

ME-O365TSPT1: MICROSOFT TEAMS 365: PART 1

DURATION	LEVEL	TECHNOLOGY	DELIVERY METHOD	CERTIFICATION
1 Day	Introduction	Office 365	Instructor-led	Attendance Certificate

INTRODUCTION

This course is designed to help you master Microsoft Teams, the key communications tool in the suite of Microsoft 365 productivity apps. Microsoft Teams enables individuals and organizations to chat, share ideas, collaborate on files, and essentially, work together. You can use Teams to have a quick chat with a colleague, participate in a virtual meeting, make an online call, and share files and resources. The Microsoft Teams app is available in three versions: a desktop app, a web app, or a mobile app. Once you are familiar with the Teams desktop app, you can easily transfer that knowledge and work in the web and mobile apps to take advantage of connecting through Teams wherever your work takes you.

AUDIENCE PROFILE

This course is designed for people who need to use Microsoft Teams to communicate, share files, and conduct online meetings with colleagues. No experience with Teams is required; however, a basic understanding of Office apps will be useful.

PREREQUISITES

To ensure your success in this course, you need to be familiar with the Windows operating system and with using a web browser.

COURSE OBJECTIVES

In this course, you will use Microsoft Teams to chat, post, initiate calls, and participate in meetings

- Use chat messages and posts to communicate with the team.
- Initiate, join, record, and screen share in calls and meetings.
- Share and work with files and apps.
- Create a team and configure channels and tabs.

COURSE CONTENT

Module 1: Communicating with Microsoft Teams

- Navigate in Teams
- Chat with contacts
- Post in Team channels

Module 3: Sharing files & app content

- Share files
- Add apps & connectors

Module 2: Calling & meeting in Teams

- Use the Teams call feature
- Meet in Teams
- Share your screen and record calls and meetings

Module 4: Creating and configuring Teams

- Create a Team
- Create Channels
- Add tabs for files, Wikis, and websites

ASSOCIATED CERTIFICATIONS & EXAM

On successful completion of this course, students will receive an attendance certificate