

Microsoft Teams

Length: 1/2 Day

Summary: To help students understand the purpose and uses of MS Teams, acquaint them with the interface, and explain how to use the various tools available.

COURSE CONTENT

- What is Microsoft Teams?
- Exploring the Teams Interface
- Chat
- Create Contacts and Contact Groups
- Working with Files
- Meetings
 - Schedule a Meeting
 - Edit a scheduled Meeting
 - Joining a Meeting
 - Exploring the Meeting Interface
 - The Meeting Panes and Control buttons
 - Recording a Meeting
- Calls (If Enabled)
- Teams & Creating a Team
 - Why Use a Team?
 - Add Team Members & Manage a Team
 - Using Team Chat and @Mentions
 - Sharing Files
 - Add Channels
- Planner
 - Adding the Planner Tab
 - Creating a Task
 - Editing a Task
 - Marking a Task Complete
 - Buckets
 - Charts
 - Other Views
- Practice, Practice, Practice!