

Course Aims & Objectives

Microsoft Teams is the hub for teamwork in Office 365. This course will provide an overview of how to use features within Teams such as chat, online meetings, calls and more. Learn the core features of Teams and how it relates to other Office 365 apps to make your team more productive.

Who Should Attend?

This course is for team members and administrators who plan to use Microsoft Teams within an organisation. Learners should have a basic knowledge of Microsoft Windows and be familiar with Office 365 applications such as Word or Excel. **Learners MUST have a copy of TEAMS installed on their computer if participating in an online course.**

Course Outline

The course content will include the items listed below.

- Create teams and add members.
- Add guest team members outside your Office 365 organisation.
- Link teams to existing 365 groups.
- Join an existing team.
- Create and manage channels.
- Send and receive messages.
- Edit and delete messages.
- Bookmark and like important messages.
- Add emojis and animated gifs.
- Manage and delete teams, channels and conversations.
- Use chat for private messages and video calls.
- Set your status message.
- Use immersive reader to make messages easier to read.
- Translate messages from other languages.
- Initiate a video or audio meeting on demand.
- Schedule a meeting and invite attendees.
- Record a video meeting or call.
- Share files.
- Edit and collaborate on files.
- Use wiki tab for shared information.
- Customise channel tabs.
- Use apps, bots and connectors to add extra functionality.
- Use search tool to find specific messages, files or people.
- Use the command box to trigger quick commands.
- Adjust user settings.
- Access administrator settings.
- Use the mobile app for IOS and android.