

MICROSOFT TEAMS END USER

½ DAY

Overview

Microsoft Teams is a unified communications platform that combines persistent workplace chat, video meetings, file storage, and application integration. The service integrates with the company's Office 365 subscription office productivity suite and features extensions that can integrate with non-Microsoft products. This course will help all users get started with Teams, use messages and channels, communicate in different ways, and customize Teams settings.

COURSE CONTENT

INTRODUCTION TO MICROSOFT TEAMS

- How to Use and Access Teams
- Background: The Journey from Skype
- What is Included When Creating a Team
- SharePoint and Teams
 - Using the SharePoint Site Collections Outside of Teams
- Groups and Teams
- Exchange/Outlook and Teams
- OneDrive for Business and Teams

WORKING IN TEAMS

- Teams
 - Creating a Team
 - Managing a Team
 - Editing a Team
 - Adding Team Members
 - Deleting a Team
- Channels
 - Adding a Channel
 - Editing a Channel
 - Deleting a Channel
 - Restoring a Channel
 - Channel Email
 - Channel Link
 - Favoriting a Channel
 - Following a Channel
- Tabs
 - Conversations Tab
 - Files Tab
 - Uploading Files

- Deleting Files
- Downloading Files
- Wiki Tab
- Adding a Tab
- Deleting a Tab
- Connectors
- Search
 - Using the Search Filter
- Quick Commands and the Command Bar
 - @commands
 - /commands
- Tips
 - Keyboard Shortcuts
 - Best Practices

COMMUNICATING IN TEAMS

- Conversations
 - Mentioning a Team Member, Channel, or Team
 - Liking a Message
 - Saving a Conversation Message
- Chat
 - Chat Message Formatting Options
 - Using Emojis
 - Stickers
 - GIFs
 - Searching for a Message
- Voice Calls
- Video Calls
- Choosing the Right Form of Communication

MEETING IN TEAMS

- Private Meetings
 - Scheduling Private Meetings
 - Using the Scheduling Assistant
 - Inviting Unauthenticated Guests to Meetings
 - Joining Private Meetings
- Channel Meetings
 - Scheduling Channel Meetings
- Joining a Meeting by Audio Conference
- Meeting Agenda
- Meet Now Meetings
- Meeting Controls for Participants
 - Muting the Mic
 - Disabling Video
 - Screen Sharing
 - Giving Control of the Screen



- Multitasking in Teams
- Hanging Up a Meeting
- Admitting Participants from the Lobby
- Muting Participants
- Removing Participants