

Microsoft Teams for Business Users

This course is designed to help you master Microsoft Teams, the key communications tool in the suite of Microsoft 365 productivity apps. Microsoft Teams enables individuals and organizations to chat, share ideas, collaborate on files, and essentially, work together. You can use Teams to have a quick chat with a colleague, participate in a virtual meeting, make an online call, and share files and resources. The Microsoft Teams app is available in three versions: a desktop app, a web app, and a mobile app. Once you are familiar with the Teams desktop app, you can easily transfer that knowledge and work in the web and mobile apps to take advantage of connecting through Teams wherever your work takes you.

Course Objectives:

In this course, you will use Microsoft Teams to communicate and collaborate with your colleagues.

You will:

- Send messages to colleagues using Teams.
- Call and meet with people in Teams.
- Lead a meeting.
- Configure your Teams environment.
- Share files and app content.
- Create and configure Teams.

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Module 1 - Messaging Colleagues Using Teams

- Navigate in Teams.
- Chat with Contacts.
- Post in Team Channels.

Module 2 - Calling and Meeting in Teams

- Call People in Teams
- Meet in Teams

Module 3 - Leading Meetings in Teams

- Conduct Presentations.
- Manage Meetings.

Module 4 -Configuring Your Teams Environment

- Configure General Application Settings.
- Configure Notifications and Privacy Settings.
- Configure Call and Device Settings.

Module 5 - Sharing Files and App Content in Teams

- Share Files.
- Add Apps and Connectors.

Module 6 - Creating and Configuring Teams

- Create and Manage a Team.
- Create and Configure Channels.
- Add and Configure Channel Tabs.