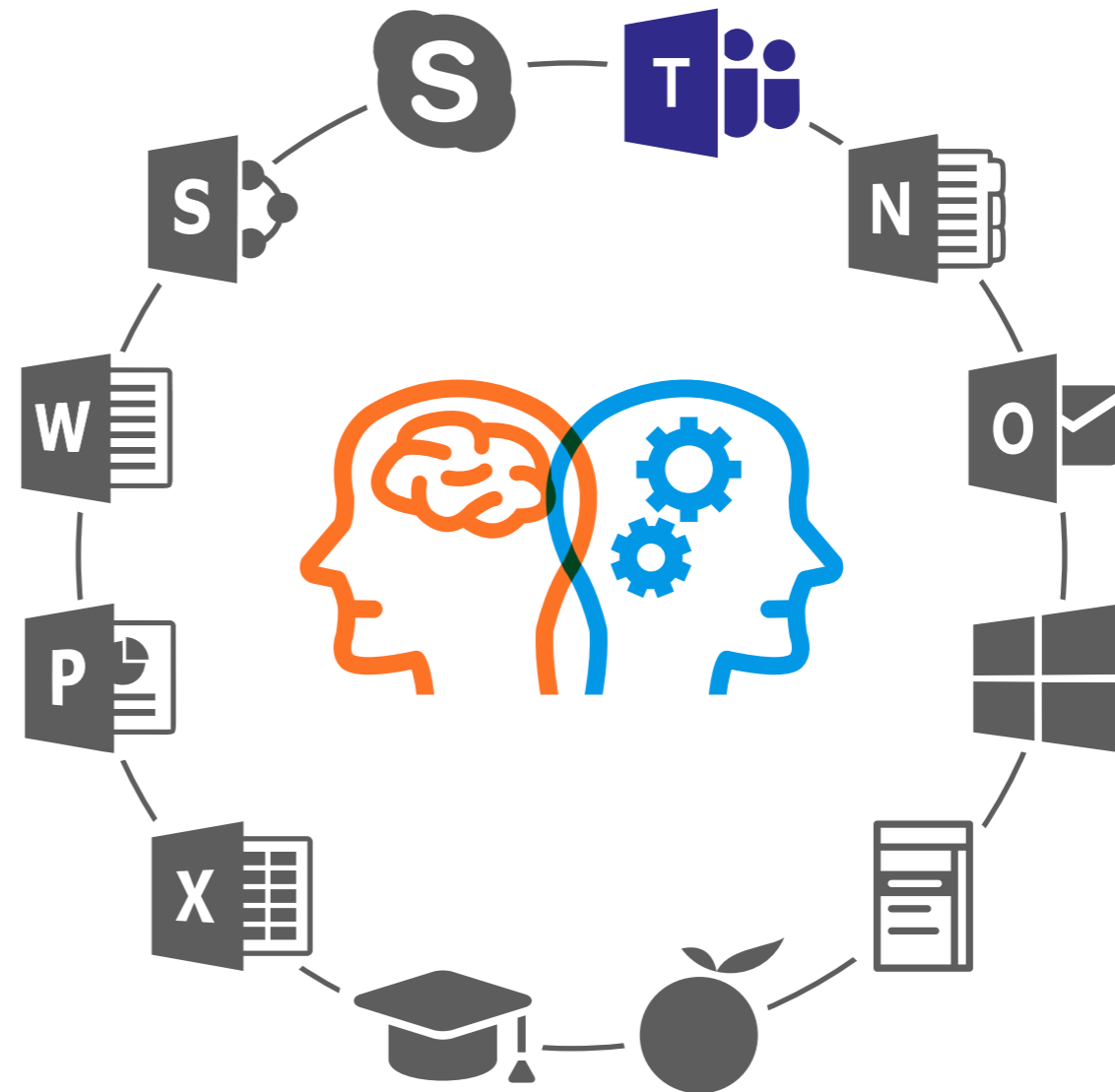




# Tutorial: Microsoft Teams™

Microsoft Teams™ offers an open, chat-based working environment for the mutual exchange of information within a company. The application links and extends existing Office 365 applications, so called apps: this allows you to complete many tasks directly within teams. This standard training program from **tts** reveals useful basic information, e.g. how to form a new team, how to navigate within the app, how to set up apps as tabs and how to upload documents for joint editing.

