

Microsoft Teams in 4 Hours

Course Duration: 4 Hours (0.5 Day)

Overview

The "Microsoft Teams in 4 Hours" course is an efficient and comprehensive training designed to help learners master Microsoft Teams, a powerful collaboration and communication platform. Ideal for those looking to conduct using Microsoft Teams for Virtual training or to enhance their proficiency with advanced Microsoft Teams features, this course provides a step-by-step guide to make the most out of Teams. Structured into five modules, participants will start with the basics, learning different ways to use Teams, navigating the interface, and creating a new team. The course progresses into collaboration, covering Team management, channels, and their functionalities. Chat features including Status changes and calls are explained, ensuring clear communication. Meetings are demystified, from scheduling to recording. Finally, Working with files is made easy with lessons on moving, sharing, and syncing files. Upon completion, learners will be empowered to leverage Teams for efficient workflow and communication.

Audience Profile

Koenig Solutions' "Microsoft Teams in 4 Hours" course is tailored for professionals seeking efficient team collaboration and communication skills.

- Remote and hybrid workers
- Project managers
- Team leaders and supervisors
- IT support staff
- Administrative staff
- HR professionals coordinating dispersed teams
- Sales and marketing teams
- Corporate trainers and educators
- Customer support teams
- Professionals involved in cross-functional projects
- Business analysts and consultants
- Anyone looking to enhance productivity with Microsoft Teams

Course Syllabus

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

Module 6: Introduction to Viva Sales

- Introduction To Viva Sales
- Enabling Viva Sales through Outlook
- Adding Viva Sales in Teams Application
- Understanding the Summary of Teams Meeting through Viva Sales