55300 : Microsoft Teams for End Users

Course Duration: 1 Days

Module 1: An introduction to Teams

Office 365 is a selection of productivity applications hosted by Microsoft in the cloud. For years, users would jump between these different applications to achieve their working objectives whether it be file creation, conferencing, reporting or other intent. To act as a hub for these services, Microsoft Teams brilliantly weaves these services together creating a seamless experience. In this module we will break down Microsoft Teams into its core components and explain what each is used for and when to use them. You will also be taught about the different types of Team that can be created to ensure your experience in Teams gets of to the best start.

Lessons

- What is Teams?
- How to use Teams
- Team components
- When to use Teams
- Creating a new Team
- An introduction to Groups

Lab 1: Introduction to Teams

- Create a new Team in the web browser
- Download the Teams desktop application
- Download the Teams mobile app for your phone

Module 2: Collaborating with Teams

In this module we will discuss how we use the Teams area of Teams to collaborate with our colleagues. As discussed in Module 1, a Team can be a department or a project in a small or large group. It gives you one area to store and share all your conversations, files, meetings and links to other apps and systems that the team use regularly. This is likely to be the area of Teams that you will spend the most time in so it is essential to know as much about managing individual Teams as possible to ensure successful adoption and ongoing use of Microsoft Teams.

Lessons

- Joining a Team
- Team permissions
- Guest permissions

- Channels
- Private channels
- Private channel structure
- Channel posts
- @mentions
- Channel announcements
- Channel notifications
- Manage a channel
- Email a channel
- Tabs

Lab 1: Collaboration with Teams

- Add a channel to a Team
- Add a private channel
- Have a conversation with the Team
- Respond to a conversation

Module 3: Chat within Teams

In this module we will focus on the chat component of Teams. This area is private to you and is where you can start your instant message chats with colleagues. You can chat with individuals or groups of individuals. Chat can be quickly turned into a voice or video call. You also have the ability to send attachments including Giphy and Stickers for a more social experience.

Lessons

- Changing your status
- Peer to peer chat
- Pop out chat
- Organising chats
- Video calls
- During a call
- Managing a call

Lab 1: Chat within Teams

- Chat with other students
- Convert a chat to an audio call
- Rename a group chat
- Have a video call

Module 4: Meetings in Teams

In this module we will discuss the meetings section of Teams. How you can schedule a meeting from Microsoft Outlook or within Teams itself and the benefits of connecting that meeting to a channel. We will also recap on the services available to us during the meeting seeing how these integrate with the channel.

Lessons

- Scheduling meetings
- Schedule a meeting from Outlook
- Schedule a meeting from within Teams
- Adding a meeting to a channel
- Options during a meeting
- Accepting external guests to a meeting
- Who can present in a meeting?
- Recording a meeting
- Benefits of saving a meeting to a channel

Lab 1: Meetings in Teams

- Schedule a meeting in Teams
- Join a meeting
- Take notes during a meeting

Module 5: Working with files

In this module we will discuss how to collaborate on the files that we need as a Team. We will look at the options provided, to chat about files and co-author files from within the Teams environment. Files are stored in a SharePoint document library with a link to them from Teams. This means that you can take advantage of some of SharePoint's advanced features to add business processes to your files. But for this course we will focus on the functionality available to us directly within Teams.

Lessons

- Files in Teams
- Adding files to a channel
- Creating new files
- Uploading files
- Chat about a file
- Co-authoring
- Moving or copy files
- Sharing files
- Share an individual file
- Share a folder of files
- Sync files
- Check out files
- SharePoint document library tab
- OneDrive in Teams

Lab 1: Working with files

- Create a new document
- Have a conversation about a file
- Share documents with someone outside your Team

Module 6: Team settings and add-ins

In this module we will discuss how to customise the settings in Teams to best suit us as an individual user but also as a Team. We will look at how we can decide in what way and when we are notified about activity in the Team. We will discuss what we can do as an owner of a Team to determine what the rest of your colleagues have access to do. We will look at the search functionality in Teams and then discuss the connectors and bots that could assist us. This is the module that brings everything together from the previous modules and allows you to ensure you get the best out of the whole Teams app.

Lessons

- Activity alerts
- My activity
- Feed
- Setting your location
- Manage notifications
- Priority access for do not disturb
- Immersive reader
- Calls
- Manage a Team
- Members
- Channels
- Settings
- Apps
- Analytics
- Bots
- Archiving a Team
- Restore an archived Team
- Search

Lab 1: Teams settings and add-ins

- Change notification settings
- Add new members to your Team
- Archive the Team

Microsoft Copilot for Teams