You do not require any previous knowledge to extract the most from this tutorial. It will take approximately 45 minutes to complete.





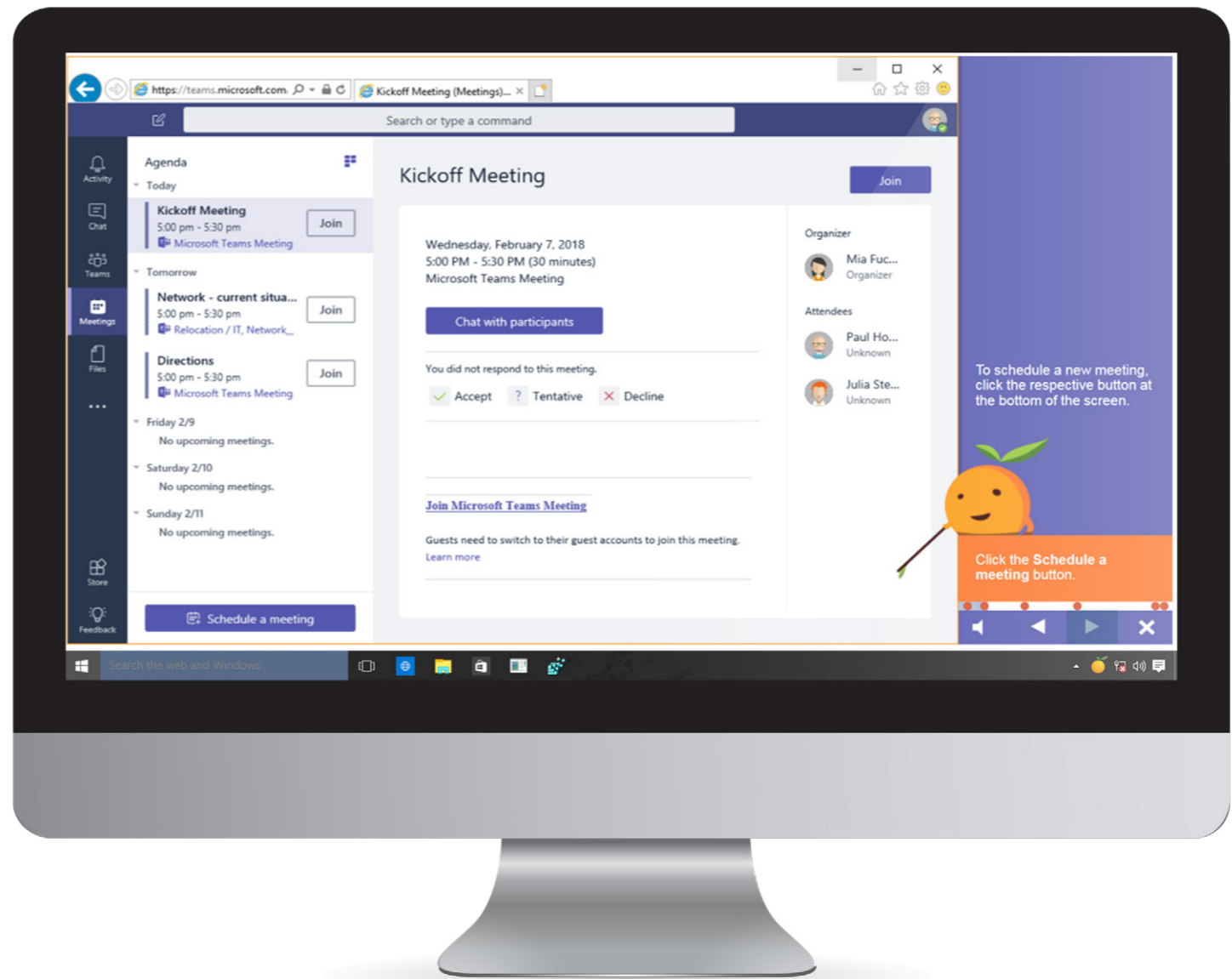
# Learning units for Microsoft Teams™

## First steps

Discover the functions of Microsoft Teams™, invite your virtual learning companions to join a team and become familiar with the app's interface.

