

Microsoft Teams Essentials

Course Overview – 1-day course

Learn to use Microsoft Teams for effective collaboration. Share ideas, collaborate on plans and integrate all key apps into your Teams hubs. Wherever your team members are located, Microsoft Teams provides an integrated solution for all online collaboration.

Teams is the cornerstone of Microsoft 365 and understanding how to effectively use it, will allow you and your team to benefit for its many built-in capabilities.

Our Teams course introduces the broad range of abilities that Teams provides to get you up and running fast. You will learn how to use chat, create channels, schedule video calls, effectively run and participate in virtual meetings, integrate apps, automate approvals, store files and more. Detailed course outline below.

Detailed Content

Introduction

- What is Microsoft Teams?
- Accessing the Web Version of Teams
- Accessing the Teams Mobile App
- Opening the Teams Desktop Client

Creating a Team

- Create a Private Team
- Private Teams V Public Teams
- Team Members & Owners
- Structure of a Team
- Channels
- Tabs
- Keyboard shortcuts
- Personal settings

Working with Teams

- Get a link to a team
- Get a link to a channel
- Links for non-team members

Private Chats in Teams

- Teams Chat
- Organising Chats
- Status Indicators

- Priority people when Do Not Disturb is set
- Saving Posts and Chats
- Reading Saved Messages
- Sharing Files in Chats
- Working Asynchronously
- Alerts in Teams for Urgent Work

Audio & Video Meetings in Chats

- Video and Audio Chats & Meetings
- Sharing Screens

Working in Teams Channels

- Posts in Channels
- Mentions in Posts
- Post Reactions
- Post Actions Menu
- Organise Teams, Channels and Chats
- Sending emails to Teams
- Remove a channel's Email address

Working with Files in Teams

- Files in Channels

- SharePoint Libraries and Teams Files
- Creating a new Document inside a Team
- Collaborating on Files
- Conversation on a File
- Comments in a Document
- Files App in Teams
- OneDrive in Teams
- Moving Files between OneDrive and Teams and SharePoint Libraries

Meetings In Teams

- Creating a Meeting in Calendar
- Creating a Scheduled Meeting in a Channel
- Starting an ad hoc meeting in a Channel
- Checking your Audio & Video Device settings
- Make a Test Call
- Send a Meeting Link
- Setting Meeting Options
- Meeting Lobby
- Reactions in Meetings
- Chat in Meetings
- Meetings App
- Pre-loading Polls in a Meeting

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- Meeting Notes
- Sharing screens
- Sharing Screens v Sharing Windows
- Using Whiteboard
- Using PowerPoint Live
- Recording Meetings
- Transcripts
- Gallery & Together Mode

Working with Tasks in Teams

- Working with Tasks in Teams
- Tasks from Todo and Planner in Teams
- Working with Planner App in Teams
- Creating a New Plan Buckets and Cards
- Assigning Tasks with Cards
- Using Cards instead of messages
- Tracking the Status of your Plans
- Creating Tasks from Posts

Capturing Knowledge for Reuse

- OneNote in Teams
- Creating Notebooks
- Creating Sections
- Creating Pages
- Using OneNote for Meetings
- Assigning Tasks from Meetings
- Minutes in OneNote
- Sharing OneNote Notebooks
- Wiki untangled
- Wiki in a channel
- Personal Wiki
- Wiki elsewhere in O365
- Collaborating with the Wiki
- App Using @mentions in Wiki

Apps in Teams

- Apps in Microsoft Teams
- Chat and Channel Tab Apps
- Bot Apps
- App in a Team Channel

- Using the MS Forms Channel Bot
- Creating a quick poll with the Forms Bot
- Connector Apps
- Adding an RSS Connector
- Modifying a Connector
- Messaging Apps
- Adding a Messaging App
- Personal Apps

Approvals in Teams

- Creating a Basic Approval Request
- Custom Responses in Approvals
- Approval Templates
- Create an Approval Form from a Template
- Assign an Approval to a Team
- Export Approval Records

Managing a Team

- Managing Team Members
- Pending requests to join a team
- Guests in Teams
- Limitations for Guests
- Restricting Guests via Administration
- Settings for a Team
- Uploading a Team Picture
- Member permissions
- Default permissions
- Guest permissions
- @mention settings
- Turn off @mentions
- Fun stuff
- Emojis
- Stickers
- Animated GIFs
- How a Team code works
- Reset a code
- Remove a code
- Using a Team Code
- Archive your team
- Read only archived team
- Restore an archived team