

IT Services

24.07.2025

KLU - MS Teams



KÜHNE
LOGISTICS
UNIVERSITY

Leading with an
Operations Mindset



What is MS Teams?

When the COVID-19 pandemic hit, KLU quickly decided to launch MS Teams as an interactive tool and environment that allows students to chat and collaborate with their peers. MS Teams enables you to stay in touch and to work closely together.

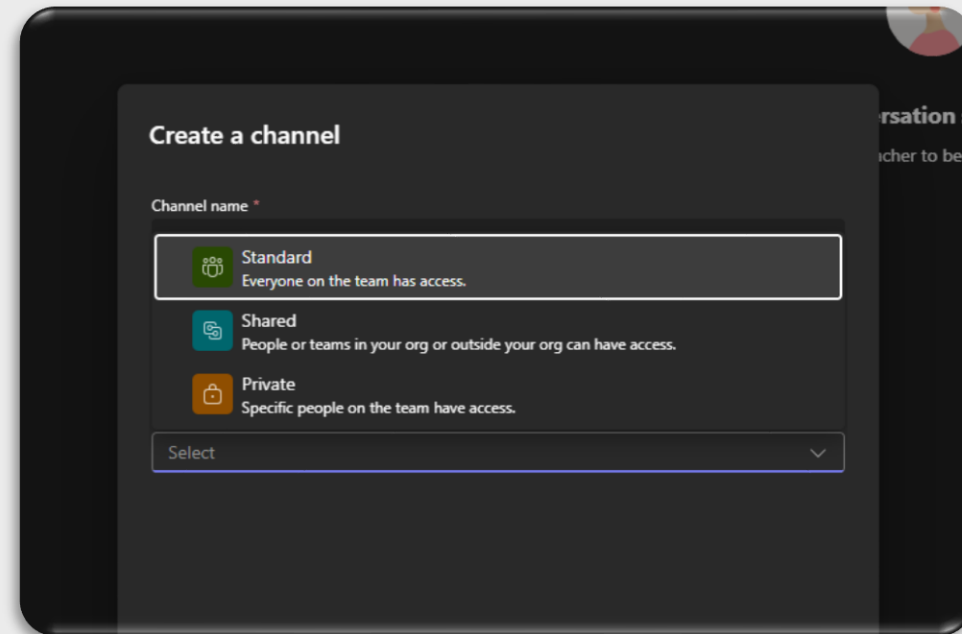
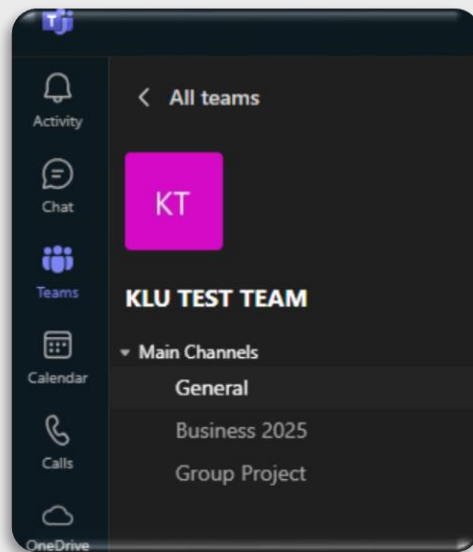


Teams and Channels

What it does: Organize collaboration by groups and topics.

Example:

You have a team called “KLU TEST TEAM“, with channels like “General“, “Business 2025“, and “Group Project“. If you own a Team, you can create channels for ‘everyone‘, ‘people outside your organization‘ and for ‘privately invited individuals‘.

