COURSE OVERVIEW

Course name

Microsoft Teams for End Users

DURATION: 1 Day

Gauteng
3rd Floor, 34 Whiteley Road,
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192 on Bram
192 Bram Fischer Drive Ferndale,
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COURSE OVERVIEW

Microsoft Teams is a full collaboration platform and gives groups of people the ability to work together.

Learn how Microsoft Teams gives you the tools to stay in touch and get work done with your colleagues and partners.

COURSE OBJECTIVES

By the end of this course, you will be able to:

- Understand how to collaborate using Teams

- 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.

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COURSE OUTLINE

Module 1: An introduction to Teams

In this module, we will break down Microsoft Teams into core components and explain what each is used for and when to use them

- What is Microsoft Teams?
- When and how do we use Teams?
- Team components – Chats, Teams and Channels
- How to create a new Team
- What happens when you create a Team?

Module 2: Collaborate within Teams

Microsoft Teams allows you to communicate through chat and online meetings

- How to join a Team
- Manage permissions to a Team
- How to create and manage a channel
- Posting into a channel
- Channel announcements and notifications
- Add files to a channel
- Add a tab to a channel

Module 3: Use Microsoft Teams Chat

In this module we will focus on the chat component of Teams

- How to manage your status
- How to use Chat for internally and externally
- Create a Chat group
- Share files
- How to pop out your Chat
- Organise your Chats
- How to make voice and video calls in Chat

Module 4: Manage Meetings in Teams

In this module we will discuss the meetings section of Teams.

- Schedule a meeting – In Teams / Outlook
- Adding a meeting to a channel
- Options available during a meeting
- Allowing external guests to a meeting
- Managing who can present
- Recording the 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 you need as a team

- Working with Files in Microsoft Teams
- Adding files to a channel
- Creating folders in Teams
- Co-author documents
- Moving or copying files
- Sharing files
- Synchronising files
- Check-out files
- SharePoint documents library tab
- OneDrive in Teams

Module 6: Team settings and add-ins

In this module we will discuss how to customise the settings in Teams

- Managing Activities
- Managing activity alerts
- Managing the feed
- Setting and managing notifications
- Priority access for do not disturb
- Customise your settings

DELIVERY METHOD

Our courses offer flexible delivery options:

- In-person classroom training at Impactful facilities in Johannesburg, Durban and Cape Town
- Virtual instructor-led training
- Nationally: On-site at the client

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