

Microsoft Teams for Power Users Course Outline

Duration

This course takes 2 days.

Overview

This course provides a more in-depth review of Teams for individuals who are a lead Teams user or who work in a support role for the department or organization. Learn about Teams setting, options for Posts and Files, customizing the Team Environment, managing meetings and appointments, working with members outside of your organization as well as working with SharePoint and OneDrive.

Course Outline

Module 1 -Work and Collaborate better with Teams

Best practices of using Teams

Ways to access teams

Module 2 - Navigate the interface

Navigation Bar

Profile

Navigation Pane

Module 3 – Create and manage a team

Create or join a team

Managing Teams, and Members

Modifying the team's settings

Edit the team

Change privacy level of the team

Delete the team

Archive Teams

Module 4 - Work with channels

Add Channels

Channel notifications

Pin a channel

Hide a channel

Delete the channel

Module 5 - Posts Tab in a team

Different options to communicate with members

React to a message

Save a message

Edit or delete your own messages

Turn off notifications for a conversation

Notifications in the conversation

Set a message as Important

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Module 6 - Files tab in a team

- Working with Files
- Create new files and folders
- Uploading files
- Accessing other cloud storage
- Opening document library in SharePoint
- Editing and Collaborating on Files
- Live co-authoring of Team documents
- Using conversations in the editing
- Using comments
- Editing Online, In the desktop, or in Teams
- Sharing Files with someone not on the team
- Version history of the document

Module 7 – Customize your Team environment

- Make main documents a tab
- Team Notebook
- Planner
- Website
- Stream
- Power Automate
- Other connectors

Module 8 – Calendar, manage meetings and appointments

- Calendar views and navigation
- Managing meetings in Teams
- Scheduling Meetings and Inviting Colleagues inside Teams
- Starting an On-Demand Meeting via Conversations
- Meeting controls
- Record a meeting
- Show device settings
- Share your desktop

Module 9 – Chat, Communicating outside of your Team

- Manage your recent conversations
- Favorite Contacts
- Create a new contact group
- Start a new chat
- Working with Messages
- Send a message as urgent
- Attach file into a conversation to collaborate
- Schedule a meeting with everyone in the chat
- Collaborate on documents
- See the organization around a colleague

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See activities you have in common with a colleague

Customize chat environment

Adding someone to the conversation

Escalate a chat to a meeting

Module 10 – Other navigation bar tabs

Activity Feed

View your colleague's activities across your teams

View only your own activity

Use the filter to filter by keyword, or other types of activities

Calls

Speed dial

Contacts

History

Voicemail

Files

Recent

Microsoft Teams

Downloads

OneDrive

Add cloud storage

Search or type a command bar

Using Search in Teams

Using the / command

Using the @ command

Three dots menu - Other Apps

Planner

Who

Power Automate

Bots in Teams

Module 11 – SharePoint and OneDrive

SharePoint Team Sites

Document Libraries

Site End Users vs Backend teams

OneDrive for Business

Your personal private documents

Documents shared with you

Review documents you have shared

Manage sharing and permissions of your documents

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Changing permissions
Stop sharing your documents
Review sharing options
Collaborate on your documents online or the desktop