

PRODUCT INFORMATION

WBT TEAMS

Microsoft Teams provides a number of virtual collaboration features to round off Office 365. You can use team channels to chat live with team members. All conversations are saved and can be clearly structured. This allows you to access them later. You can also share files and links and collaborate on Office documents. Microsoft Teams can also be used for scheduling meetings and online meetings.



Parameters

| | |
|-------------------|--|
| Version* | 3.5 |
| Duration** | Ca. 3:18 h |
| Language | German, English (full version) Spanish, French, Italian, Chinese, Japanese, Brazilian, Russian (hybrid) |
| Release | 1 July 2019 |

* For new features, see the version history in the feature list

** Learning duration measured by the currently highest product version

Table of Contents

Creating and managing teams

Setting up a team

Managing a team

Chats and conversations

Conversations in the team channel

Chats with individual people

Editing and enriching messages

Working with files

Creating and adding a file

Managing a team

Edit file

Activities, settings and other features

Following activities

Using commands and the search box

Settings and status

Interacting with other applications

Meetings and calls

Plan a meeting

Calling people

Holding a meeting
