

Microsoft Teams Training

GoSkills online course syllabus

Thursday, May 1, 2025

Skill level

Beginner

Lessons

45

Accredited by

CPD

Pre-requisites

None

Versions supported

Microsoft 365

Video duration

3h 58m

Estimated study time

12h for all materials

Instructor

Deborah Ashby

Introduction to Teams

1

Course Introduction

What is Microsoft Teams and why is it useful? An introduction to Teams, the structure of the course and the instructor.

2

Full Version vs Free Version

Understand the difference between the full version of Teams available through a Microsoft 365 subscription and the free version of Teams.

3

Overview of the Teams Dashboard

Open Teams and get familiar with the dashboard, layout, menus and commands.

4

Use Teams as a Guest

Learn how to use Teams even if you don't have an account.

Create, Join and Manage Teams

5

Create a Team and Add Members

Learn about different team types, create a new Team, and add members from within your organization.

6

Join an Existing Team

Learn how to join an existing public or private team.

7

Manage Teams and Members

Manage your teams and team members.

Conversations

-
- 8 **Create and Manage Team Channels**
Create channels within a team and manage the channels and channel members.
 - 9 **Post and Receive Messages**
Post and receive messages within team channels.
 - 10 **Target Messages using @mentions**
Use @mentions to target messages towards specific people.
 - 11 **Edit and Delete Messages**
Learn how to edit messages and delete sent messages and draft messages.
 - 12 **Bookmark and React to Messages**
Post reactions to messages and bookmark important messages to review later.
 - 13 **Add Images, Emojis, and Gifs to Messages**
Give messages personality by adding images, emojis, and gifs.
 - 14 **Format and Send a Private Message**
Have a private conversation with a specific person or multiple people by sending a private message.
 - 15 **Set a Status and Message**
Let team members know your availability by setting a status and a status message.
 - 16 **Post Announcements to Multiple Channels**
Post important messages as announcements across multiple channels.
 - 17 **Loop Components**
Send content in chat that everyone can edit and collaborate on.
 - 18 **Target Groups with Tags**
Target messages towards groups of people using Tags.
 - 19 **Leave, Hide, Delete or Archive a Team**
Learn how to leave a team, hide a team, delete a team, and archive a team.

Share and Collaborate on Documents

20 Create, Upload and Share Documents
Create files, upload files, and share files with team members via the Teams channel or Files tab.

21 Co-author Documents in Real-Time
Harness the power of Teams in Microsoft 365 to work with multiple people on documents in real-time.

Video and Audio Meetings and Calls

22 Initiate a Video or Audio Call On-Demand
Start a video or audio call on-demand using 'Meet Now' in a teams channel or from the calendar.

23 Add and Manage Meeting Participants
Add and manage additional participants to a call that's already in progress.

24 Join a Meeting or Call
Learn how to join a meeting or call.

25 Share Content in a Meeting
Share files, your desktop, and an application window with meeting participants and pass control of the mouse.

26 Schedule a Meeting
Schedule a meeting in advance using the Teams calendar.

27 Use the Whiteboard for Brainstorming
Use the whiteboard to brainstorm ideas and collaborate with team members.

28 Record a Meeting or Call
Record a meeting or call so participants can review after the meeting has finished.

29 Manage Lobby Settings
Manage lobby settings and control how and when participants can enter a meeting.

30 Background Effects
Maintain privacy by adding a background or blur effect to disguise your environment.

- 31** **Together Mode**
Feeling a bit disconnected from your team? Try working in Together Mode and enjoy the experience of virtual face-to-face contact.
- 32** **Meeting Notes**
Create shared meeting notes before or after the meeting commences.
- 33** **Breakout Rooms - Part 1**
Facilitate group work by creating breakout rooms and assigning participants to each room.
- 34** **Breakout Rooms - Part 2**
Manage breakout rooms by opening, closing, and sending announcements as needed.
- 35** **Make and Receive Calls**
Use Teams to make and receive calls.
- 36** **Recap Meeting**
Find all materials related to a meeting such as the recording, meeting notes, attendance report, and transcript in one place.

Additional Features

- 37** **Share Information Using the Wiki Tab**
Share additional information with team members by creating a Wiki tab.
- 38** **Extend Teams with Apps and Custom Tabs**
Extend what your teams can do by adding apps and creating custom channel tabs.
- 39** **Teams and Outlook Integration**
Create and join Teams meetings without leaving your Outlook inbox and calendar.

Search in Teams

- 40** **Search and Filter for Messages, People and Files**
Search for keywords and phrases across conversations, people, and files and apply filters to refine search results.
- 41** **The Command Bar and Quick Commands**
Use Quick Commands to execute common tasks in Teams.

Settings

42 Adjust User Settings

Explore your user settings and customize your Teams experience.

43 Notification Settings

Review notification settings and adjust to prevent a bombardment of pop-ups.

Teams Mobile App

44 Work with the Teams Mobile App

Download and use the Teams mobile app to stay connected when on-the-go.

Conclusion

45 Course Close

Course close and instructor goodbye.

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