

Microsoft Teams

Price
\$148.00

Duration
0.5 Days

Delivery Methods
VILT, Private Group



Microsoft Teams includes meetings, group conversations, video chat, file-sharing, co-authoring, SharePoint connection, and it can also be used to link to many other Office 365 apps.

Who Should Attend

Engaged teams from virtually any size business who are looking to work closely while sharing and collaborating on information and deliverables.

Course Objectives

Topics covered in this course include:

- How to use and customize channels.
- Posting messages in channels.
- Managing messages and files in a channel.
- Using the wiki.
- Using chat and meetings.
- Managing files.
- Editing Office 365 profiles and team setting.
- Adding apps and bots to Teams.

Agenda

1 - GETTING STARTED WITH MICROSOFT TEAMS

- The Microsoft Teams Interface, Desktop and Mobile Apps

2 - USING CHANNELS

- Viewing, Creating and Following a Channel

3 - POSTING MESSAGES

- Create, Edit and Delete Messages

4 - GETTING HELP WITH MICROSOFT TEAMS

- Using the Help Center, New Features and Shortcuts in Teams

5 - MANAGING MESSAGES

- Marking, Liking and Saving Messages

6 - DOING MORE WITH MESSAGES

- Mentions, Announcements and sharing in Teams

7 - MANAGING FILES IN A CHANNEL

- Managing Files and Cloud Storage in a Channel

8 - USING THE WIKI

- Creating, Navigating Through the Wiki
- Accessing Section & Page Options

9 - USING CHAT

- Working with Chat Messages and Chat Features
- Scheduling a Meeting, Start Calls and Manage in Chat

10 - MANAGING MEETINGS

- Schedule, Edit, Join and Cancel a Meeting

11 - MANAGING FILES IN TEAMS

- Manage, View and Add Files

12 - CUSTOMIZING CHANNELS

- Edit and Manage the Email Address and Link
- Accessing the Team's SharePoint Page

13 - ADDING TABS TO A CHANNEL

- Add, Rename, Remove and Use Tab Conversations

14 - ADDING CONNECTORS TO A CHANNEL

- Adding, Changing and Removing Connector Accounts and Settings

15 - MANAGING YOUR TEAMS PROFILE

- Update and Change Your Profile Picture, Status and Settings

16 - MANAGING TEAMS

- Edit, Access and Manage Team Settings, Members and Channels

17 - ADDING APPS AND BOTS

- Installing, Using, Managing and Removing Store Apps