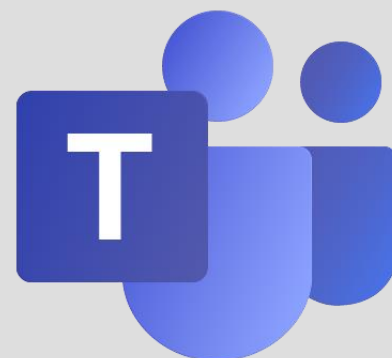


## PRODUCT INFORMATION

# 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

<b>Version</b>	21-01
<b>Release</b>	07 September 2021
<b>Duration</b>	approx. 2:05 h

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