

The Essentials of Microsoft Teams (Online Training)



Designed for:

Aimed at participants who wish to learn the essential features of Microsoft Teams. This online course provides participants with a demonstration of the topics listed in the learning objectives below.

Teaching Approach:

This online session gives the participants a direct demonstration of the key features of Microsoft teams.

Requirements:

Those attending should have Microsoft Teams installed on their computer. No previous experience of Microsoft teams is required.

Course Material:

No material is necessary during the session. How-to guides, links to online help, and other demonstration videos will be distributed and made available after the session is completed.

Duration:

This online training session is 30 minutes in duration.

Microsoft Teams Learning Objectives:

1 - GETTING STARTED WITH MICROSOFT TEAMS

- What is Microsoft Teams?
- Launching Microsoft Teams
- The Microsoft Teams Interface

2 - USING CHANNELS

- About Channels
- Viewing Channels
- Marking a Channel as a Favourite
- Following and Unfollowing a Channel

3 - POSTING MESSAGES

- Posting a Message
- Expanding the Compose Box
- Identifying New Messages
- Replying to a Message
- Using Mentions
- Deleting a Message

4 - MANAGING FILES IN A CHANNEL

- Viewing Posted Files
- Creating a New File
- Uploading a File

5 - USING THE WIKI

- Viewing the Wiki
- Creating Wiki Content
- Creating Sections
- Navigating Through the Wiki

6 - USING CHAT

- Starting a Chat
- Replying to a Chat Message
- Adding Other Users to the Chat
- Scheduling a Meeting from a Chat Message
- Starting Audio or Video Calls

7 - MEETINGS

- Joining a Meeting
- Viewing Files

8 - MANAGING YOUR PROFILE

- Updating Your Profile Picture
- Changing Your Status

9 - RESOURCES

- Using the Help Center
- Finding Resources

