

Course Overview

Office 365 - Microsoft Teams Essentials

Overview

This is the first in a series of four courses which concentrate on using Microsoft Teams. New to Teams? Start your journey here to get up to speed with the app, conversations, chat and meetings.

Delegates will learn how to

- Navigate around Microsoft Teams
- Identify the key components of the app
- Work with Status and Status Messages
- Hold a conversation in a channel
- Use mentions and other conversation options
- Hold private chats
- Turn a conversation into a meeting
- Invite others to the meeting
- Create a Teams meeting from Teams and Outlook

Course Outline

Teams structure and terminology

- Teams overview
- App components and purpose
- Navigation around the app

Working with your status

- Status indicators
- Setting status messages

Start a conversation or a chat

- Conversations in a channel
- Private chats – what are they and when to use them

Use conversation options

- Formatting and announcements
- Mentions
- Adding graphics
- Uploading files to a conversation

Set notifications

- Teams notifications
- Channel specific notifications

Meet Now from a conversation

- Turn a conversation into an instant meeting
- Meetings essentials - options and actions
- Inviting people to the meeting

Creating a Teams meeting from scratch

- Scheduling Teams meeting in the Calendar
- Using Microsoft Outlook to schedule meetings

Prerequisites

Experience of using instant messaging.

Special Notices