

MS Teams: Channels, Meetings & Viva Sales

Learn to collaborate in Microsoft Teams using channels, chat, meetings and files, and connect Viva Sales for meeting summaries.

4 Hours

DURATION

6

MODULES

26

TOPICS

COURSE OVERVIEW

This course covers the fundamentals of Microsoft Teams, including navigating the interface and creating a new team. It then addresses collaboration features such as joining teams, managing permissions, and working with channels, followed by chat, audio and video calling. Meeting scheduling, external guest access and recording are covered, along with moving, sharing and syncing files. The course closes with Viva Sales, covering its setup in Outlook and Teams and its use for summarising Teams meetings.

WHO THIS COURSE IS FOR

Team Members

Team Owners

Meeting Organisers

Sales Representatives

Collaboration Users

LEARNING OBJECTIVES

- Identify the ways to use and navigate Microsoft Teams
- Create and manage a new team and its channels
- Configure team permissions and private channels
- Apply chat features including status changes and peer-to-peer messaging
- Conduct audio and video calls within Teams
- Schedule meetings and admit external guests
- Record meetings held within a channel
- Manage moving, sharing and syncing files

6 Modules, 26 Topics

01

Introduction to Teams

TOPICS

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

02

Collaboration with Teams

TOPICS

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

03

Chat within Teams

TOPICS

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

04

Meetings in Teams

TOPICS

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

05

Working with Files

TOPICS

Moving Files · Sharing Files · Sync Files

06

Introduction to Viva Sales

TOPICS

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

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

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