



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

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





Course Topics *Continued*

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

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