

# Microsoft Teams 2 Hours

## Table of Content

### Module 1: Introduction to Teams

- Ways to use Teams
- Navigating Microsoft Teams
- Creating a New Team

### Module 2: Collaboration with Teams

- Joining a team
- Team Permissions
- Manage a Team
- Channels
- Private Channels
- Email a Channel
- Additional options in a Channel
- Channel Tabs

### Module 3: Chat within Teams

- Changing your status
- Peer to peer chat
- Audio & Video Call

### Module 4: Meetings in Teams

- Scheduling meetings
- Accepting external guests to a meeting
- Meetings in a channel
- Join a Teams meeting
- Recording a meeting

### Module 5: Working with Files

- Moving Files
- Sharing Files
- Sync Files