

Office 365 - Working with Microsoft Teams

Learn via: **Classroom/AFA**

Duration: **2 Day**

Overview

Microsoft Teams is a collaboration tool designed to bring together people, communication and content in a single interface.

Target Audience

This course is aimed at anyone who needs to create and work with the Microsoft Teams app. You may be a Microsoft Team owner required to create and manage a Teams area for colleagues, or someone who will use Teams to work with colleagues.

Teams will be accessed through a combination of the full web app and/or a locally installed app.

During the course, learners will create a Team using a scenario based approach. Using an interactive approach in a hosted environment, delegates will work through a series of workplace challenges to explore and utilise the functionality available in Microsoft Teams.

Prerequisites

- A basic understanding of instant messaging
- Knowledge of Microsoft Office
- Ability to use a browser

What You Will Learn

- Navigate around the Microsoft Teams App
- Create a Microsoft Team
- Add and Manage Owners and Members
- Create Channels
- Set Team and Channel Options
- Use the Conversation Tools
- Arrange Teams Meetings
- Add Content using Apps
- Use the Microsoft Teams Command Bar

Training Outline

Microsoft Teams App and Environment

- App versions and how to access them

Creating a Microsoft Team

- Create the Team
- Add Owners and Members
- Adding Channels to generate the Team structure

Microsoft Teams Options

- Team level options
- Channel level options, favourites and links
- Delete a channel

Conversation and Meetings in Microsoft Teams

- Conversations as chat
- Conversation options and content
- Private Chat

- Mentions
- Meetings

Adding Content to Teams

- Microsoft Office documents
 - Uploading
 - Creating and editing in Teams
 - Moving documents between channels
- Including and using other apps
 - Planner
 - Flow
 - Stream

Using the Microsoft Teams Command Bar

- Personal commands – presence and status
- Channel navigation and other Command Bar actions
- Communicating and personal actions with the Command Bar

Making a Team Inactive

- Archiving a Team
- Deleting a Team