Microsoft Teams

This course is designed to get you up and running with Microsoft Teams. You will get all the help you need to get started with Teams, using channels, create live events and customize Microsoft Teams settings.

Course duration

The duration of this course is six hours completed in one day.

Audience and prerequisites

This course is suitable for everyone who wants to work with Microsoft Teams and who at least know how to use a smartphone, computer, tablet, the internet and the Office-Suite applications.

Summary

Teams: roles and capabilities

Personal settings and managing notifications

Teams

- o Posts, tips and tricks, etiquette
- o Files
- o Use wiki (yes/no)
- o Insert and manage tabs
- o Manage a Team
- o Manage tags
- o Link to SharePoint

Channels

- o Manage channels
- o General channels
- o How to organize channels effectively
- o Communication in a channel

Calendar

- o How to use the calendar
- o Meetings in a channel
- o Start a live event

Chat

- o How does it work
- o How do you save a Team chat
- o Create, edit and delete groups
- o Share your screen in Teams

Activity

- o Explore the activity feed in Teams
- o Manage and use the activity feed

Live events

- o Roles and capabilities
- o Schedule a Teams live event
- o Live event as producer
- o Live event as presenter
- o Join a live event in Teams

Help and support

Slash commands and shortcuts

Add apps in Teams

Teams admin centre