

MICROSOFT TEAMS – HALF DAY TRAINING

Duration: ½ day

Description: In this hands-on session delegates will learn how Microsoft Teams can be used to combine multiple application tools into a collaborative workspace. As part of this learning delegates will explore and discover how to collaborate effectively within a working or project team and how this connects to wider group resources such as SharePoint and Planner. Delegates will also explore one-to-one and group collaboration through communication tools such as instant messaging, video calls and online meetings

Candidate level: Delegates attending this course should already be familiar with Microsoft Windows and Microsoft Office including the ability to save and retrieve files.

COURSE CONTENT*

Getting Started with Teams

Basics

What is Teams and how is it accessed?
Navigating screen on desktop and phone app
Find/edit OneDrive & SharePoint files within Teams
Set Presence and Status
Switching to another organisation
Teams phone app/browser

The Command Bar

Locate Chat, Files, People and shortcuts
Use "What's New" to discover new features
Locate and adjust settings such as notifications

Teams as a Communication Tool

Contacts

Add, organise contacts including setting alerts
Message/call contacts

Online Meetings

Schedule and invite attendees to an online meeting
Join an online meeting
Meeting settings and utilities e.g. Camera, microphone, background, share window, transcript, record
Meeting Chat and locating chat after the meeting
Locating meeting notes, recording and transcripts.

Individual/Group Communication

Using private and group chat features
Chat file share; permissions & location of shared files
Add apps to chat

Collaborating as a Team

The Teams Area

What are Teams and Channels?
Understand Owner and Member roles
Modify View: Re-order Teams, show/hide/pin channels
Add Teams, Channels and Members (if applicable)

Channel Tabs

Using the default channel tabs
Add additional team resource as a tab (e.g. Team Excel Files, Tasks or OneNote)

Channel Communication

Channel Posts, Conversations and Announcements
Reply, react and save posts
Format post and add Emoji, Giphy and Stickers
@mentions
Turn off post notifications

Collaborate with Channel Files

Send or upload a file to the Team
Create channel folders and files
Understand the storage location of Team files
Edit a file within Teams
Co-author a file in Teams

* The outline provides guidance on the topics to be covered on the course.
Course content may vary according to the requirements and abilities of the members of the group.