MICROSOFT TEAMS

DURATION: 1 DAY

COURSE DESCRIPTION

Microsoft 365 Teams is a chat-based collaboration tool for the office that gives groups the ability to communicate and collaborate in a cohesive way.

This course is intended to help all users get started with Teams, use messages and channels, communicate in different ways, and customize Teams settings. By the end of this course, users should be comfortable using the Teams app in their day-to-day workflow.

Course participants will learn how to use the Teams interface, communicate using channels, use other communication tools such as chat, audio and video calls, how to customize channels, how to manage the Teams profile, and how to add bots and apps, and more.

No prior experience of Teams is needed. Live face-to-face instructor - still the best way to learn!

DETAILED COURSE OUTLINE

GETTING STARTED

- What is Microsoft Teams?
- Accessing Microsoft Teams
- The Microsoft Teams Interface
- Creating a New Team
- Adding Members to Your Team
- Changing Teams
- Leaving a Team
- Using Microsoft Teams Mobile Apps
- Using Channels
- About Channels
- Viewing Channels
- Creating a Channel
- Pinning a Channel
- Modifying Channel Notifications
- Posting a Message
- Expanding the Compose Box
- Editing a Message
- Replying to a Message
- Adding Files to a Message
- Deleting a Message
- Getting Help with Microsoft Teams
- Using the Help Center
- Viewing New Features
- Viewing Keyboard Shortcuts
- Using Slash Commands

COMMUNICATING IN CHANNELS

- Managing Messages
- Identifying New Messages
- Marking Messages as Read and Unread
- Reacting to a Message
- Saving a Message
- Doing More with Messages
- Using Mentions
- Using Announcements
- Viewing Your Activity
- Searching in Teams
- Managing Files in a Channel
- Viewing Posted Files

- Creating a New File
- Uploading a File
- Managing Files
- Moving Files
- Adding Cloud Storage
- Using the Wiki
- Viewing the Wiki
- Creating Wiki Content
- Creating Sections and Pages
- Navigating Through the Wiki
- Accessing Section Options
- Accessing Page Options

USING OTHER COMMUNICATION TOOLS

- Starting a Chat
- Replying to a Chat Message
- Continuing a Chat
- Adding Other Users to the Chat
- Using Chat Message Features
- Overview of Chat Tabs
- Managing Chats
- Making Audio and Video Calls
- Using the Calls Tab
- Adding Contacts
- Starting an Audio Call
- Starting Audio or Video Calls from a Chat Message
- Video Calls
- Screen Sharing
- Managing Meetings Using the Teams Calendar
- Using the Calendar Tab
- Scheduling a Meeting
- Scheduling a Meeting from a Chat Message
- Editing a Meeting
- Joining a Meeting
- Cancelling a Meeting
- Managing Meetings
- Managing Files in Teams
- Using the Files Tab in Teams
- Viewing Files
- Managing Files
- Adding and Managing Cloud Storage

CUSTOMIZING CHANNELS

- Renaming a Channel
- Accessing the Channel Email Address and Link
- Accessing the Team's SharePoint Page
- Deleting a Channel
- Adding Tabs to a Channel
- Using Tab Conversations
- Renaming a Tab
- Removing a Tab
- Adding Connectors to a Channel
- Changing Connector Settings
- Changing Connector Accounts
- Removing a Connector

CUSTOMIZING YOUR TEAMS EXPERIENCE

- Managing Your Teams Profile
- Updating Your Profile Picture
- Changing Your Status
- Changing Your Teams Settings
- Logging Out of Teams
- Managing Teams
- Editing the Team
- Accessing Advanced Team Settings
- Managing Team Members
- Managing Channels
- Managing Settings
- Managing Analytics
- Managing Apps
- Deleting the Team
- Adding Apps and Bots
- Opening the App Store
- Installing an App
- Using Apps
- Managing Apps
- Removing Apps
- Using Bots

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