Seminar/ILT – Teams for Microsoft 365

Course Length: 2 hour seminar or ½ day instructor-led training

Overview: During this course, you will be introduced to Microsoft Teams. The course will provide a brief overview of the Teams application for Microsoft 365. You will also acquire the skills and knowledge necessary to create a team, and work in the team environment with channels, meetings and calls.

Skills Gained: On completion of this course students should be able to:

- Gain an understanding of the Teams application for Microsoft 365
- Create a team
- Create a channel
- Create and reply to a conversation
- Work with files and meetings
- Manage notifications

Key Topics: Getting Started with Teams

- Create or join a team
- Create a new channel

Tabs

- Add tabs for shortcuts

Search

- Search for messages, people or files

Conversations

- Start a conversation
- Reply to a conversation
- @mention a person

Activity

- View activity and notifications

Files

- Share and co-author files with a team

Meetings

- Schedule a meeting
- Create a meeting in Microsoft Outlook
- Meeting controls

Calls

- Start a call from the calls screen
- Call options
- Calls settings
- Calls shortcuts

Target Audience: This course is designed for users who are working with Microsoft Office 365 applications.

Prerequisites: This course assumes little or no knowledge of Microsoft Office 365. However, it would be beneficial to have a general understanding of personal computers and the Office environment.

We can also deliver and customise these training courses for larger groups – saving your organisation time, money and resources. For more information, please contact us on 1800 853 276.