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Learning Style: On Demand

Technology: Microsoft

Difficulty: Beginner

Course Duration: 2 Hours

Teams

About this Course:

Microsoft Teams is a collaborative environment that allows you to bring your colleagues, content, and conversations together, all in one place, with real-time collaboration.

Course Objectives:

- Learn how to create teams in order to group, manage, and communicate with your colleagues. Make content readily available by adding channels for different projects or topics. Then, add tabs for easy access to files, so you and your team members can seamlessly collaborate across multiple documents.

Audience:

- Microsoft Teams is for business employees who want to change the way they work with the best communication and collaboration tools.

Course Outline:

- Introduction
- What is Teams?
- Web App vs Desktop App
- Creating and Adding Team Members
- Creating Channels
- Managing Channels
- Chat
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- Collaborating
- Meetings
- Video Calls
- Integration with Other Apps
- Activity and Feed
- Search
- Settings and Notifications
- Conclusion