Microsoft Teams

Intro – 1 Day

OVERVIEW

Office 365 is Microsoft's cloud based subscription service. This Introduction to Microsoft Teams training course will educate users in the basics of using Office 365 and its MS Teams services and covers the role of Teams, Channels, Files, Meetings and Chat.

LEARNING OUTCOMES

By the end of this Introduction to Microsoft Teams training course, delegates will be able to:

- Create and Manage a team's user base
- Work with Channels, Groups and Chats
- Upload files and collaborate
- Communicate with colleagues via chat, video and meetings
- Use Teams on mobile

COURSE CONTENT

MS Teams Overview

- What is Teams?
- Accessing Teams and the Start Screen

Creating/Managing

- Creating a Team
- Public v Private
- Join/Favorite a Team
- Adding/Reordering/Leaving Teams
- Get link to a team
- Themes
- Team Management
- Adding Members/Owners
- Member/Guest Permissions
- Profile Management
- Team picture

Channels

- Creating/Managing/Viewing a Channel
- Channel Connectors
- Favourites/Follow
- Email to Channel
- Get link to a channel
- Adding Tabs
- Adding Uploaded Excel File to a Tab
- Interacting with Tabbed File

Find Content

- Find Chats, Files, People
- Feed filter
- My Activity feed
- Search Commands

Chat

- Start a Chat
- Activity threads and Group Private chat
- Message the whole Team
- Add people to a Chat (inc. Guests)
- Formatting and Emojis, Mems, Stickers
- @mention
- Converting Chats to Meetings
- Status indicators

Conversations

- Conversation Thread
- Tag a Person, Channel, Team
- Like a message
- Saved messages
- Mark as unread

Groups

- Create a Group
- Create a Team for an existing group
- Group conversations vs conversations in Teams
- Group Calendar
- Group Planner/Site

File Storage and Management

- Uploading Files
- Sharing files
- Make the File a tab
- Real time collaboration

Microsoft Teams

Intro – 1 Day

Communicating
- Using Video or Phone audio
- Meetings/Conference Calls
- Scheduling and Joining Meetings
- Meeting tools
- Share Desktop
- Teams on Mobile IOS/Android
- SharePoint/OneNote integration

Settings
- User Account settings
- Notification settings

Integration
- Integrate Apps – Review available Apps
- Integrate Bots e.g add Flow & Who Bot
- Connectors – Facebook/Twitter

Optional Topics
- Teams and SharePoint
- Group site vs Team site
- Team document library
- Additional SharePoint libraries/lists Pages
- Teams and Flow
- Teams and Flow Integration