



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

# 55300: Microsoft Teams® for End Users

**Duration: 1 Day**

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

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## Course Description

Microsoft Teams is a full collaboration platform and offers facilities for peer-to-peer collaboration as well as full team collaboration. This course will give guidance on how to use the tools for chat, file sharing, meetings, and calls. The course will also give direction on best practices for sharing files with external parties and show how to access other services available in the tenant directly from within Teams.

## Target Audience

This course is intended for:

- Power Users who will need to support the user base, advise on functionality and when to use what tool for the right collaboration need.

## Prerequisites

To attend this course, candidates must have:

- Basic knowledge of Office 365® and OneDrive for Business.



**Microsoft** Partner

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## Course Objectives

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

- Manage their Teams' settings, security, bots, and apps to take full advantage of Teams.
- Configure their settings to optimise their experience in Teams.
- Use tools like the immersive reader to help diversify their ways of working.
- Know when to archive a Team and how to restore it.
- Keep up to date with what is happening in Teams with their activity feed.
- Understand how to collaborate peer to peer.
- Work within the team, sharing conversations, files, meetings, and useful links.
- Use teams for setting up, attending, and recording meetings.
- Work with files within Teams and move files to and from other services such as OneDrive<sup>®</sup> and SharePoint<sup>®</sup>.
- Understand which best practices to use when collaborating with external parties and people within the tenant.

## Course Topics

### Module 1: An introduction to Teams

- What is Microsoft Teams?
- How to Use Teams
- Team Components
- When to Use Teams
- Creating a New Team
- An Introduction to Groups

### Module 2: Collaborating with Teams

- Joining a Team
- Team Permissions
- Guest Permissions
- Channels
- Private Channels
- Private Channel Structure
- Channel Posts
- @Mentions
- Channel Announcements
- Channel Notifications
- Manage a Channel
- Email a Channel
- Tabs





## Course Topics *Continued*

### Module 3: Chat Within Teams

- Changing Your Status
- Peer to Peer Chat
- Pop-Out Chat
- Organising Chats
- Video Calls
- During a Call
- Managing a Call

### Module 4: Meetings in Teams

- Scheduling Meetings
- Schedule a Meeting from Outlook
- Schedule a Meeting from Within Teams
- Adding a Meeting to a Channel
- Options During a Meeting
- Accepting External Guests to a Meeting
- Who Can present in a Meeting?
- Recording a Meeting
- Benefits of Saving a Meeting to a Channel

### Module 5: Working with Files

- Files in Teams
- Adding Files to a Channel
- Creating New Files
- Uploading Files
- Chat About a File
- Co-Authoring
- Moving or Copy Files
- Sharing Files
- Share an Individual File
- Share a Folder of Files
- Sync Files
- Check Out Files
- SharePoint Document Library Tab
- OneDrive in Teams

### Module 6: Team Settings and Add-Ins

- Activity Alerts
- My Activity
- Feed
- Setting Your Location
- Manage Notifications
- Priority Access for Do Not Disturb
- Immersive Reader
- Calls
- Manage a Team
- Members
- Channels
- Settings
- Apps
- Analytics
- Bots
- Archiving a Team
- Restore an Archived Team
- Search

## LABS INCLUDED

