



REAL WORLD
TECHNOLOGY TRAINING & SOLUTIONS
"Training You Can Really Use"

Microsoft® Teams® (Desktop and Browser)

Duration: 1 Day

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

Course Description

This course is designed to help participants master Microsoft Teams, the key communications tool in the suite of Microsoft 365® productivity apps. Participants will learn to use Teams to have a quick chat with a colleague or individual, participate in a virtual meeting, make an online call, share files and resources, and collaborate with persons. They will learn how to use the Microsoft Teams app across the three versions: desktop, web, and or mobile app. On completion of this course, participants will be able to easily work in any version of the software and be able to take advantage of connecting through Teams wherever their work takes them.

Target Audience

This course is intended for:

- Persons who need to use Microsoft Teams to communicate, share files, and conduct online meetings with colleagues.

Prerequisites

To attend this course, candidates must have:

- Basic understanding of Office apps.
- Knowledge of how to use Microsoft Windows® 10

Course Objectives

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

- Use chat messages and posts to communicate with the team.
- Initiate, join, record, and screen share in calls and meetings.
- Share and work with files and apps.
- Create a team and configure channels and tabs.



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Course Topics

Module 1: Communicating with Microsoft Teams

- Navigate in Teams
- Chat with Contacts
- Post in Team Channels

Module 2: Calling and Meeting in Teams

- Use the Teams Call Feature
- Meet in Teams
- Share Your Screen and Record Calls and Meetings

Module 3: Sharing Files and App Content

- Share Files
- Add Apps and Connectors

Module 4: Creating and Configuring Teams

- Create a Team
- Create Channels
- Add Tabs for Files, Wikis, and Websites

ACTIVITIES INCLUDED