COURSE OVERVIEW

Course Name:
Microsoft Teams for End Users

COURSE DURATION: 1 Day

Gauteng:
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COURSE OVERVIEW

Microsoft Teams is a full collaboration platform and gives groups of people the ability to work together productively. Learn how Microsoft Teams gives you the tools to stay in touch and get work done with your colleagues and partners.

COURSE OBJECTIVES

This course will give guidance on how to use the tools for chat, file sharing, meetings, and calls.

You will
- Understand how to collaborate.
- Work within the team, sharing conversations, files, meetings, and useful links.
- Utilise teams for setting up, attending, and recording meetings.
- Work with files within Teams
- Move files to and from other services such as OneDrive and SharePoint.
- Understand the best practices to use when working with external parties.

COURSE OUTLINE

Module 1: An introduction to Teams

In this module we will break down Microsoft Teams into its core components and explain what each is used for and when to use them. You will also be taught about the different types of teams that can be created.

Lessons
- What is Teams?
- When and how to use Teams
- Team components
- Creating a new Team
- An introduction to Groups

Module 2: Collaborating with Teams

You have one area to store and share all your conversations, files, meetings and links to other apps and systems that the team use regularly. It is essential to know as much about managing individual Teams as possible to ensure successful adoption and ongoing use of Microsoft Teams.

Lessons
- Joining a Team
- Permissions
- Channels
- Channel posts
- @mentions
- Channel announcements and notifications
- Manage a channel
- Email a channel
- Tabs

Module 3: Chat within Teams

In this module we will focus on the chat component of Teams. This area is private to you and is where you can start your chats with individuals or groups of individuals. Chat can be quickly turned into a voice or video call. You also can send attachments including Giphy's and Stickers for a more social experience.

Lessons
- Changing your status
- Peer to peer chat
- Pop out chat
- Organising chats
- Video calls
- During a call
- Managing a call

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Module 4: Meetings in Teams

In this module we will discuss the meetings section of Teams. How you can schedule a meeting from Microsoft Outlook or within Teams itself and the benefits of connecting that meeting to a channel. We will also look at the services available to you during the meeting.

Lessons
- Scheduling meetings
- Schedule a meeting from Outlook
- Schedule a meeting from within Teams
- Adding a meeting to a channel
- Options during a meeting
- Accepting external guests to a meeting
- Who can present in a meeting?
- Recording a meeting
- Benefits of saving a meeting to a channel

Module 5: Working with files

In this module we will discuss how to collaborate on the files that you need as a Team. We will look at the options provided, to chat about files and co-author files from within the Teams environment.

Lessons
- Files in Teams
- Adding files to a channel
- Creating new files
- Uploading files
- Chat about a file
- Co-authoring
- Moving or copy files
- Sharing files
- Sync files
- Check out files
- SharePoint document library tab
- OneDrive in Teams

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Module 6: Team settings and addins

In this module we will discuss how to customise the settings in Teams to best suit you as an individual user but also as a Team. We will look at how you can decide in what way and when you are notified about activity in the Team. As an owner of a Team you can determine what the rest of your colleagues have access to do.

Lessons
- Activity alerts
- My activity
- Feed
- Setting your location
- Manage notifications
- Priority access for do not disturb
- Immersive reader
- Calls
- Manage a Team
- Members
- Channels
- Settings
- Apps
- Analytics
- Bots
- Archiving a Team
- Restore an archived Team
- Search