Microsoft Office 365 Online with Teams for the Desktop

Course ID #: 1390-102-16-W

Hours: 7

Course Content

Course Description:

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. You can also create and configure Teams to suit your business productivity needs. The Microsoft Teams app is available in three versions: a desktop app, a web app, and 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.

Course Objectives:

Upon course completion, student will be able to:

- Communicate with colleagues in Teams.
- Call and meet with people in Teams.
- Lead a meeting.
- Configure your Teams environment.
- Share files and app content.
- Create and configure Teams.

Prerequisites:

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

Target Student:

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 Microsoft 365 apps will be useful.

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Topics:

Messaging in Teams
- Navigate in Teams
- Chat with Contacts
- Post in Team Channels

Calling and Meeting in Teams
- Call People in Teams
- Meet in Teams

Leading Meetings in Teams
- Conduct Presentations
- Manage Meetings

Configuring Your Teams Environment
- Configure General Application Settings
- Configure Notifications and Privacy Settings
- Configure Call and Device Settings

Sharing Files and App Content in Teams
- Share Files
- Add Apps and Connectors

Creating and Configuring Teams
- Create and Manage a Team
- Create and Configure Channels
- Add and Configure Channel Tabs