

Microsoft Teams for End Users

Course Duration: 6 Hours

Module 1: An Introduction to Teams

Lessons

- Overview: Teams Components/ Use cases/ When to use
 - Trillian vs Teams
 - Overview of Teams and Channels
 - Overview of OneDrive and SharePoint

Module 2: Teams Collaboration – Deep Dive

Lessons

- Channels - Purpose
 - General
 - Private
 - Standard – Maybe cover Shared Channel
 - Channel Posts
 - @Mentions
 - Announcements
 - Notifications
 - Email a Channel
 - Tabs

Lab 2

- How to start a post and announcement
- Using @mentions and tags
- Managing notification
- Mail a Channel

Module 3: Chat within Teams

Lessons

- Change Status
- Pop out chats
- Organizing Chats
- Teams people app
- PSTN dialing vs VOIP calling
- Managing a Call
 - Add additional participants

Lab 3

- Start a 1:1 Chat
- Convert it into a Group Chat
- Rename Chat

Module 4: Working with Files

Lessons

- Files in Teams
 - Creating Folders
- Adding files to a channel
- Creating new files
- Uploading files
- Chat about a file
- Co-authoring
- Moving or copying files
- Sharing files
- Share an individual file
- Share a folder of files
- Check out files

Lab 4

- Add files to a channel
- Share files outside the Team
- Upload a file to the channel

Module 5: Meeting in Teams

Lessons

- Meeting options from Outlook
- Schedule meetings from within Teams
- Adding a meeting to a channel
- Options during meetings
- Record Meetings
 - Share Meetings
- Who can present in meetings?
- Benefits of saving a meeting to a channel
- Apps in meetings (Polls)
- Setting up breakout rooms

Lab 5

1. Using apps in meetings (Polls)
2. Record and retrieve meetings