Microsoft Teams
Introduction Training

Overview & Learning Outcomes

The skills and knowledge acquired in the Microsoft Teams Introduction course, are sufficient to be able to use and operate the software effectively.

Upon successful completion of this course you should be able to:

- understand what **Microsoft Teams** is
- create teams and navigate the team homepage
- understand how to start and engage in chat
- work with teams
- manage teams
- schedule and participate in meetings and calls
- understand how to use the **Microsoft Teams** mobile app

Prerequisites

The Microsoft Teams Introduction course assumes little or no knowledge of the software. However, it would be beneficial to have an understanding of personal computers and knowledge of the Windows operating system, prior to completing this course.

Duration:

1 Day

Courseware:

High quality learning materials are available for purchase by participants.

Microsoft Teams
Training Course Outline

Microsoft Teams
What Is Microsoft Teams
Signing in to Microsoft Teams
The Microsoft Teams Screen
Navigating with the Sidebar
The Settings Menu
Notifications Settings
Downloading the Desktop App
Logging Out of Microsoft Teams

Creating Teams
Creating a Team
Adding Members to Your Team
The Team Area
The Conversations Tab
The Files Tab
Understanding the Wiki Tab

Conversations
Understanding T-Bot Chat
Understanding Private Chat
Sending Private Messages
Replying to Private Messages
Team Chat
Emojis, GIFs and Stickers
Replying to Messages in Team Chat
Sending Attachments
Working with Received Files
Saving and Liking Messages
Mentioning People
Editing and Deleting Messages

Working with Teams
Opening Existing Team Files
Creating New Team Files
Organising Team Files
Sharing Files
SharePoint and Microsoft Teams
Working with Tabs
Adding Channels to a Team
Adding Bots to a Team
Understanding Connectors

Managing Teams
Team Settings
Changing the Team Picture
Editing a Team
Leaving a Team
Deleting a Team

Meetings
Scheduling a Meeting
Accepting a Meeting
The Meeting Window
Joining and Leaving a Meeting Online
Making and Receiving Calls

Microsoft Teams Mobile App
Working with Activity
Working with Chat
Working with Teams
Working with the More Menu