## Working with Microsoft Teams™

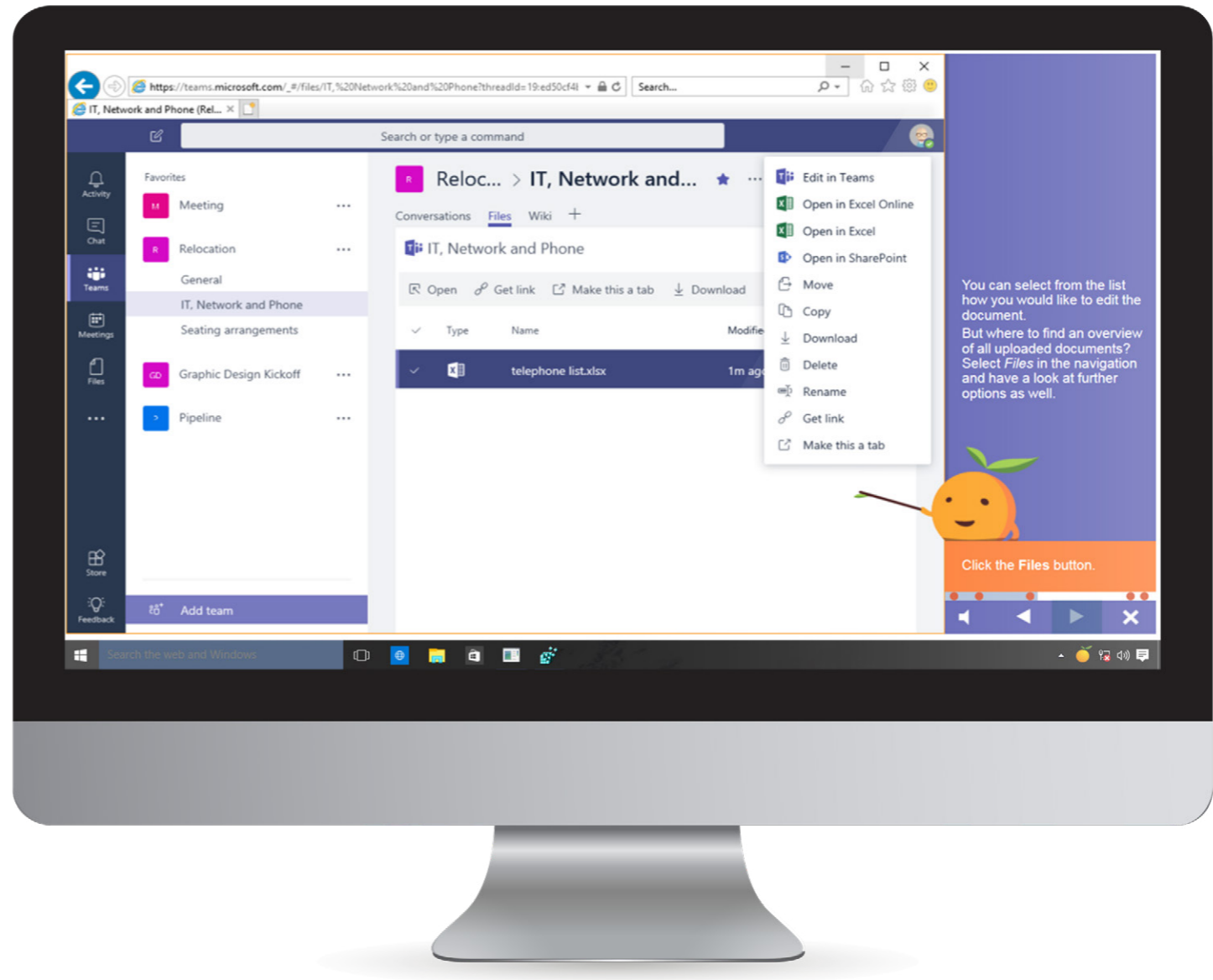
Communication within a team is of the utmost importance: Discover which resources aimed at supporting this are available in Microsoft Teams™. Find out how to manage your team, customize the notifications and set up a meeting.



