



Microsoft Teams Introduction

Participants on this feature-packed Microsoft Teams Introduction 1 day course will gain an understanding of the fundamental principles of Teams, creating Teams and Channels, and participating in discussions using Chat and Meetings. You'll then create documents and other content before exploring co-authoring and other collaboration tools.

You will be given a solid foundation of skills upon which to build.

Although no prior knowledge of Teams is required, participants who are self-taught or currently using Teams and Channels created by others will also benefit from attending this course.

Course Details

Skill Level: **Beginner**

Duration: **Half Day**

Class Size: **6 students** (at Keystroke)
10 students (Your Office)

Course Content

Introduction to Teams

- What is Teams
- Account Basics
- The Teams Interface
- Log in to Teams

Creating a Team

- Create a Team
- Manage Teams
- Adding Members
- Setting Permissions
- Join or Leave a Team

Working with Channels

- Default Channels
- Adding Standard Channels
- Adding Private Channels

Team Conversations

- Starting a Conversation
- Formatting Messages
- Replying to Messages
- Using @Mentions
- Bookmarking Messages

Private Chats

- What's the Difference?
- Starting a Chat
- Notifications
- Setting Availability

Team Meetings

- Scheduling Meetings
- On Demand Meetings
- Meeting Controls
- Sharing your Screen

Sharing Files

- Add Files to Conversations
- Uploading Files
- Collaborating on Documents

Using a Team Wiki

- Adding Tabs
- Renaming Tabs

Using Search

- Basic Search
- Searching Files
- Filtering Search Results

Microsoft Planner

- Understanding the Task Board
- Creating a Plan
- Adding Tasks
- Assigning Tasks
- Charting Progress
- Adding Plans to Teams

“ I thought there wasn't much in Teams, I was wrong, I learned a lot from this course, more than I thought. ”

● A. Masoomah