

Microsoft Teams

Duration: ½ day

Teams is a chat-based workspace that helps keep a team's important communication and files in one place. It works with Office 365 and features threaded chats to help everyone converse and collaborate more effectively. Students will learn how to create teams, add users, manage a team, start a team conversation, reply to a conversation, as well as add files. In addition, students will explore channels, learn how to create new channels, add favourites, create and share files, and work with meetings. Students will learn how to schedule team meetings, add tabs to keep files, notes and apps available, and connectors to access content and get updates.

Course Aims

- Understand the concepts of using Teams to converse and collaborate with others
- Create, add users and manage a team
- Create channels
- Use chat and meetings
- Add and share files with Teams
- Add Tabs and Connectors

Course Content

Create and Manage Teams

- Create private and public team
- Join a Team
- Add members and owners
- Change permissions

Channels

- Create and manage a channel
- Add tabs
- Email to channel

Chat and Conversations

- Start 1:1 and private chats
- Change the format and attach emojis, mems and stickers
- Tag a person
- Like and save a message
- Mark as unread
- Status indicator

Communicating

- Using video and phone audio
- Create a meeting/conference call
- Meeting tools
- Share your desktop

Groups

- Create a group
- Create a team from an existing group

Find Content

- Find chats, files and people
- My activity feed
- Use the search commands

Working with Files

- Uploading files
- Sharing files
- Make a file a tab