

MICROSOFT TEAMS



Corporate IT Course

LEARNING OUTCOMES

- Learn how to set up new Teams, add and manage members, assign roles, and control permissions to ensure secure and effective collaboration.
- Understand how to organise communication using Channels and Groups, manage threaded conversations, and use chat effectively for team collaboration.
- Explore how to upload, share, and co-author documents directly within Teams, and use integrated tools like SharePoint and OneDrive for seamless collaboration.
- Develop skills in using Teams for real-time communication, including instant messaging, video calls, scheduling meetings, and conducting virtual team sessions.
- Learn how to access Teams on smartphones and tablets, stay connected while on the move, and manage tasks and communications from mobile devices efficiently.

COURSE OVERVIEW

This Introduction to Microsoft Teams course provides a practical overview of Microsoft Teams within Office 365, helping users understand how to collaborate and communicate effectively in a cloud-based environment. Participants will learn the core features of Teams, including Teams and Channels, Chat, Meetings, and File management, and how to use these tools to enhance collaboration and productivity. This course is designed for users who are already familiar with Microsoft Office 365 and want to build confidence in using Teams for everyday work.

TOPICS COVERED IN THIS COURSE

MS Teams Overview

Introduction to Teams, including its purpose, accessing Teams, and navigating the Start screen.

Creating and Managing Teams

Learn how to create, join, and manage Teams, including public vs private Teams, themes, member roles, permissions, profile settings, and team pictures.

Channels and Tabs

Create and manage Channels, add connectors, email to a channel, favourite or follow channels, and integrate files and tabs for collaborative work.

Chat and Conversations

Use chat effectively for 1:1 and group communication, formatting messages, using emojis and mentions, converting chats to meetings, and managing conversation threads.

Groups and Collaboration Tools

Understand Teams Groups, group vs team conversations, calendars, Planner integration, and connecting Teams with existing group structures.

File Storage and Content Management

Upload, share, and collaborate on files in real time, make files accessible via tabs, and use search tools to find chats, files, and people.

Meetings and Communication Features

Schedule and join meetings, share screens, manage breakout rooms, run polls, and use video/audio communication.

Settings, Integration, and Optional Topics

Configure account and notifications, integrate apps, bots, and connectors, and explore optional topics like SharePoint and Power Automate integration.