

# Office 365 - Microsoft Teams: Owning The Team

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

Duration: **1 Gün**

## **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