

The Next Steps With Microsoft Teams (Online Training)



Designed for:

Aimed at participants who have used the basic features of Teams and wish to look at more features that are available within the application. 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 further features of Microsoft teams.

Requirements:

Those attending should have Microsoft Teams installed on their computer. Previous usage of Microsoft teams is required to a basic level.

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 – MOVING FORWARD WITH MICROSOFT TEAMS

- What is Microsoft Teams?
- Launching Microsoft Teams
- Creating a New Team (If you have permissions to do so)
- Adding Members to Your Team

2 - USING CHANNELS

- Creating a Channel
- Marking a Channel as a Favourite
- Following and Unfollowing a Channel

3 - POSTING MESSAGES

- Using Mentions
- Editing a Message
- Adding Files to a Message
- Deleting a Message
- Using Announcements

4 - MANAGING FILES IN A CHANNEL

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

5 - USING THE WIKI

- Creating Wiki Content
- Creating Sections
- Creating Pages
- 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 - MANAGING MEETINGS

- Creating a Meeting
- Using Notes View
- Using the Whiteboard
- Editing a Meeting
- Cancelling a Meeting
- Blurring the Background

8 - MANAGING YOUR TEAMS PROFILE

- Updating Your Profile Picture
- Changing Your Status

9 - RESOURCES

- Using the Help Center
- Finding Resources

