

PRODUCT INFORMATION

WBT TEAMS 365: SETTING A TEAM UP AND CUSTOMISING THE APP

Microsoft Teams allows people to form virtual teams with central access to all project-related information. Themed channels can be used to chat, publish announcements, and share files. You can set a new team up by creating channels, adding members, customising team settings, and integrating project resources into the team. To keep track of the vast amount of information, you can customise the Microsoft Teams app to suit your needs: For example, you can show and hide teams and channels, pin frequently used apps and much more. You can also define when and how you are notified about new activities. The search and filter functions help you find people, posts and files again.



Parameters

Version	21-01
Release	07 September 2021
Duration	approx. 2:05 h

Table of Contents

Creating and managing a team

Setting a team up

Creating and managing channels

Embedding apps and information in a team

Managing a team

Customising the Teams app to suit your own needs

Setting up the Teams app

Managing status and activity

Using search and shortcuts

Opening and pinning apps
