

Collaborating with Microsoft Office 365 Teams

Length: 1 Day

Summary: This course is an intermediate course that builds on the foundational knowledge of the Microsoft® Office 365® online apps and takes a deeper look at the other apps beyond Microsoft Word, Excel®, and PowerPoint®. This course introduces the Teams app, which can be used to collaborate on shared files and conduct online meetings.

COURSE CONTENT

Topic A: Navigate the Teams Interface

- Microsoft Teams
- The Teams User Interface
- How to Navigate in the Teams App
- Navigating in a Team

Topic B: Create a Team

- New Team Creation
- Team Roles
- Channel Tabs
- How to Create Teams
- Creating a Team
- Adding Content to Team Channel Tabs

Topic C: Meet in Microsoft Teams

- Meetings in Microsoft Teams
- Teams Meeting Window
- Starting and Joining an Impromptu Meeting
- Meeting Details
- Meetings Tabs
- How to Schedule and Join Meetings
- Scheduling and Joining a Meeting in Teams