MICROSOFT TEAMS

Discover how to use Microsoft Teams to keep in touch with team members. This live online session will show you how to stay connected and communicate with colleagues.

ODYSSEY TRAINING™

An **SGS** Company

3 HOUR

Expected outcomes

- Understand the features of Teams
- Discover how to make a online call, online chat and online meeting
- Learn what is a discussion channel
- Learn how to collaborate file sharing via Teams app

Prerequisites

Participants will need to be familiar with Microsoft Windows and basic Windows techniques such as opening, closing and saving files.

A working computer with a microphone and speaker installed. No software needs to be installed before training session however, we require an up-to-date web browser. For the best experience we recommend downloading the latest Google Chrome browser.

Why use Teams?
- Email vs Teams
- Why email isn't optimal for internal communications
- What is Teams?
- Benefits of Teams over Email
- Disadvantages of Teams
- Understanding Groups

Getting Started
- Signing in to Microsoft Teams
- Sign in via browser
- First time log in to Office 365
- Download the Desktop App
- Download the Mobile App
- Sign in to Desktop App
- Sign in to Mobile App
- The Microsoft Teams screen
- The sidebar

Creating a Team
- Adding members to your Team
- Use an existing Office 365 group in Teams
- Create another Team
- Notification of a Team
- Managing Team members
- Add members
- Modify or remove members
- Guests

Posting in channels
- Posting best practices
- Replying to posts
- @ mentions
- Emoji's, Gifs, Stickers
- Formatting a post
- File attachments
- Editing a post
- Responding to a post

Working with Channels
- Channel Tabs
- Working with Planner in a Channel Tab
- Adding a task to a plan
- Adding a bucket
- Create and Manage Private Channels
- Channel Settings

Working with files in Teams
- Posting an attachment
- Working with attachments
- Uploading files
- Opening files in the App
- Creating new documents from within Teams
- Multiple editors in a file
- Working with a file's version history
- Getting channel email

Private Chat
- Starting a chat
- Receiving private chats
- Accessing an attachment

Calendar Meetings/ Calls in Teams
- Scheduling a Meeting
- Accepting a Meeting
- Join a meeting
- Meeting options
- Sharing your screen
- Give and take control of shared content
- Take control
- Recording the meeting
- Blurring the background
- Leaving a meeting
- Making Calls

Team Settings and Management
- Logging out of Microsoft Teams
- Microsoft Teams mobile app
- Setting Options
- Change your status
- Change settings

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