

Microsoft Teams – Collaboration

Course Code : SSA4022

Duration : 3 hours

Format : Virtual

Overview

With Microsoft Teams on your PC or mobile device, you can pull together a team, securely share and co-author files and customise Teams by adding Notes and Apps. This 3-hour course is designed to assist users to gain an understanding of the Teams and Channels functionality available in Microsoft Teams.

Course Objective

By the end of this course, users should be comfortable collaborating in Teams and Channels in Microsoft Teams.

Course Content

Lesson 1: Getting Started with Microsoft Teams

- What is Microsoft Teams?
- Launching Microsoft Teams
- Navigating the Microsoft Teams Interface
- Getting Help with Microsoft Teams

Lesson 2: Working with Teams and Channels

- Selecting a Team and Channel
- Joining a Team
- Leaving a Team
- Starting a Conversation
- Replying to a Conversation
- Accessing Files in a Channel
- Creating a Team from Scratch
- Creating a Team from an existing Microsoft 365 Group or Team
- Adding Members to a Team
- Adding a Channel to a Team
- Customising and Managing your Team
- Deleting a Team

Lesson 3: Working with Files

- Uploading Files
- Creating New Files
- Editing and Collaborating on Files
- Sharing Files
- Opening in SharePoint

Lesson 4: Exploring Apps

- Adding a Tab to a Channel
- Adding Tasks by Planner and To Do

Prerequisites

It is assumed that delegates on this course are familiar with Microsoft Windows and Microsoft Office.

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- Adding a OneNote Notebook