

Microsoft Teams

Overview

Microsoft Teams includes meetings, group conversations, video chat, file-sharing, co-authoring, SharePoint connection, and it can also be used to link to many other Office 365 apps.

Target Audience

Engaged teams from virtually any size business who are looking to work closely while sharing and collaborating on information and deliverables.

Course Objectives

Topics covered in this course include:

- How to use and customize channels
- Posting messages in channels
- Managing messages and files in a channel
- Using the wiki
- Using chat and meetings
- Managing files
- Editing Office 365 profiles and team settings
- Adding apps and bots to Teams

Course Outline

[Register Online](#)

Schedule

Class Length: 0.5 Day

G2R = "Guaranteed to Run" | OLL = "Online LIVE"
 ILT = "Instructor-Led-Training" | HDL = "Hosted Distance Learning"

04/28/21		4:30PM - 8:00PM	Online LIVE - Remote Learning (Pacific Time)	OLL	\$295.00
05/13/21	G2R	6:00AM - 9:30AM	HDL - All Locations (Pacific Time)	HDL	\$295.00
05/13/21	G2R	6:00AM - 9:30AM	Online LIVE - Remote Learning (Pacific Time)	OLL	\$295.00
05/13/21	G2R	10:30AM - 2:00PM	HDL - All Locations (Pacific Time)	HDL	\$295.00
05/13/21	G2R	10:30AM - 2:00PM	Online LIVE - Remote Learning (Pacific Time)	OLL	\$295.00
05/20/21		4:30PM - 8:00PM	Online LIVE - Remote Learning (Pacific Time)	OLL	\$295.00
05/24/21		8:00AM - 12:00PM	HDL - All Locations (Pacific Time)	HDL	\$295.00
05/24/21		8:00AM - 12:00PM	Online LIVE - Remote Learning (Pacific Time)	OLL	\$295.00

1 - Getting Started with Microsoft Teams

What is Microsoft Teams?
 Launching Microsoft Teams
 The Microsoft Teams Interface
 Creating a New Team
 Adding Members to Your Team
 Changing Teams
 Leaving a Team
 Using Microsoft Teams Desktop and Mobile Apps

2 - Using Channels

About Channels
 Viewing Channels
 Creating a Channel
 Marking a Channel as a Favorite
 Following and Unfollowing a Channel

3 - Posting Messages

Posting a Message
 Expanding the Compose Box
 Editing a Message
 Replying to a Message
 Adding Files to a Message
 Deleting a Message

4 - Getting Help with Microsoft Teams

Using the Help Center
 Using T-Bot
 Viewing New Features
 Viewing Keyboard Shortcuts
 Using Slash Commands

5 - Managing Messages

Identifying New Messages
 Marking Messages as Read and Unread
 Liking a Message
 Saving a Message

6 - Doing More with Messages

Using Mentions
 Using Announcements
 Viewing Your Activity
 Searching in Teams

05/24/21		1:00PM - 5:00PM	Online LIVE - Remote Learning (Pacific Time)	OLL	\$295.00
05/26/21		5:30PM - 9:00PM	Online LIVE - Remote Learning (Pacific Time)	OLL	\$295.00
05/27/21		5:30PM - 9:00PM	Online LIVE - Remote Learning (Pacific Time)	OLL	\$295.00
06/15/21		4:30PM - 8:00PM	Online LIVE - Remote Learning (Pacific Time)	OLL	\$295.00
07/01/21	G2R	6:00AM - 9:30AM	HDL - All Locations (Pacific Time)	HDL	\$295.00
07/01/21	G2R	6:00AM - 9:30AM	Online LIVE - Remote Learning (Pacific Time)	OLL	\$295.00
07/01/21	G2R	10:30AM - 2:00PM	HDL - All Locations (Pacific Time)	HDL	\$295.00
07/01/21	G2R	10:30AM - 2:00PM	Online LIVE - Remote Learning (Pacific Time)	OLL	\$295.00

7 - Managing Files in a Channel

- Viewing Posted Files
- Creating a New File
- Uploading a File
- Managing Files
- Moving Files
- Adding Cloud Storage

8 - Using the Wiki

- Viewing the Wiki
- Creating Wiki Content
- Creating Sections and Pages
- Navigating Through the Wiki
- Accessing Section Options
- Accessing Page Options

9 - Using Chat (Part 1)

- Starting a Chat
- Replying to a Chat Message
- Continuing a Chat
- Adding Other Users to the Chat
- Using Chat Message Features

10 - Using Chat (Part 2)

- Scheduling a Meeting from a Chat Message
- Starting Audio or Video Calls
- Overview of Chat Tabs
- Managing Chats

11 - Managing Meetings

- Using the Meetings Tab
- Using Agenda View
- Scheduling a Meeting
- Editing a Meeting
- Joining a Meeting
- Cancelling a Meeting

12 - Managing Files in Teams

- Using the Files Tab in Teams
- Viewing Files
- Managing Files
- Adding and Managing Cloud Storage

13 - Customizing Channels

- Renaming a Channel
- Accessing the Channel Email Address and Link
- Accessing the Team's SharePoint Page
- Deleting a Channel

14 - Adding Tabs to a Channel

- Adding a Tab
- Using Tab Conversations
- Renaming a Tab
- Removing a Tab

15 - Adding Connectors to a Channel

- Adding a Connector
- Changing Connector Settings
- Changing Connector Accounts
- Removing a Connector

16 - Managing Your Teams Profile

- Updating Your Profile Picture
- Changing Your Status
- Changing Your Teams Settings
- Logging Out of Teams

17 - Managing Teams

- Editing the Team
- Accessing Advanced Team Settings
- Managing Team Members
- Managing Channels
- Managing Settings
- Managing Apps
- Deleting the Team

18 - Adding Apps and Bots

- Opening the Store
- Installing an App
- Using Apps
- Managing Apps
- Removing Apps
- Using Bots