

# Microsoft Teams Essentials

**Price:** 195

**Duration:**

**Delivery Methods:** Virtual

## Overview

In this course, you will use Microsoft Teams to communicate and collaborate with your colleagues. You will: Send messages to colleagues using Teams. Collaborate with people in Teams. Configure your Teams environment.

## Course Schedule

| Date | Time | Price | Options |
|------|------|-------|---------|
|------|------|-------|---------|

## Why Professional Choose TOPTALENT?

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For questions

**call:**

**[\(469\) 721-6100](tel:4697216100)**

**Email:**

[info@toptalentlearning.com](mailto:info@toptalentlearning.com)

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## **FAQ**

### **What if I have to reschedule my class due to conflict?**

Ten (10) business days' notice is required to reschedule a class with no additional fees. Notify TOPTALENT LEARNING as soon as possible at 469-721-6100 or by written notification to [info@toptalentlearning.com](mailto:info@toptalentlearning.com) to avoid rescheduling penalties.

### **How do I enroll for this class?**

Please contact our team at 469-721-6100; we will gladly guide you through the online purchasing process.

### **What happens once I purchase a class?**

You will receive a receipt and an enrollment confirmation sent to the email you submitted at purchase. Your enrollment email will have instructions on how to access the class. Any additional questions our team is here to support you. Please call us at 469-721-6100.

**What is your late policy?**

If a student is 15 minutes late, they risk losing their seat to a standby student. If a student is 30 minutes late or more, they will need to reschedule. A no-show fee will apply. Retakes are enrolled on a stand-by basis. The student must supply previously issued courseware. Additional fees may apply.

**What happens when I finish my class?**

You will receive a 'Certificate of Completion' once you complete the class. If you purchased an exam voucher for the class, a team member from TOPTALENT LEARNING will reach out to discuss your readiness for the voucher and make arrangements to send it.