Microsoft Teams
1/2 Day

WHO SHOULD ATTEND?

This course is designed for students who wish to learn the basic operations of the Microsoft Teams to perform their day-to-day video conferencing and chat messages. It provides the fundamental knowledge and techniques needed to advance to using more complex features.

PREREQUISITE COMMENTS

Students should be familiar with using personal computers and have used a mouse and keyboard. Students should be comfortable with some of the basic of applications, such as Word, Excel, etc.

The following gives an outline of the course content. This is only a suggestion and may be tailored by the trainer on the day, to better suit the delegates requirements.

Introduction
- What is Teams?
- Signing In / Out
- Screen Layout
- User Profile

Teams / Channels
- Creating a Team
- Creating Channels
- Working with Tabs

Communication
- Sending / Receiving to Chats
- Quick Responses
- Emojis, Gifs, Stickers
- Liking Chats
- Saving Chats
- @Mentioning
- Attachments
- Announcements

Documentation
- Files Tab
- Adding Files
- Sharing Files
- Folders
- File Co-Editing / Co-Authoring

Meetings
- Meeting Roles
- Scheduling Meetings
- Pre-meeting Setup
- Background Filters
- Meeting Options
- Display Modes
- Screen Sharing
- Chat
- Raised Hands
- Breakout Rooms (if available)
- Polls (if available)
- Recording (if available

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