# Learning units for Microsoft Teams™

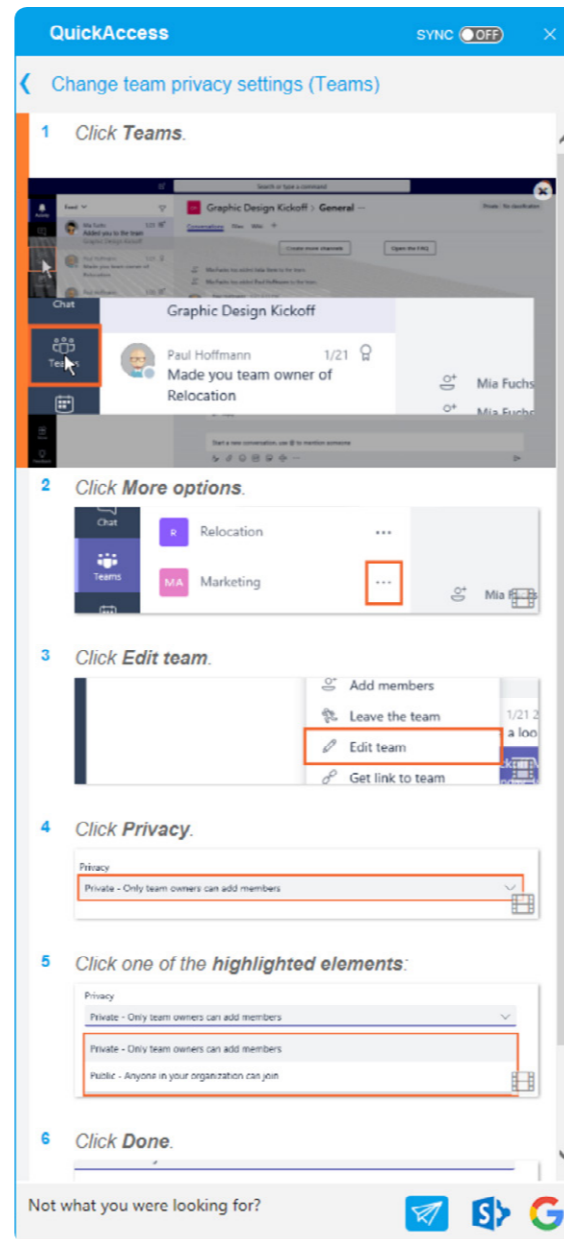
## Chat, documents and services

Learn how to send chat messages to your entire team, or to just a single individual, and how to upload documents for joint editing. This section will also reveal how to set up apps or documents as tabs and how to use the search and filter functions.



# tt office guides for Microsoft Teams™

Once you have worked your way through the e-learnings, the **tt office guides** provide users with optimal support during their day-to-day work. Based on context-sensitive technology, the system offers precisely the assistance required when working on a daily basis with Microsoft Teams™. The Step list on the right of the screen provides reliable orientation – in the form of concise instructions and a mini video – on a click-by-click basis for every step within the original software.





### Languages

The tutorial is available in the following languages:

- ✓ English
- ✓ German
- ✓ French
- ✓ Spanish
- ✓ Chinese
- ✓ Japanese
- ✓ Brazilian
- ✓ Other languages available upon request



### System requirements

- Processor: greater than 1.0 GHz (1.5 or higher recommended)
- RAM: at least 512 MB (1 GB or higher recommended)
- Screen resolution: at least 1366x768 (or higher), 16-bit color depth
- Multimedia hardware: 16-bit sound card, along with loudspeakers or headphones
- Operating system: Windows Vista (SP2, 32-bit), Windows 7 (SP1, 32- or 64-bit), Windows 8/8.1 or Windows 10
- Browser: Internet Explorer 9, 10, 11 or Edge 25 on Windows 10, Firefox 47/48, Safari 9.1.1 (on Mac OS X 10.11.5), Chrome 53 (due to security reasons, no local content can be played under Chrome), JavaScript and Session Cookies activated

We're happy to help!

### tts

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