MICROSOFT TEAMS – THE BASICS

Prerequisites:
Attendees should be familiar with Microsoft Office and using the internet.

Who Should Attend?
This course is designed for non-technical users who are new or have basic knowledge of using Microsoft Teams.

Duration: 2 hours

Topics Covered:

- What is Teams
- Signing into Microsoft Teams
- Viewing Activity Feed, Chat, your Teams, Meetings and Files
- Chats
    - Creating Private & Group Chats
    - @Mentions
    - Use Emojis, Memes and Stickers
    - Sharing files
    - Format Chats
    - Chat Mute/Hide
- Searching for Chats, Files and People

- Working with Calendars
    - Adding a Calendar entry
    - Joining a meeting from your Calendar
- Meetings
    - Meet Now – Start, Join and Share a meeting
    - Schedule a meeting
    - How to Join a Team Meeting
    - Dial in to a Meeting
    - Share your Desktop
    - Share PowerPoint Files
- Audio Calls
    - Start a call from a chat
    - Call a Phone Number
    - Answer a Call
    - Add someone to a call

MICROSOFT TEAMS - INTRODUCTORY

Prerequisites:
Attendees should be familiar with Microsoft Office and using the internet.

Who Should Attend?
This course is designed for non-technical users who are new or have basic knowledge of using Microsoft Teams.

Duration: 3 hours

Topics Covered:

- What is Teams
- Signing into Microsoft Teams
- Viewing Activity Feed, Chat, your Teams, Meetings and Files
- Understanding Teams, Channels and Tabs
- Channels
    - Create a Channel
    - Delete a Channel
    - Channel Management
- Conversations
    - Adding content into Conversation
    - Formatting your conversation
    - Message all Team members or a Person
    - @Mentions
    - Use Emojis, Memes and Stickers
- Adding Tabs – Office and other
    - Adding Uploaded Excel File to a Tab
    - Start a Tab conversation
- Activity and Notifications
    - Activity Filters and Alerts
- Working with Calendars
    - Adding a Calendar entry
    - Joining a meeting from your Calendar

- File Storage and Management
    - Uploading Files
    - Share a File
    - Organising Team Files
    - Moving and Copying Files
- Chats
    - Creating Private Chats
    - Sharing files
    - Format Chats
    - Chat Mute/Hide
- Searching for Chats, Files and People
- Meetings
    - Meet Now – Start, Join and Share a meeting
    - Schedule a meeting
    - How to Join a Team Meeting
    - Dial in to a Meeting
    - Share your Desktop
    - Share PowerPoint Files
    - Private Meetings
- Audio Calls
    - Start a call from a chat
    - Call a Phone Number
    - Answer a Call
    - Add someone to a call