



## Microsoft 365 Teams

Format: One Day  
Max Capacity 6

**Microsoft 365 is Microsoft's cloud based subscription service. This course will educate users in the basics of using Microsoft 365 and its MS Teams services.**

**Delegates should already be working with Microsoft 365 and be familiar with Windows.**

### Course Content

#### MS Teams Overview

- What is Teams?
- Start Screen
- Creating a Team
- Team Management

#### Channels

- Creating/Managing/Viewing a Channel
- Channel Connectors
- Favourites
- Adding Tabs
- Adding uploaded Excel file to a tab

#### Chat

- Message the whole Team
- Start a Chat
- Add People
- Formatting
- Activity Threads
- Converting Chats to Meetings
- Status Indicators

#### Find Content

- Find Chats, Files, People
- Feed Filter

#### File Storage and Management

- Uploading Files
- Sharing Files
- Real time Collaboration

#### Communicating

- Using Video or Phone
- Meetings
- Teams on Mobile - IOS/Android
- Integration with 365 Product

#### Settings

- User Account Settings
- Notification Settings