



1 Setup and instruction

1.1 Fundamental information

- <https://docs.microsoft.com/en-us/microsoftteams/teams-overview>
This document contains all important information regarding MS Teams. With the menu on the left margin the different chapters can be navigated. Amongst other things it is shown how to set up Teams-channels or access usage analyses.
- <https://docs.microsoft.com/en-us/microsoftteams/support-remote-work-with-teams>
Under the heading ‚End user guidance‘, you can download the **Quick Start Guide**. This is aimed at giving a general orientation and explaining buttons and functions. The other links under the heading ‚End user guidance‘ are really helpful too
- <https://gallery.technet.microsoft.com/office/Handbuch-fr-Teams-113c6d0f>
A detailed user manual (German only).

1.2 Installation guide (mostly for IT department)

- <https://docs.microsoft.com/en-us/microsoftteams/msi-deployment>

1.3 Download

- <https://products.office.com/en-us/microsoft-teams/free?market=de>
The employees can download Teams themselves and then connect it to their company mail address.

2 Videos and tutorials

2.1 Teams overview

- https://support.office.com/en-us/article/video-welcome-to-microsoft-teams-b98d533f-118e-4bae-bf44-3df2470c2b12?wt.mc_id=otc_microsoft_teams&ui=en-US&rs=en-US&ad=US
‚Welcome to Teams‘, a short overview.
- <https://www.youtube.com/watch?v=CH2seLS5Wb0>
A video presenting MS Teams live and giving an idea of working with Teams through a demo tutorial.

2.2 Interactive demo environment

- <https://teamsdemo.office.com/>
An interactive demo environment to become familiar with Teams.



2.3 Further tips and instructions

- <https://support.office.com/en-us/article/video-what-is-microsoft-teams-422bf3aa-9ae8-46f1-83a2-e65720e1a34d?ui=en-US&rs=en-US&ad=US>
A collection of official instructions and tips from Microsoft (left page margin).
- <https://www.youtube.com/watch?v=tAqAtI6K7NY>
Further tips and instructions, shown live in the system.
- <https://support.office.com/en-us/article/video-create-instant-meetings-with-meet-now-26e06837-853d-4df1-a729-06bf700d4ecf?ui=en-US&rs=en-US&ad=US>
Everything related to meeting and calls can be found here (video tutorials).