

These three tips will help you with your implementation:

- 1 You can also invite external partners to collaborate with you by clicking "Add members" within a team and entering the person's email address.
- 2 In addition to shared files, consider using other business applications that can be integrated within MS Teams, such as Trello, Evernote, or Adobe applications.
- 3 So you can send information to all channel members, each channel has its own e-mail address. You can find this by clicking on the three dots next to the channel name. This is a quick and easy way to send an e-mail to the channel. NB! The function must be enabled by your IT administrator.



HOW-TO IN DETAIL



e-learning

# Home Office Teamwork with Microsoft Teams

Are you part of a virtual team? For some people, this may be the norm, but for others it is an entirely new challenge. However, even as a virtual team, you and your colleagues are working together towards a common goal. You are mastering tasks and making decisions remotely as a team.

In this training, you will learn how to work together effectively with the help of the Microsoft Teams tool. You will learn the rules for virtual team collaborations before getting started on your implementation: communicating, planning, and working with MS Teams.

Group of participants:

For all professionals and managers who want to learn more about effective digital methods for self-organisation and collaboration.

Duration: **approx. 1 hour**

Language:  

Unit price:

€ 49,- zzgl. MwSt. | € 58,31 inkl. MwSt.

Package prices from 50 licenses on request

## Learning objectives

- ✓ How can I be part of a team remotely?  
The rules of virtual collaboration.
- ✓ How can I maintain an overview in MS Teams?  
Navigating in MS Teams.
- ✓ How can I bring my colleagues together virtually?  
Using teams, channels and tabs.
- ✓ How can I communicate with colleagues remotely?  
How to use chats and calls.
- ✓ How can I organize meetings and share files?  
How to use the calendar, planner and files.
- ✓ How can I use all these functions when on the move?  
How to use the mobile version.

## Contents

Use MS Teams as a means of communication

Assign tasks and manage projects as a team

Work on documents simultaneously and

Do all of the above while on the go



Information on the web

[www.haufe-akademie.de/el](http://www.haufe-akademie.de/el)



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