# Drive Productivity with Microsoft Teams Training

Duration: **1 Day**

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## Overview

Microsoft Teams is a powerful collaboration platform that enables organizations to communicate, share information, and manage meetings from a single workspace. This introductory course is designed for new users who want to quickly become confident with the essential features of Microsoft Teams.

Throughout the training, participants will explore the Teams interface, work with teams and channels, communicate through chats and conversations, manage notifications, share files, and organize meetings. By the end of the course, learners will be able to use Microsoft Teams effectively to improve collaboration and daily productivity.

This course serves as an ideal starting point before progressing to more advanced Microsoft Teams training.

### Course Benefits

Upon completion of this course, participants will be confidently using Microsoft Teams for communication, collaboration, file sharing, and meeting management. They will be able to improve team productivity and make more effective use of Microsoft 365 collaboration tools in their daily work.

## Prerequisites

Participants should have basic computer skills and be familiar with instant messaging applications. No previous experience with Microsoft Teams is required.

## What You Will Learn

After completing this course, participants will be able to:

- Navigate confidently within Microsoft Teams.
- Understand the main components of the application.
- Manage presence status and status messages.
- Participate in channel conversations.
- Use private chats effectively.
- Apply mentions and communication tools.
- Share files with colleagues.
- Configure notification preferences.
- Start instant meetings.
- Schedule meetings using the Teams calendar.
- Create Teams meetings directly from Microsoft Outlook.

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## Outline

### Module 1 – Getting Started with Microsoft Teams

Topics include:

- Microsoft Teams overview
- Teams structure and terminology
- Understanding the interface
- Navigation and menus
- Working with profile settings

### Module 2 – Status and Communication

Topics include:

- Presence indicators
- Status messages
- Availability settings
- Managing user status

### Module 3 – Chats and Channel Conversations

Topics include:

- Channel conversations
- Private and group chats
- Message formatting
- Announcements
- Using mentions (@)
- Emojis, GIFs, and images
- File sharing
- Conversation options

### Module 4 – Notifications and Meetings

Topics include:

- Notification management
- Channel notification settings
- Starting instant meetings
- Inviting participants
- Meeting controls
- Scheduling meetings in Teams
- Creating Teams meetings from Microsoft Outlook

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