

Office 365 - Microsoft Teams: Owning The Team

Learn via: **Classroom / Virtual Classroom / Online**

Duration: **1 Day**

Overview

You are going to be a team owner. This requires a different skill set. This course is the third in a series of four concentrating on Microsoft Teams. You will learn the skills needed to create and own a team enabling you to successfully manage team membership, channels and apps.

Prerequisites

Attendance on QAMSTESS Microsoft Teams Essentials and QAMSTTCF Microsoft Teams Taking Collaboration Further or equivalent experience.

What You Will Learn

- Set a Team's type
- Set options and permissions for a Team
- Control channels and channel visibility
- Use channel tabs
- Manage Team membership and roles
- Use and set options for channel email addresses

Outline

Create and Edit a Team

- Team structure
- Descriptions and Team type settings

Manage a Team

- Working with Team members and roles
- Settings
- Permissions
- Adding apps

Channel management

- Channel creation and naming conventions
- Channel visibility
- Channel settings
- Working with Private Channels
- Delete and recover Channels

Team and Channel Links

- Invitations by Team code
- Use a link to a Team or channel
- Get a channel email address and set options

Channel tabs

- Create from a file
- Create from an App