Microsoft Teams for End Users

Course Outline

1 - GETTING STARTED WITH MICROSOFT TEAMS

The Microsoft Teams Interface, Desktop and Mobile Apps

2 - USING CHANNELS

Viewing, Creating and Following a Channel

3 - POSTING MESSAGES

Create, Edit and Delete Messages

4 - GETTING HELP WITH MICROSOFT TEAMS

Using the Help Center, New Features and Shortcuts in Teams

5 - MANAGING MESSAGES

Marking, Liking and Saving Messages

6 - DOING MORE WITH MESSAGES

Mentions, Announcements and searing in Teams

7 - MANAGING FILES IN A CHANNEL

Managing Files and Cloud Storage in a Channel

8 - USING THE WIKI

Creating, Navigating Through the Wiki

Accessing Section & Page Options

9 - USING CHAT

Working with Chat Messages and Chat Features

Scheduling a Meeting, Start Calls and Manage in Chat

10 - MANAGING MEETINGS

Schedule, Edit, Join and Cancel a Meeting

11 - MANAGING FILES IN TEAMS

Manage, View and Add Files

12 - CUSTOMIZING CHANNELS

Edit and Manage the Email Address and Link

Accessing the Team's SharePoint Page

13 - ADDING TABS TO A CHANNEL

Add, Rename, Remove and Use Tab Conversations

14 - ADDING CONNECTORS TO A CHANNEL

Adding, Changing and Removing Connector Accounts and Settings

15 - MANAGING YOUR TEAMS PROFILE

Update and Change Your Profile Picture, Status and Settings

16 - MANAGING TEAMS

Edit, Access and Manage Team Settings, Members and Channels

17 - ADDING APPS AND BOTS

Installing, Using, Managing and Removing Store Apps