

KOENIG SOLUTIONS • COURSE OUTLINE

Microsoft Teams in 4 Hours

Learn to navigate Microsoft Teams, manage channels and chats, run meetings, work with files and use Viva Sales.

4 Hours

DURATION

6

MODULES

26

TOPICS

0.5 days

COURSE 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.

WHO THIS COURSE IS FOR

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

What You Will Learn

- Identify different ways to use Microsoft Teams
- Navigate the Teams interface and create a new team
- Manage teams, permissions and channels
- Apply channel options such as tabs and email a channel
- Explain status changes, peer to peer chat and calls
- Plan and schedule meetings, including external guests
- Describe recording and joining a Teams meeting
- Apply methods to move, share and sync files

COURSE SYLLABUS

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.

FLEXIBLE DELIVERY

Learn the Way That Suits You

Classroom Training

Live Online Classes (ILO)

Fly-Me-A-Trainer (FMAT)

Flexi (Self-Paced)

1-on-1 Training

Ready to Get Started?

Talk to a learning advisor about schedules, group training and customised delivery.

Visit koenig-solutions.com

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