

Microsoft Office365 Teams - Introduction



Course Objectives

At the completion of this course you should be able to:

- understand what Microsoft Teams is
- create teams and navigate the team homepage
- understand how to start and engage in chat
- work with teams
- manage teams
- schedule and participate in meetings and calls
- understand how to use the Microsoft Teams mobile app

Prerequisites

Microsoft Teams - Introduction assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

Exercises

This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.

TOPICS

Microsoft Teams

- What Is Microsoft Teams
- Signing in to Microsoft Teams
- The Microsoft Teams Screen
- Navigating With the Sidebar
- The Settings Menu
- Notifications Settings
- Downloading the Desktop App
- Logging Out of Microsoft Teams

Creating Teams

- Creating a Team
- Adding Members to Your Team
- The Team Area
- The Conversations Tab
- The Files Tab
- Understanding the Wiki Tab

Conversations

- Understanding T-Bot Chat
- Understanding Private Chat
- Sending Private Messages
- Replying to Private Messages
- Team Chat
- Emojis, GIFs and Stickers
- Replying to Messages in Team Chat
- Sending Attachments
- Working With Received Files
- Saving and Liking Messages
- Mentioning People
- Editing and Deleting Messages
- Conversations: Chatting, Video and Audio calls and Inviting others

Working With Teams

- Opening Existing Team Files
- Creating New Team Files
- Organising Team Files
- Sharing Files
- SharePoint and Microsoft Teams
- Working With Tabs
- Adding Channels to a Team
- Adding Bots to a Team
- Understanding Connectors

Managing Teams

- Team Settings
- Changing the Team Picture
- Editing a Team
- Leaving a Team
- Deleting a Team

Meetings

- Scheduling a Meeting
- Accepting a Meeting
- The Meeting Window
- Joining and Leaving a Meeting Online
- Making and Receiving Calls
- In-Meeting Controls: Backgrounds & Live Captions
- Participant Options: Assigning roles and using the lobby
- Screen Sharing: Desktop Windows, PowerPoint Presentations
- Giving and Taking Control of other people's screens
- Working with Whiteboards
- Meeting Notes

Microsoft Teams Mobile App

- Working With Activity
- Working With Chat
- Working With Teams
- Working With the More Menu