Microsoft Teams – Seminar/ILT

Course length:	2-hour seminar or ½ day instructor-led training
Why study this course?	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.
What you'll learn:	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

Course subjects:	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

Who is the course for?	This course is designed for users who are working with Microsoft 365 applications.

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