Teams" web app, you will receive an initial overview of the application and learn of its benefits, features and application possibilities as well as its strategic relevance in the Microsoft Office 365 product portfolio.

PARAMETERS

Version	1.0
Duration	0:30 h
Languages	German, English
Release	19.12.2018

TABLE OF CONTENTS

MANAGEMENT SUMMARY

What is „Microsoft Teams“?

What's in it for me?

KEY FEATURES

Set up „Microsoft Teams“

Chat with the team

Share files online

Meetings in „Microsoft Teams“

POSSIBLE USES

Interaction with other Office applications

Areas of application

Which end-user devices does “Microsoft Teams” support

INSIDER-KNOWLEDGE

„Microsoft Teams“ in Office 365

„Microsoft Teams“ is going to replace „Skype for Business“ in the long term

When should a specific application be used in team work?

QUICK START

Call „Microsoft Teams“

Add team

Start chat

Manage team

More information about „Microsoft Teams“
