promaxis
IT TRAINING

MICROSOFT TEAMS FOR USERS

½ Day

COURSE SUMMARY

COURSE CONTENT

MESSAGING IN TEAMS

- Navigate in Teams
- Chat with Contacts
- Post in Team Channels

CALLING AND MEETING IN TEAMS

- Call people in Teams
- Meet in teams

LEADING MEETINGS IN TEAMS

- Conduct Presentations
- Manage Meetings

CONFIGURING YOUR TEAMS ENVIRONMENT

- Configure General Application Settings
- Configure Notifications and Privacy Settings
- Configure Call and Device Settings

SHARING FILES AND APP CONTENT IN TEAMS

- Share files
- Add Apps and Connectors

CREATING AND CONFIGURING TEAMS

- Create and manage a team
- Create and configure channels
- Add and Configure Channel Tabs