

Getting Started With Microsoft® Teams®

Microsoft Teams is a collaborative, cloud-based workspace where Microsoft Office 365 users can send messages, share files and more. When you effectively use Teams, you can communicate with your department, colleagues and clients through chat and file sharing as well as voice and video meetings.

This LIVE, virtual course helps you better understand Teams so you can use the application to improve communications, make creative decisions and collaborate with just about anyone in a professional team setting.

Session 1

Familiarizing Yourself With Microsoft Teams

- Getting started: How to navigate the Teams interface
- Set up your teams correctly for optimum success
- Creating channels and establishing naming conventions
- Use channels for team-wide communication

Session 2

Communicating Over Teams

- Share and receive messages with your team
- Chat with individual team members
- Increase productivity by adding files and cloud storage to Teams
- How to add files to messages, view files, create new files, upload files and manage files in a channel

Session 3

Collaborating Through Voice and Video

- Initiate and participate in video and audio calls
- Schedule and facilitate effective meetings
- Hosting a meeting and setting an agenda
- How to manage meeting parameters, interact with participants and share your screen