

Introduction to Microsoft Teams

SEAMLESS COMMUNICATION AND COLLABORATION, NO MATTER WHERE

Get the most out of Microsoft Teams, from the basics of the platform to advanced customization options and best practices for using Microsoft Teams effectively – including the setup and configuration of teams, the creation and management of teams and channels, and effective use of meeting and document management tools.

- Facilitate effective hybrid or remote Work: how to get the most out of Microsoft Teams particularly for organizations with remote workers, allowing teams to work together seamlessly regardless of their location.
- Enable more effective project collaboration: help employees collaborate on projects in real-time, improving efficiency and productivity. Ensure everyone is working on the same, up-to-date documents and files.
- Enrich internal and external communication: improve internal communication by establishing guidelines for chats, calls, and holding virtual meetings. Ensure your client-facing meetings and communications are professional and on-brand.

