

Microsoft Teams Introduction



TARGET AUDIENCE

This one-day course is designed for users new to Microsoft Teams © and is ideal for people who need to collaborate on ideas, have meetings etc when they are not situated in the same premises. The course is ideal for those new to Microsoft Teams.

LEARNING OUTCOMES

The skills and knowledge covered are sufficient for real-world applications such as collaborating on ideas for Projects, undertaking meetings etc. where participants are online in a virtual environment

DURATION: 1 day

Microsoft Teams

- What is Microsoft Teams?
- Signing in to Microsoft Teams
- The Microsoft Teams Screen
- Navigating With the Sidebar
- The Settings Menu Notifications Settings Downloading the Desktop App
- Logging Out of Microsoft Teams

Creating Teams

- Creating a Team
- Adding Members to Your Team
- The Team Area
- The Conversations Tab
- The Files Tab
- Understanding the Wiki Tab
- Conversations Understanding T-Bot
- Chat Understanding Private Chat
- Sending Private Messages
- Replying to Private Messages
- Team Chat Emojis, GIFs and Stickers
- Replying to Messages in Team Chat
- Sending Attachments
- Working With Received Files
- Saving and Liking Messages
- Mentioning People
- Editing and Deleting Messages

Working with Teams

- Opening Existing Team Files
- Creating New Team Files
- Organising Team Files

- Sharing Files
- SharePoint and Microsoft Teams
- Working With Tabs
- Adding Channels to a Team
- Adding Bots to a Team
- Understanding Connectors

Managing Teams

- Team Settings
- Changing the Team Picture
- Editing a Team
- Leaving a Team
- Deleting a Team

Meetings

- Scheduling a Meeting
- Accepting a Meeting
- The Meeting Window
- Joining and Leaving a Meeting Online
- Making and Receiving Calls

Microsoft Teams Mobile App

- Working With Activity
- Working With Chat
- Working With Teams
- Working With the More Menu

