

MICROSOFT TEAMS

Introduction

SUITABLE FOR

Delegates who are newcomers to Microsoft Teams, but have experience of Microsoft Windows and Office 365.

AIM OF THE COURSE

To introduce the basic features and concepts of Microsoft Teams and provide an opportunity to practice working with these features.

COURSE CONTENT

- What is Teams?
- Accessing Teams and the Start Screen
- **Creating/Managing**
 - Public vs Private
 - Join/Favourite a Team
 - Adding/Reordering/Leaving Teams
 - Getting a Link to a Team
 - Creating a Team from an Existing Team
 - Themes
- **Team Management**
 - Adding Members/Owners
 - Member/Guest Permissions
 - Profile Management
 - Team Picture
- **Channels**
 - Channel Connectors
 - Favourites/Follow
 - Email to Channel
 - Get a Link to a Channel
 - Adding Tabs
 - Adding Uploaded Excel Files to a Tab
 - Interacting with a Tabbed Files
- **Chat**
 - Start a Chat
 - Activity Threads
 - 1-1 and Group Private Chat
 - Message the Whole Team
 - Add People to a Chat (inc Guests)
 - Formatting and Emojis, Mems and Stickers
 - @mention
 - Converting Chats to Meetings
 - Status Indicators

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- **Conversations**
 - Conversation Thread
 - Tag a Person. Channel, Team
 - Like a Message
 - Saved Messages
 - Mark as Unread
 - Starting an On-Demand Meeting via Conversations
- **Groups**
 - Creating a Group
 - Create a Team for an Existing Group
 - Group Conversations vs Conversations in Teams
 - Group Calendar
 - Group Planner/Site
- **Find Content**
 - Find Chats, Files. People
 - Feed Filter
 - My Activity Feed
 - Search Commands
- **File Storage and Management**
 - Uploading Files
 - Sharing Files
 - Make the File a Tab
 - Real Time Collaboration
- **Communicating** (subject to available equipment)
 - Using Video or Phone Audio
 - Meetings/Conference Calls
 - Scheduling and Joining Meetings
 - Inviting People to Meetings
 - Adding People to Meetings
 - Meeting Tools – e.g. Recording
 - Share Desktop

FURTHER INFORMATION

- On completion of the above course, each delegate will be awarded a course certificate.
- Course duration: 1 day
- Post course support is available.
- Full course notes are provided for each attendee at the beginning of their course, to keep for future reference.
- We are more than happy to tailor our courses to suit the requirements of your organisation, should the above content not fully meet your requirements.