

# Microsoft Teams Essential Training

## OBJECTIVES

Users will learn how to bring colleagues together, create conversations and content, and collaborate more effectively. You'll create new teams, join existing teams, organise teams and members, create, manage and delete channels, and conduct and organise conversations. Also, you'll create scheduled meetings and initiate impromptu meetings whilst taking notes, using the whiteboard and sharing files. Finally, you'll learn how to customise user settings and use Teams on mobile devices.

**Duration:** 3 hours

### 1. INTRODUCTION

- Teams User Interface
- Navigate the Teams Application
- Navigate through a Team

### 2. TEAM GROUPS

- Join an existing team
- Create teams and add members
- Invite people to a private team
- Add guest team members outside the Office 365 Office organisation
- Link a team to an existing Office 365 group
- Manage teams and members
- Leave, hide, or delete a team

### 3. GROUP CONVERSATION USING TEAMS & CHANNELS

- Create, manage and delete channels
- Post and read messages
- Target messages using @mentions
- Edit and delete messages
- React to messages and bookmark messages
- Add emojis, animated gifts and stickers

### 4. PRIVATE CHATS AND MEETINGS

- Use chats for private messages
- Make audio or video calls from the chat section
- Set your status message
- Initiate a video or audio meeting on-demand
- Schedule a meeting and invite attendees
- Share your screen during a call, meeting or chat
- Record a video meeting or call
- Make notes/use the whiteboard during calls, chats, and meetings
- Place and receive telephone calls

### 5. SHARING FILES

- Share Files
- Edit and collaborate on files

### 6. APPS AND OPTIONAL FEATURES

- Use the Wiki tab for shared information
- Customise channel tabs
- Use apps to add extra functionality
- Add Bots to allow you to search/share info from different apps
- Use connectors to link web services into Teams

### 7. SEARCH, SETTINGS AND CUSTOMISATION

- Use the search tool to find specific messages, files or people
- Use the command box to trigger quick commands
- Adjust user settings
- Access administrator settings

### 8. THE TEAMS MOBILE APP

- Use the Teams mobile app for IOS and Android