

Configuring Microsoft Teams for the Desktop

Length: 1 Day

Summary: This course is an introduction to Microsoft® Office 365™ with Teams™ in a cloud-based environment. Using the Office 365 suite of productivity apps, users can easily communicate and collaborate together through Microsoft® Teams™ messaging and meeting functionality.

Audience: This course is intended for business users and knowledge workers in a variety of roles and fields who have competence in a desktop-based installation of the Microsoft Office 2010, 2013, or 2016 edition of the Microsoft Office productivity suite, and who are now extending Microsoft Office to a collaborative cloud-based Office 365 environment.

COURSE CONTENT

LESSON 1: CONFIGURING TEAMS

Topic A: Configure Teams

- Team Organization
- Team Creation
- Team Access
- Team Configuration Defaults
- Team Roles
- Team Management
- Team Settings
- Connectors
- How to Configure Teams
- Creating and Configuring Teams

Topic B: Configure Channels

- Channel Organization
- Channel Workflow
- Channel Creation
- Channel Configuration and Sharing Options
- How to Configure Channels
- Creating and Configuring Channels

Topic C: Configure Tabs

- Tabs
- Default Channel Tabs
- Default Private Conversation Tabs
- Files as Tabs
- Apps as Tabs
- Websites as Tabs
- Custom Tabs
- How to Configure Tabs
- Adding and Configuring Tabs