Microsoft Teams
Course Agenda

½ day

This course is suitable for delegates who are new to Microsoft Teams or wish to ensure they are using the functionality in the most effective way.

This course assumes that the company has a Microsoft 365 Business subscription with email hosted by Microsoft. If this is not the case, please inform us prior to the course.

Objectives

The purpose of this course is to help you understand how you can Use Microsoft Teams as the central communication tool within your company to run meetings, and to connect and collaborate with colleagues.

Course Outline

- Creating and managing Teams
- Creating and managing Channels
- Converse with team members
- Sharing files and folders
- Understanding the link with SharePoint

- Understanding your Activity
- Using the Chat facility
- Using the Calendar
- Understanding the facilities available with Microsoft Teams Phone
- Accessing your OneDrive/Sharepoint and Downloads Folders

- Managing meetings
- Setting Up meetings
- Sharing your screen
- Using additional apps during a meeting
- Using breakout rooms
- Understanding Webinars and Live Events
- Managing a team or project
- Creating an online
- Publication/instruction manual
- Accessing alternative cloud storage
- Adding access to additional apps
- Understanding the Status facility
- Managing your Settings

Handouts will be provided for reference during the course.

Venue requirements

On-site, the trainer will require a projector/screen to connect to a laptop and Internet access. A whiteboard or flip chart is also useful. Online, the delegates must have a laptop/PC each running Teams logged in with their work account. They must have a good Internet connection and be ready prior to the start of the course. It is recommended that the delegates bring pen and paper although handouts will be provided.