



# Course Description and Outline

## ***Microsoft Teams Essentials***

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**Days:** Half-day (3 hrs.) **Prerequisites or Equivalent Skills:** Windows and basic MS Office

### **Course Description:**

The Microsoft Teams app is a collaborative application for Office 365 that brings together instant message, channels and conversations, calls, meetings, and files. After completing this course, you will know how to:

- Communicate and collaborate with your project team using instant messaging and channel conversations
- Add, manage, and co-author in files
- Initiate and participate in Teams meetings and calls, and work with Tabs

### **Course Outline:**

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#### **Unit 1 : Teams Overview**

- Explore the Teams interface and Navigation bar
- Channels and Tabs
- Create and participate in Conversations

#### **Unit 2 : Creating and Managing Teams**

- Create a Team
- Join a Team
- Manage Teams
- Add Team members
- Team settings

#### **Unit 3 : Channels and Tabs**

- Create and participate in Conversations
- Follow a Channel
- Using @mentions
- Saving messages
- Add a Tab
- Add a Tab for Office Files
- Reorder Tabs

#### **Unit 4 : File Discovery and Sharing**

- Adding Files to Conversation and Files Tab
- Share Files

#### **Unit 5 : Instant Message using Chat**

- Create a Chat
- Add people to a Chat
- View Chat History
- Save Messages

#### **Unit 6 : Video and Audio Calls**

- Initiate call from Chat
- Call controls

#### **Unit 7 : Meetings and Calls**

- Meet Now vs. Scheduling a Meeting
- Starting a Meeting
- Join a Meeting
- Share Content (screen)
- Meeting Options (Lobby/Presenter)
- Recording a meeting/call
- Breakout Rooms