# MICROSOFT 365 TEAMS

Course Code: 821494

By the end of this course, users should be comfortable using the Teams app in their day-to-day workflow.

Welcome to our Microsoft 365 Teams courseware! This course is intended to help all users get started with Teams, use messages and channels, communicate in different ways, and customize Teams settings.

## What You'll Learn

- Communicating in Channels
- Using Other Communication Tools
- Customizing Channels
- Customizing Your Teams Experience

## Who Needs to Attend

This course is intended to help all users get started with Teams, use messages and channels, communicate in different ways, and customize Teams settings.

## Prerequisites

This course assumes the user understands the basics of using a Windows-based computer. Students should be comfortable using the keyboard, mouse, and the Start menu. Students should also be familiar with Microsoft 365 and have the Microsoft 365 Teams desktop app downloaded on their computers.

Visit us at www.globalknowledge.com or call us at 1-866-716-6688.

Date created: 4/30/2026 5:58:06 AM