

MICROSOFT 365 TEAMS

COURSE SCHEDULE – 1 DAY

Overview of MS Teams

- What is Microsoft Teams?
- The Teams Interface

Creating and Managing Teams

- How to create a Team / Join & Favorite a Team
- Adding / Leaving a Team
- Public or Private
- Getting Links to a Teams
- Creating a Team from existing Themes
- Team Management
- Adding Members / Owners
- Member / Guest Permissions
- Profile Management
- Team Picture

Chat

- Starting Chats & Status Indicators
- Formatting chats
- About the Activity Threads
- Group & Private Chats
- Message All
- How to add people & Guests
- Emojis, Memes, Stickers & @
- Meetings and Chats

Channels

- How to Create and Manage
- Favorites & Follows
- Channel Connectors
- Email to Channel
- Get Links to Channels
- Adding Tabs & Uploading Files
- How to Use Tab Files

Settings

- Your Account Settings
- Choosing notification Settings

Conversations

- About Conversations
- Tagging Options / Using Like
- How to use Saved Messages
- Marking conversations as Unread
- On-demand Meetings

Groups

- Creating Groups
- Creating Teams for an existing Groups
- Group & Team Conversations
- Group Planner
- Group Calendar

Find Features

- Find Chats, Files & People
- Your Activity Feed
- Feed Filtering
- Search Commands

Storing and Managing Files

- Your Activity Feed
- Feed Filtering
- Search Commands

Communication Features

- Using Video & Phone Audio
- Meetings & Conference Calls
- Scheduling and Joining Meetings
- Inviting people to Meetings
- Adding people to Meetings
- Recording the meeting
- Sharing your Desktop
- Teams on Cell Phone Apps
- Sharepoint & One Note in Teams

Add Ins

- Available Apps
- Bots
- Connectors



Name of Course	Description	No of Days	MS Teams	Cost per Delegate	Delegate: Your Premises	Cost per Delegate at Sankin
Office 365 Teams	All aspects of the MS Teams Interface, including add ins, communication features, calendar, chats, settings, files and conversations.	1		1100	1200	1300

