

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

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

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
