

## Microsoft Teams Introduction Course Outline

(1 day)

### Overview

Microsoft Teams is the hub for teamwork in Office 365. This course will provide an overview of how to use features within Teams such as chat, online meetings, calls and more. Learn the core features of Teams and how it relates to other Office 365 apps to make your team more productive.

### Audience profile

The course is for team members and administrators who plan on using Microsoft Teams.

### Prerequisites

Basic Windows and Microsoft Office skills are required. No prior Teams experience is necessary.

### Course Outline

Module 1 - Microsoft Teams explained

Best practices of using Teams

Accessing Teams – web, desktop, or mobile

Module 2 - Navigate the interface

Navigation bar

Desktop settings

Customize notifications

Adjusting the navigation pane by showing or hiding teams and channels

Pin important channels for quick access

Module 3 - Create and manage your teams

Create a team

Managing team membership and settings

Managing channels

Module 4 - Manage collaborative conversations with the entire team

Different options to communicate with members

Ways to save, like, or edit your own messages

Use mentions in conversations to grab someone's attention

Module 5 - Work with documents in Teams

Upload an existing document

Create a new document

Upload a file into a conversation

Live co-author a document in Teams, online, or in the desktop

Use conversations to communicate about documents

Share a file with someone not on the team

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### Module 6 - Customize your team environment

- Make an important document a tab
- Add a planner tab
- Add a team notebook tab

### Module 7 - Manage meetings in Teams

- Start an on-demand channel meeting via conversations
- Schedule a meeting in Teams
- Schedule a meeting using Outlook

### Module 8 - Communicate outside of your team

- One on one private conversations
- Share a document with the participants
- Customize the work area with tabs
- Add someone to the conversation
- Escalate the conversation to an audio call

### Module 9 - Other key features in Teams

- Understand your activity feed
- Use search in Teams
- Use the / and @ commands
- Files
- Planner

### Module 10 – Work with OneDrive for Business

- Navigate the OneDrive interface
- Store personal documents with access anytime, anywhere, any device
- See documents shared with you
- Recover deleted documents
- See your Team documents

#### Work with your documents

- Upload an existing document
- Create a new document
- Sync your documents for access without an internet connection
- Live co-author a document online, or in the desktop

#### Manage who can work with your documents

- Review documents you have shared
- Stop sharing your documents
- Changing permissions
- Share a file with colleagues