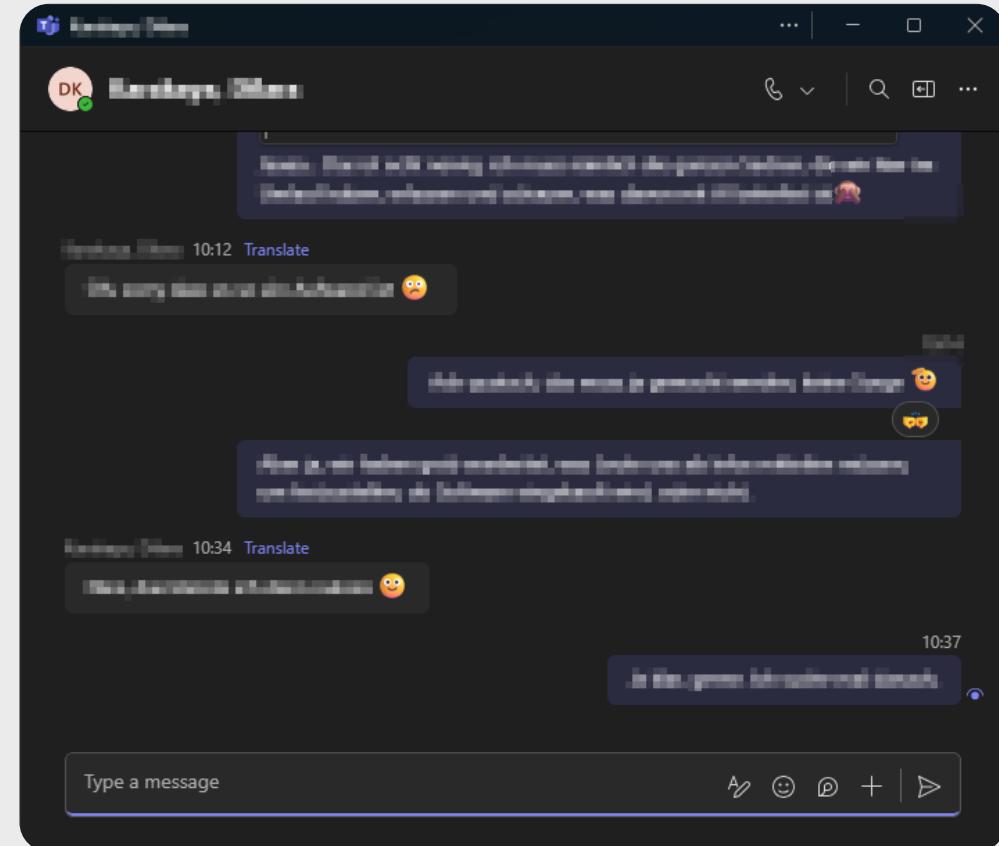


Chat (One-on-One or Group)

What it does: Quick messaging between users.

Example:

You message your classmate(s) directly.

