



# Configuring and Collaborating with Microsoft® Teams™

**Duration: 2 Days**

**Method: Instructor-Led Training (ILT) | Live Online Training**

## Course Description

This course builds on the foundational knowledge of the Microsoft Office 365® online apps. It introduces the desktop, online and mobile versions of the Microsoft Teams application to participants. Participants will learn how to collaborate on shared files and conduct online meetings.

## Target Audience

This course is intended for:

- Business users and knowledge workers, in a variety of roles and fields, who want to explore and use the Microsoft Office 365 online productivity apps to collaborate, communicate, and share resources with members of their organizations.

## Prerequisites

To attend this course, candidates must have:

- Competence in a desktop-based installation of 2010, 2013, 2016, or 2019 edition of the Microsoft Office productivity suite.
- Familiarity with the Microsoft Office 365 online productivity apps.

## Course Objectives

Upon successful completion of this course, attendees will be able to:

- Customize the Microsoft Teams interface.
- Organize teams.
- Create conversations.
- Schedule and start video meetings.
- Run meetings.
- Share files.
- Set up notifications.
- Use Teams as the hub for all their Office 365 apps.
- Work with any version of the application.



## Course Topics

### Module 1: Configure Teams

- Team Organization
- Team Creation
- Team Access
- Team Configuration Defaults
- Team Roles
- Team Management
- Team Settings
- Connectors
- How to Configure Teams

### Module 2: Configure Channels

- Channel Organization
- Channel Workflow
- Channel Creation
- Channel Configuration and Sharing Options
- How to Configure Channels

### Module 3: Configure Tabs

- Tabs
- Default Channel Tabs
- Default Private Conversation Tabs
- Files as Tabs
- Apps as Tabs
- Websites as Tabs
- Custom Tabs
- How to Configure Tabs
- Adding and Configuring Tabs

### Module 4: Microsoft Teams on the Desktop Overview

- Teams App
- Teams
- Channels and Tabs
- Conversations
- Calls and Meetings
- Collaboration with Office 365 Apps
- Teams Mobile
- Assessing Microsoft Teams

### Module 5: Converse and Share in Teams

- Conversations in Teams
- Post Creation
- @mentions
- Save Options
- File Discovery and Sharing
- Profile
- Settings
- Notifications
- Activity Feed
- Follow and Favourite
- How to Converse and Share in Teams
- Configuring Your Teams Profile

### Module 6: Call and Meet in Teams

- Calling in Teams
- Meet Now
- Meeting Scheduling
- Call and Meeting Controls
- Persistent Meeting History
- Call and Meeting Management Tools
- Working While Meeting
- How to Call and Meet in Teams
- Initiating a Call in Teams
- Meeting in Teams
- Scheduling a Meeting in Teams

### Module 7: Collaborate with Office 365 Apps and Teams

- Co-Author Documents in Teams
- Email Integration
- Command Box
- @mention and App Access from the Command Box
- Search
- How to Collaborate in Teams
- Working with the Teams Command Box



## Course Topics *Continued*

### Module 8: Navigate the Online Teams Interface

- Microsoft Teams
- The Teams User Interface
- How to Navigate in the Teams App
- Navigating in a Team

### Module 9: Create a Team

- New Team Creation
- Team Roles
- Channel Tabs
- How to Create Teams
- Creating a Team
- Adding Content to Team Channel Tabs

### Module 10: Meet in Microsoft Teams

- Meetings in Microsoft Teams
- Teams Meeting Window
- Starting and Joining an Impromptu Meeting
- Meeting Details
- Meetings Tabs
- How to Schedule and Join Meetings

## ACTIVITIES INCLUDED

