



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

- Start Screen
- Creating a Team
- Team Management

Channels

- Creating/Managing/Viewing a Channel
- Channel Connectors
- Favourites
- Adding Tabs
- Uploading MS Office files
- 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 Indicator

Find Content

- Find Chats, Files, People
- Feed Filter

File Storage and Management

- Uploading Files
- Sharing Files
- Real time Collaboration
- Use Shortcuts & Search abbreviations

Communicating

- Using Video or Phone
- Meetings
- Teams on Mobile - IOS/Android
- Integration with 365 Product
- Forward emails into a Channel
- Tips for Video & Phone
- Meetings, Calendar, Scheduling
- Use Pollbot to create internal polls
- Using the Whiteboard
- Set up and use Tags

Settings

- User Account Settings
- Notification Settings
- Customise Notification Settings