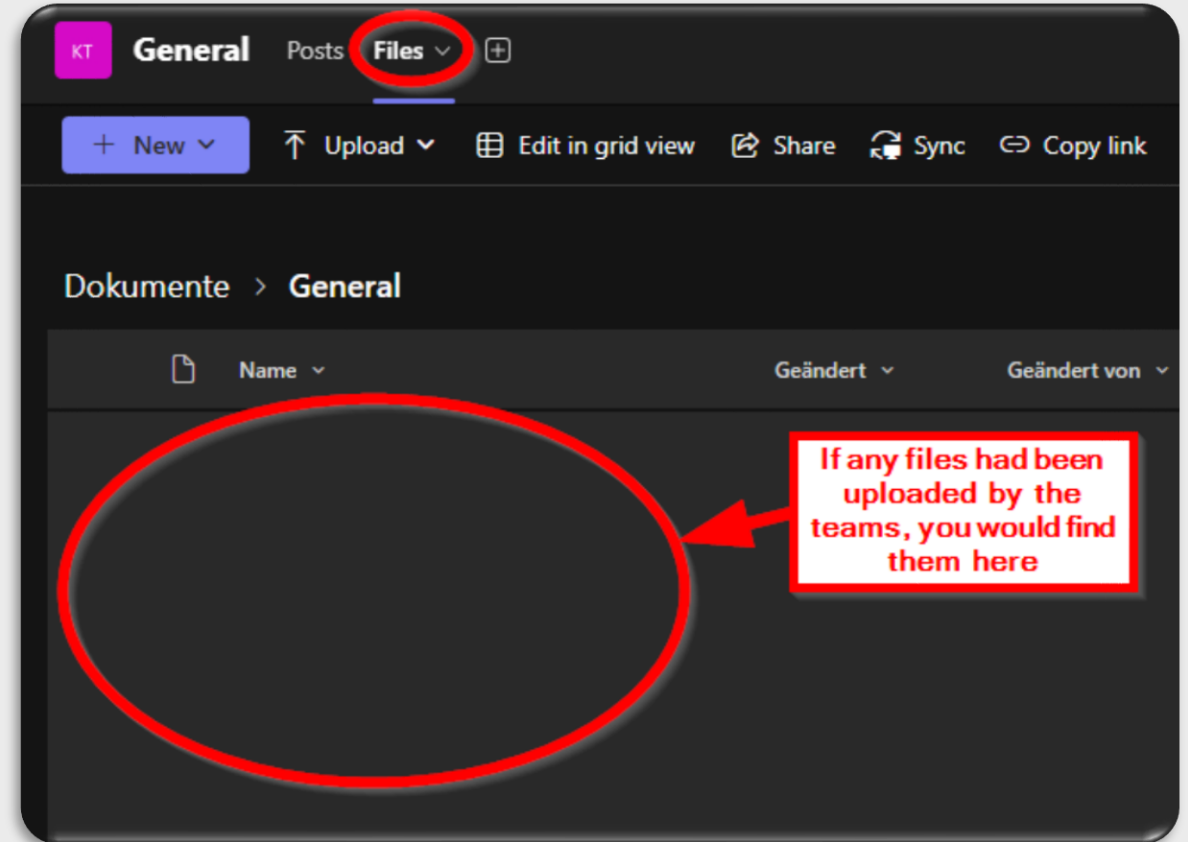


File Sharing

What it does: Upload, send and co-edit files.

Example:

You upload your PowerPoint presentation in a channel – others can open and edit it in their browser.

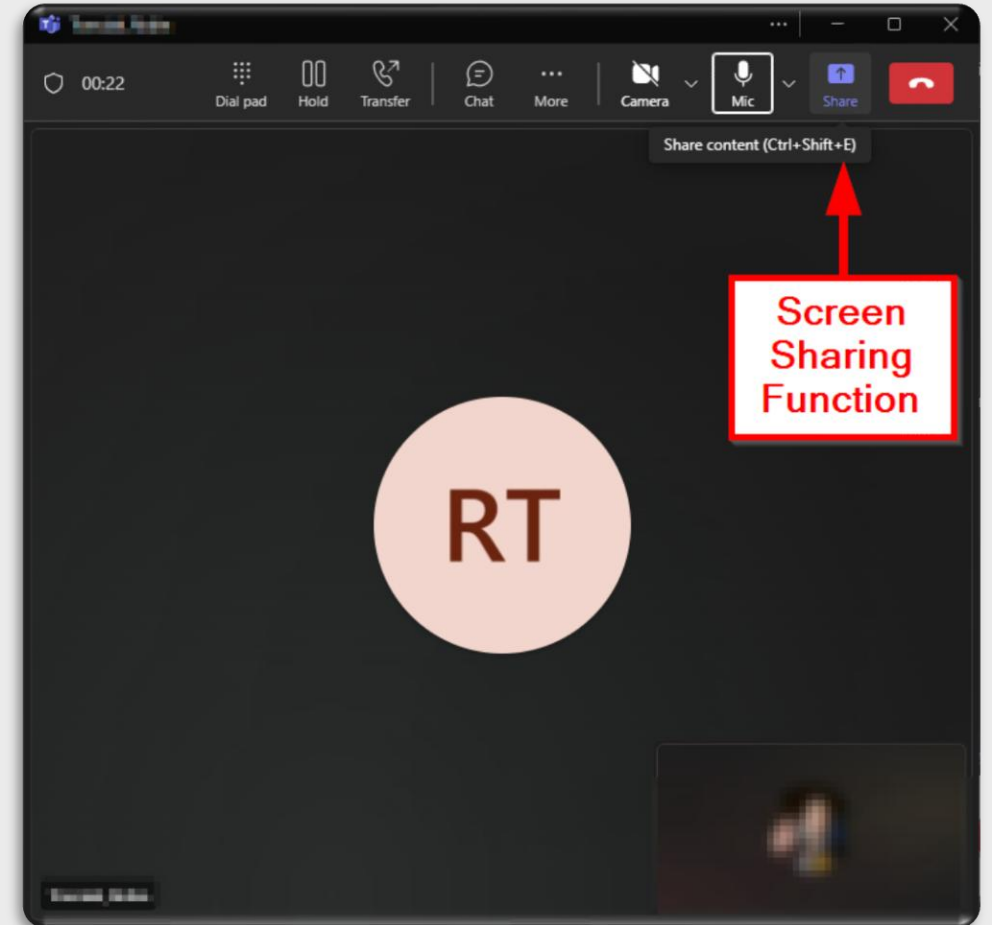


Video Calls and Meetings

What it does: Schedule or start video/audio calls, share your screen.

