Microsoft Teams for End Users (55300)

Course Outline (4 Hours)

Module 1: Collaborating with Teams

Topics

- Joining a Team
- Team permissions
- Guest permissions
- Channels
- Private channels
- Channel posts
- Channel announcements
- Channel notifications
- Manage a channel
- Email a channel
- Tabs

Lab : Collaboration with Teams

- Add a channel to a Team
- Add a private channel
- Have a conversation with the Team
- Respond to a conversation

Module 2: Meetings in Teams

Topics

- Scheduling meetings
- Schedule a meeting from Outlook
- Schedule a meeting from within Teams

- Adding a meeting to a channel
- Options during a meeting
- Who can present in a meeting?
- Recording a meeting

Lab : Meetings in Teams

- Schedule a meeting in Teams
- Join a meeting
- Take notes during a meeting

Module 3: Working with files

Topics

- Files in Teams
- Adding files to a channel
- Chat about a file
- Co-authoring
- Moving or copy files
- Sharing files
- Share an individual file
- Share a folder of files
- Sync files
- Check out files
- SharePoint document library tab
- OneDrive in Teams

Lab : Working with files

- Create a new document
- Have a conversation about a file
- Share documents with someone outside your Team

Module 4: Team settings and add-ins

Topics

- Manage notifications
- Priority access for do not disturb
- Immersive reader
- Calls
- Manage a Team
- Members
- Channels
- Settings
- Apps
- Analytics
- Archiving a Team
- Restore an archived Team

Lab : Teams settings and add-ins

- Change notification settings
- Add new members to your Team
- Archive the Team

Module 5: Microsoft Teams and Apps integration

Topics

- Microsoft Planner
- Microsoft To-Do
- Microsoft Forms
- Microsoft Power BI
- Microsoft Power Automate
- Microsoft Stream
- Viva Engage
- MS Word Online
- MS PowerPoint Online
- MS Excel Online
- Microsoft One Note
- Microsoft SharePoint