

Microsoft Teams Training

GoSkills online course syllabus

Friday, September 18, 2020

Skill level	Lessons	Accredited by
Beginner	22	CPD
Pre-requisites	Video duration	Estimated study time
None	2h 03m	11h for all materials
Instructor		
Brett Hill		

Getting Started

- ### 1 What is Microsoft Teams and When to Use It?

Why did Microsoft build Teams? Email is great for many types of communications but when teams collaborate on projects, other features are very helpful. Teams incorporates features like teams chat, online meetings, and document sharing to provide a collaboration service for company projects, departments, or even for social purposes.
- ### 2 Creating a Microsoft 365 Trial Account

As a Teams user, you do not need to have your own Microsoft 365 service to work with, but for us to "play" with Teams, we need a safe environment for you to use where you have full control of the settings. In this lesson, you'll learn how to acquire a free Microsoft 365 Trial account for Microsoft 365 Business Standard and create a 2nd users for use in the class.

Getting Familiar with Teams

- ### 3 Exploring Teams

In this lesson, we'll install the Teams client and take a tour of the Teams interface and capabilities.
- ### 4 Customizing Teams Look and Feel

Learn how to add your profile picture and customize other features to suit your personal preferences - and why that is important.

Working with Teams, Channels, and Chat

- ### 5 Joining a Team

See what it's like to receive an Invitation to join a Team and what happens during the process.

6 Using Teams, Chat, and Mentions

Explore how to post messages to a channel including formatting messages and adding files. Also, learn how to use @mentions and see how notifications work in real time.

7 Teams Private Chat

Conversations in Teams can be seen by the entire team, but what if you want to have a private chat? Learn how to start a new private chat, add people to the chat, and quickly transition to an online voice or video call. In addition, you'll see how to control your online status as well as this 'pro tip': how to add a status message to let others know important information about your availability or travel plans.

Working with Documents in Teams

8 Posting and Sharing Documents in Teams

Learn how to upload documents to Teams using Teams chat and the Files tab. Also, you'll see how to synchronize Teams files with your desktop and how Teams helps you avoid version conflicts. You'll see how you can edit documents in the browser or in Microsoft Office and how to obtain a URL to share with anyone who can access the Teams files.

9 Co-Authoring Documents in Real Time

A great feature of Teams is the ability to have multiple people working on the same document at the same time. Also, you'll learn how to restore a previous version of a document as well as check-out documents so others can't edit them. This lesson shows you to work with documents in Teams with ease.

Online Meetings in Teams

10 Joining and Participating in a Teams Meeting

What is the end-to-end experience of a user that you invite to a Teams meeting? You'll see the full experience in this lesson including learning how to use the options available to participants such as controlling video, video background, private chat, raising your hand and other choices.

11 Scheduling Teams Meetings

Scheduling a Teams meeting is easy using the Teams Calendar app. This lesson reviews how to create a Teams meeting and includes some best practices for using the meeting form.

12 Running Teams Meetings

The person that creates a Teams meeting is the Team Meeting Organizer and has special and rights and abilities such as determining who can present. Presenters have additional rights in a meeting as well. In this lesson, you'll see how to set up the meeting to control the lobby, admit people in the lobby, elevate attendees to have presenter rights, and remove participants from the meeting.

13 Sharing and Remote Control in Teams Meetings

Presenters in a Teams meeting have a number of choices on how to present content in the meeting. This lesson shows you how to share a desktop, window, or PowerPoint deck when presenting. You'll see how to give control of a desktop to another user as well as best practices for presenting a slide deck using Presenter View in PowerPoint.

14 Meeting Notes and Recording Teams Meetings

Teams has built-in note-taking and recording features. In this lesson you'll see how to prepare a shared agenda for a team meeting and update those notes during the meeting. Recording a meeting is easy and makes it possible for any team member to review the meeting and meeting notes after the fact. This helps others keep up to date when they can't attend live sessions as well as ramp-up new people quickly.

15 Channel Meetings

In this lesson, we'll discuss how members of a channel within Teams can participate in team meetings and how you can ensure they see event invites and post-meeting notes.

Working with Teams in Microsoft Outlook

16 Working with Teams in Outlook

Office integration with Teams includes several features built into Outlook. Teams and Outlook work together to help improve team collaboration and improve productivity. In this lesson, we'll look at Teams integration with both Outlook and Outlook online including scheduling team meetings, emailing to a channel, and sending a Teams post to any email address.

Making Calls from Teams

17 Calling with Teams

Teams makes it easy to connect with others using voice over IP or dialing a phone number when a calling plan is enabled. In this lesson, you'll see how to start a call from a contact card, find a user in your contacts list, view and listen to voicemails, add others to a call, place a call on hold or transfer a call, and view your call history.

Teams Mobile

18 Using the Teams Mobile Client

Explore staying connected while on-the-go with the Teams mobile client. Its features allow you to browse teams, chat, and receive activity notifications from Teams. In this lesson, you'll see how to navigate the mobile client, use features unique to the mobile experience, and adjust important settings for the best experience.

Team Owners and Administrators

19 Creating Teams and Channels

In this lesson, we'll discuss how to create Teams and Team Channels for your needs. Learn the difference between private and public channels, and how to control channel settings.

20 Adding Cloud Storage to Teams

Sharing files is an important part of many team activities. This lesson covers how to add personal file stores to teams and the difference between files hosted in Teams and other services.

21 Adding Applications to Teams

Microsoft allows you to extend Teams by adding Tabs that open to applications outside of Teams. You can create easy to access documents for Word, Excel, or Onenote or interact with services like MailChimp, Adobe Sign, or Salesforce. This lesson reviews adding applications to tabs, the kinds of activities they can do, and common practices.

22 Teams Administration Overview

Teams administrators have a special responsibility to set up Teams so it works for the entire company. In this lesson, we'll review Teams administration, pointing out special features along the way.

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