Example:

You start an online meeting for your group work and share your screen.

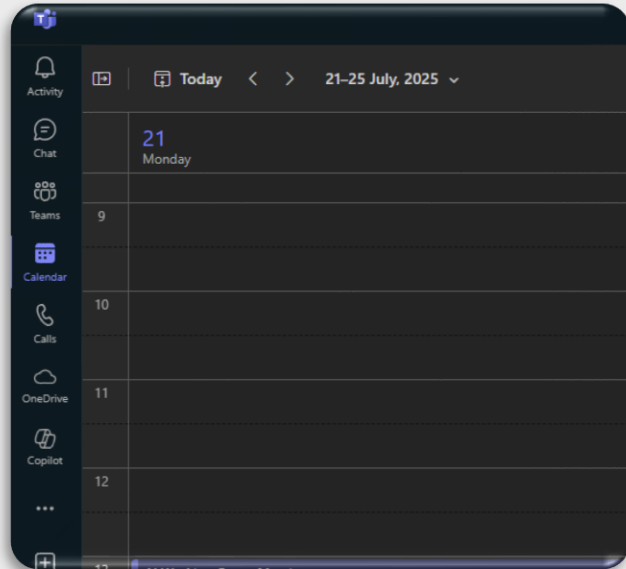


Calendar and Scheduling

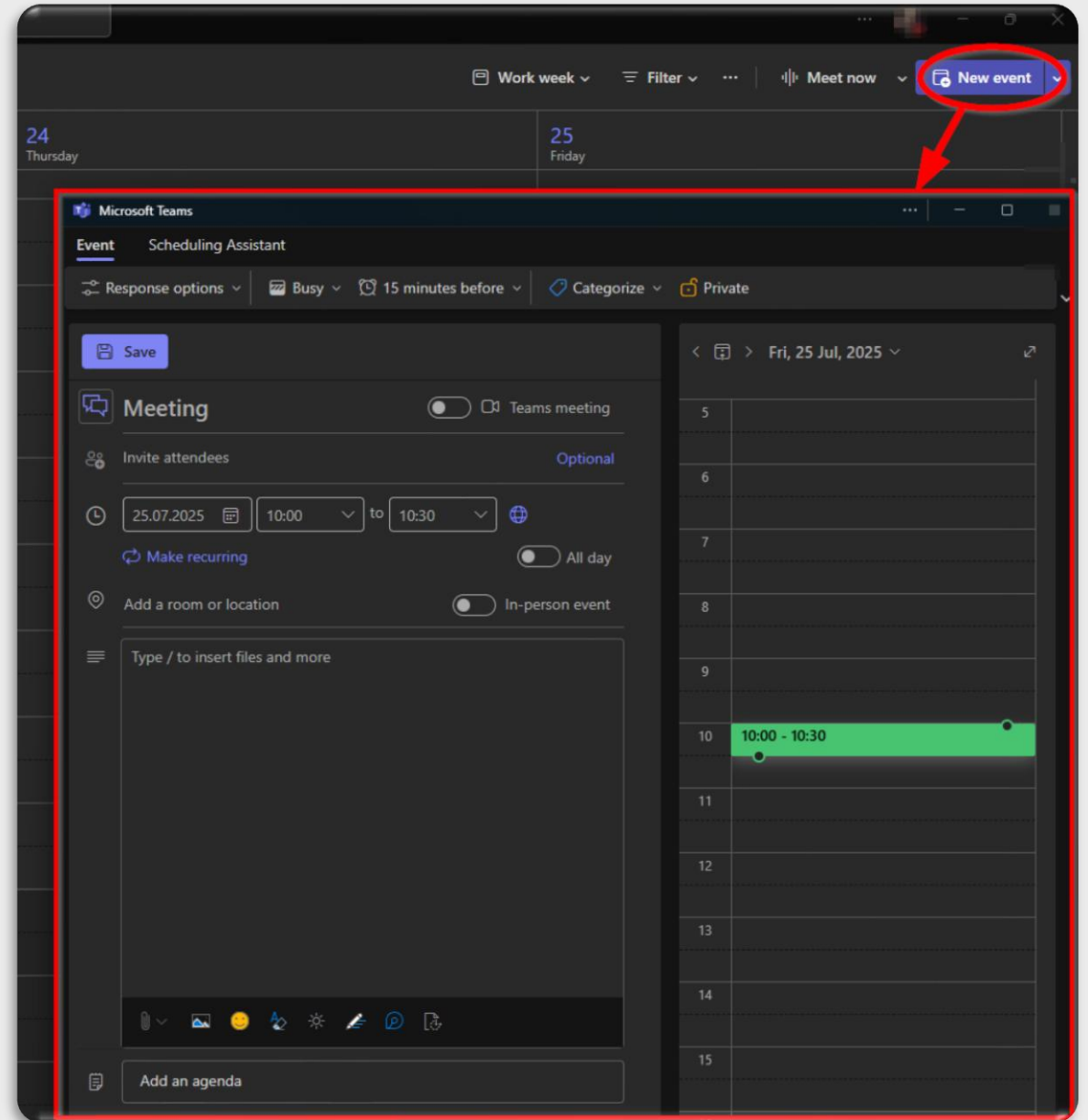
What it does: Schedule meetings and send automatic invites.

