

# Office 365 - Microsoft Teams: Further Apps

Learn via: **Classroom / Virtual Classroom**

Duration: **1 Day**

## **Overview**

This course is the fourth in a series concentrating on Microsoft Teams. Teams provides a hub for communicating and collaborating with colleagues. In this course, you will explore the opportunities that Teams provides to add functionality using other Office 365 apps including Planner, Stream, OneNote and a taster of Power Automate.

## **Prerequisites**

Attendance on QA courses QAMSTTCF – Microsoft Teams - Taking Collaboration further and QAMSTOTT – Microsoft Teams - Owning the Team or equivalent experience.

## **What You Will Learn**

- Add the Planner app to a Team
- Create a new Plan
- Add tasks and assignments
- Use Stream as a channel tab
- Use OneNote to add a notebook to a Team
- Identify file management options in the team SharePoint site
- Create a document sign-off workflow

## **Outline**

### **Teams and other Apps Overview**

- Adding a Teams app
- Creating a channel tab from an app
- Uploading files to a conversation

### **Planner in Teams**

- Planner overview and integration with Teams
- Create a Plan directly in Teams
- Add buckets and tasks to a Plan
- Using Planner views
- Assigning tasks to team members
- Adding team members by assigning tasks

### **Stream in Teams**

- Stream – the Office 365 video app
- Record a meeting
- Set a meeting recording as a channel tab

### **OneNote Online**

- What is OneNote Online?
- Add OneNote as an App to a team or channel
- Create a new notebook
- Add content to the notebook

### **Using a document workflow in Teams**

- Open files in SharePoint
- File management options in SharePoint

- Create a Request Sign-Off workflow
- Reacting to a workflow req