



Microsoft Teams Training – Level 1 Course Contents - Duration: 0.5 Days

What we will learn:

Teams and Channels

- Creating a Team and Channels
- Member vs Owner
- Adding members
- Adding guests
- Edit, leave or delete a Team
- Pinning to top bar

Communicating with others

- Conversations vs Chat
- Send and Reply to private messages
- Send and Reply to Team conversations
- Edit and Delete messages
- Sending attachments
- Saving and Liking messages
- Emojis, GIFs and Stickers
- Mentioning specific people
- Making and Receiving calls
- Video and Audio calls

Working with Files

- Working with attached files
- Creating new files
- Opening existing files
- Organising team files
- Sharing and Co-authoring

Meetings

- Scheduling a meeting
- Accepting a meeting
- Joining and Leaving a meeting
- The meeting interface

Managing Teams

- Teams vs SharePoint
- Working with tabs
- Adding Connectors
- Adding bots to a Team