Microsoft Teams - Half-day Course

Course Overview - Half-day course

The centerpiece of Office 365

Do you need to get your team ready for remote working? This course focuses on Microsoft Teams as the centerpiece of Microsoft's Office 365 suite of products and solutions.

The objective of the course is to introduce Teams to enable colleagues to communicate and collaborate regardless of their physical locations. Online connectivity and collaboration are now critical priorities across the globe. Efficiency in using collaborative tools such as Teams will determine how effectively organizations can continue to work in a remote environment.

This course focuses on Teams. Our series of Office 365 public and workplace courses explore more of applications, so the benefits of Office 365 can be fully realized. We can customize content to suit your organizational needs.

Detailed Content

Introduction
Course Objectives
How this manual is organised

About Office 365
What is Office 365
Suite of Apps
Office 365 Subscriptions
Power Platform
Office 365 in the workplace

Microsoft Teams
Access Microsoft Teams
Access web version
Download Desktop Version
Mobile Version

Create a Team
Private vs public teams
Add Team Members
Add Team Owners
Create Channels
Add a Website Tab

Conversations
Private chat v group chat
Channel Conversations
Mention a team
Mention a person
Mention a channel
Like a message
Save a message

View saved messages
Mark message as unread

Private Chat
One-on-one chat
Group private chat

Activities Feed
Review activities in Teams
Filter feed
My Activity Feed
Follow a channel
Favourite a channel

File Management
Understanding file storage
Team files
Create a file
Upload files
Find files
Chat about files
Editing files
Make the file a tab
Private chat files
Additional cloud storage
Quick access to recent files

Calendar Management
Create a meeting
Managed Scheduled events

Calls
Video calls
Audio calls
Conference calls
Share Desktop

Search
Search Teams
Search commands

Integrate apps
Personal view
Integration types
Channel tabs

Teams & O365 Groups
Create a Group
Create a Team for an existing group
Group conversation vs conversation in Teams
Group Calendar
Group Notebook (OneNote)
Group Planner
Group Site
Delete a Group

Teams and SharePoint
Group site vs Team site
Team document library

Additional SharePoint
libraries/lists Pages
Delete the Team

Working with Teams

Get a link to a team
Launch teams app or browser
Get a link to a channel
Links for non-team members
Email to the channel
Send a message via Email
Reply within Teams to a
message generated via Email
Remove a channel's Email
address
Keyboard shortcuts
Status in Teams
Modify your Status
Reset the Status
Personal settings
Priority people when Do Not
Disturb is set