

Microsoft 365 Teams Fundamentals

Duration: 1 Day Course Code: M365TMF

Overview:

Microsoft Teams is a dedicated hub that brings together the people, conversations, content and tools your team needs to collaborate and achieve more. Microsoft Teams allows you to readily communicate and make quick decisions in real time. With Teams, you can initiate a private or group chat, share files and co-author content. You can also host on-line meetings with people inside or outside your organisation and you can make and transfer calls. All this communication can be done across devices, in the office or on the go!

Target Audience:

This course is an introduction to Teams and is designed to assist existing Office 365 users who are looking to gain an understanding of the functionality available in Teams within Microsoft 365.

Objectives:

- By actively participating in this course, you will learn about the following:
- Understand and create your first Teams and Channels.
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- Change settings within a Team.
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- Use Chat in Microsoft Teams.
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- Search for Messages, People or Files.
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- Add an App to Teams.
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- Schedule a meeting and call into a meeting.
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- Explore permissions and privacy options.
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- Take meeting notes in Teams.
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- Use additional functions in a Team Meeting.

Prerequisites:

It is assumed that delegates are already familiar with the main features of Microsoft Office and Microsoft 365 and they are comfortable working in that environment. They should have previously attended the [Microsoft 365 Introduction to Web Apps course](#) or have equivalent knowledge and experience.

Software Requirements for Virtual Classroom

Delegates will need to have an Office 365 subscription with access to Microsoft Teams (desktop app) and the main Microsoft Office suite of applications (Word/Excel/PowerPoint etc).

This course is not suitable for MAC users.

Content:

Getting Started with Teams	Create a Channel in a Team	Play and share a meeting recording in Teams
Sign in to Teams		
	View Channel activity in Teams	Share a link to a meeting recording with others
Pick a Team and channel		
	Use commands in Teams	Permissions and Privacy in Microsoft Stream
Find and join a Team		Video permissions
	Chat in Microsoft Teams	
Add a member	Start a one-on-one Chat	Group permissions
Best Practices for Organising Teams in Microsoft Teams	Start a group Chat	Channel permissions
Create your first Teams and Channels		
Create a Team from scratch	Remove people from a group Chat	Edit the transcript of a meeting recording in Teams
Create a Team from an existing Team	Start a Channel conversation in Teams	Taking Meeting Notes in Teams
Create a Team from an existing Group	Search for Messages, People or Files	Before the meeting
	Add an App to Teams	
	Meeting and Calls	During the meeting
Add people to a Team		
	Schedule a meeting in Teams	After the meeting
Add a Team Owner		
	Invite people to a meeting in Teams	
		Additional Functions in a Teams Meeting

Change Team settings	See all your meetings in Teams	Multitasking
Change Team picture	Join a meeting in Teams	Audio settings
Re-order the Teams List	Participate in a meeting from the Teams mobile app	Participant settings
Hide Teams	Call into a meeting in Teams	Bypass the lobby
Use @mentions	Record a meeting in Teams	Use Microsoft Whiteboard
What is a Channel in Microsoft Teams?		Appendix A - Participate in a Teams Meeting on Surface Hub
Channel best practices	Record a meeting or a group call	

Further Information:

For More information, or to book your course, please call us on Head Office 01189 123456 / Northern Office 0113 242 5931

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