Office 365 - Microsoft Teams Beyond the Essentials Training

Duration: **1 Day**

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This course is the second in a series concentrating on Microsoft Teams. You have started using Teams and conversations. In this course, collaborating with colleagues is explored. You will set advanced meeting options, share, co-edit and manage files in Teams.

The Team Owner role is important. You will undertake the role of the Team owner creating a team and channels, manage team membership and control settings and permissions within the team. You will use team and channel links, a team code and channel email addresses to enable collaboration with the team.

Teams is designed as a hub to bring together people and apps. We introduce two frequently used apps – Tasks by Planner and OneNote Online to illustrate how Teams can be at the centre of work-based activities.

Prerequisites

Attendance on QAMSTESS Microsoft Teams Essentials or equivalent experience.

What You Will Learn

- Create and set meeting options
- Work with Office documents in Teams
- Collaborate on documents in Teams
- Manage files within Teams
- Create Teams and channels with appropriate settings
- Manage Team membership
- Use team and channel links and channel email addresses
- Add apps to Teams