Example:

You schedule a meeting for Friday at 10 AM – everyone gets an invitation with a join link.

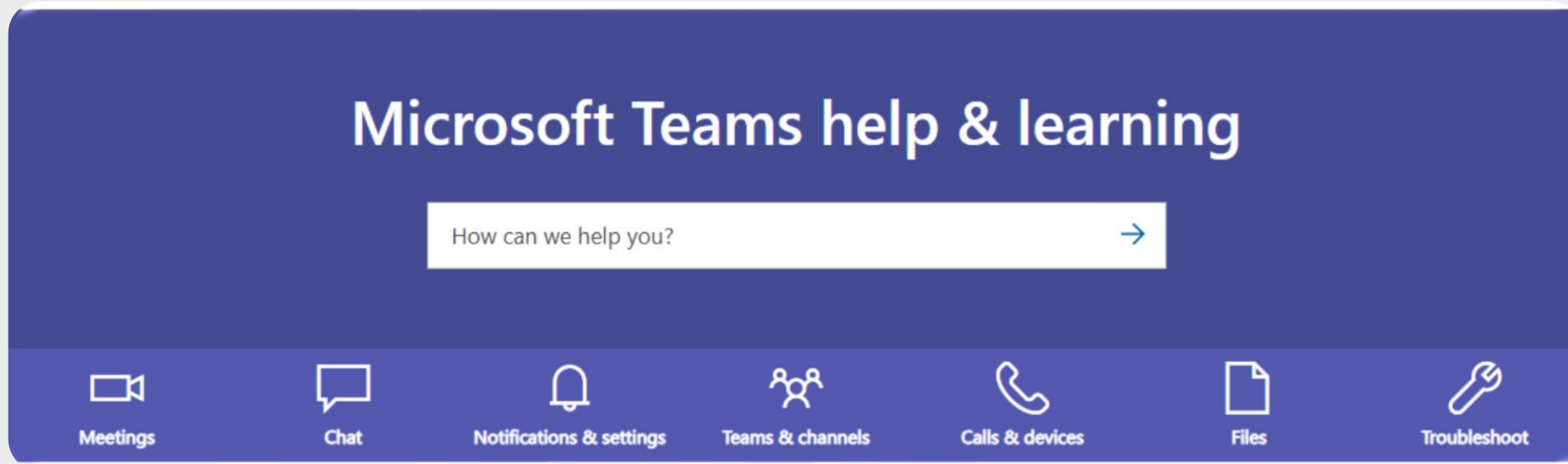


You'll find the Calendar in the toolbar on the left of the teams screen.



Microsoft Teams help & learning

If you want to learn more about Microsoft Teams' features, you can read about them [here](#).



Please let us know as soon as you experience any issues with Teams or other Microsoft products, and we will assist you. You can reach us at servicedesk@klu.org.