



Microsoft Teams – 100: Essential

Topics

Recommended Duration: Approx. 1 Day (6 Hours)

Introduction

- What is Microsoft Teams?
- Tour the Teams Screen
- Work with status indicators
- Team themes
- Application settings
- Notification settings

Private Chats

- Start Chat
- Add people to Chat
- Chat emoji and text formatting
- Convert chats to meetings

Create, Join or Leave a Team

- Create a team
- Private vs Public Teams
- Add members and owners
- Add external people to Teams
- Join a Team
- Leave a Team

Working with Team Channels

- Create channels and Manage channels
- Channel favourites
- Start Conversations
- Reply to conversations
- Save conversations
- Use @ mentions

Working with Files

- Share files
- Real-time collaboration

Integrations

- Adding Tabs to a Channel
- Working with Apps in Teams

Finding Content in Teams

- Feed filter
- Search for chats
- Search for files
- Search for people

Extras

- Use Search and /Commands
- Delete Channels and Teams
- Get Help
- Use the Desktop and Mobile App

Please note:

Due to time constraints from the wealth of Teams features and the need to allow group discussions, we often run out of time to cover certain topics like Meetings extensively during this session.

We are happy to customise any of our sessions to meet your requirements, and we also run a Microsoft Teams training session specific to **Meetings** if required.

