

# VBT Microsoft Teams Basic - English

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Trainings-ID: VBT-MTB-E

[Zum Seminar →](#)

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## Das nehmen Sie mit

This video-based training comprises a total of 62 video learning nuggets on the subject of Microsoft Teams!

With these VBTs, we'll show you how to build a team with Microsoft Teams and collaborate effectively with your colleagues. With Planner and OneNote, you have a good overview of your tasks and can quickly and easily exchange documents and information in a Team.

After completing this seminar, the participants will have knowledge on the following Topics:

- First Steps in Microsoft Teams
- Create and manage a team
- Work using Microsoft Teams
- Conversations in Microsoft Teams
- Documents in Microsoft Teams
- Meetings and VoIP calls
- Command box and Activity feed
- Combining other applications with Microsoft Teams
- OneNote and Wikis in MS Teams
- T-Bots, Apps and tabs

## Zielgruppen

- People who want to use Microsoft Teams Basic effectively.

Sie haben Fragen? [☎ +43 1 533 1777-0](tel:+43153317770) [✉ info@etc.at](mailto:info@etc.at) [📍 Modecenterstraße 22, 1030 Wien](https://www.etc.at)

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### **Wichtige Informationen**

This VBT content will be available to you on the ETC trainIT Plattform for a total of 90 days.

The use of the platform is already included in the price!

Sie haben Fragen?  +43 1 533 1777-0  [info@etc.at](mailto:info@etc.at)  Modecenterstraße 22, 1030 Wien



## Termine & Optionen

Sie haben Fragen?  +43 1 533 1777-0  [info@etc.at](mailto:info@etc.at)  Modecenterstraße 22, 1030 Wien