

Microsoft Office 365 - Introduction to Teams

½ - 1 Day Course

Overview

Office 365 is Microsoft's cloud based subscription service. This course will educate users in the basics of using Office 365 and its MS Teams services and covers the role of Teams, Channels, Chat, File management, Meetings and Settings.

The topics can be changed to suit sessions within Office 365 training – please refer to the [Office 365 End User](#) course outline.

Audience

Users working with Office 365.

Course Objectives

By the end of the course, delegates will be able to:

- Create and Manage a Team's user base
- Work with Channels, Groups and Chats
- Communicate with colleagues via chat, audio and video meetings
- Manage file storage and collaborate on documents
- Manage settings and integrate with SharePoint and other Apps



Prerequisites

Delegates should be familiar with Microsoft Office, Office 365 and Windows.

Course Contents (1 day)

MS Teams Overview

- What is Teams?
- Accessing Teams and the Start Screen

Creating/Managing

- Creating a Team
 - Public v Private
 - Join/Favorite a Team
 - Adding/Reordering/Leaving Teams
 - Get link to a team
 - Creating a Team from an Existing Team
 - Themes
- Team Management
 - Adding Members/Owners
 - Member/Guest Permissions
 - Profile Management
 - Team picture
 - Create/Manage Tags

Channels

- Creating/Managing/Viewing a Channel
- Private channels
- Favorites/Follow
- Get a link to a channel

- Adding & Managing Tabs
 - Adding Uploaded Excel File to a Tab
 - Interacting with Tabbed File

Chat

- Chats Vs Conversations (Posts) - differences
- Start a Chat
- 1-1, Group and Private chat
- Message the whole Team
- Add people to a Chat (inc. Guests)
- Screen sharing
- Formatting and Emojis, Memes, Stickers
- @mentions
- Mute/Hide Chats
- Converting Chats to Meetings
- Status indicators

Conversations (posts)

- Conversation Thread
- Tag a Person, Channel, Team
- Like/Save/View messages
- Mark as unread
- Starting an On-Demand Meeting via Conversations
- Activity Feeds

Searching

- Find Chats, Files, People
- Using filters
- My Activity feed
- Search Commands/Modifiers

File Storage and Management

- Upload/Download files
- File Move/Copy/Rename
- Sharing files
- Make the File a tab
- Real time collaboration
- Delete/Recover a file
- Syncing

Video Meetings and Audio Calls

- Video/Phone settings
- Meetings/Conference Calls
 - Scheduling and Joining Meetings
 - Inviting & Adding people to meetings
 - Adding guests
 - Meet Now instant meetings
- Meeting options and controls
- Meeting tools – Whiteboard, Recording, Taking notes
- Share Desktop
- Using a OneNote notebook

Settings

- User Account settings
- Notification settings
- Team/Channel Analytics
- Archive/Restore a Team

Team Owner Options

- Adding Members/Owners
- Permissions – Owner, Member, Guest
- Change Team settings
- Privacy settings
- Profile management
- Code generation and Link creation
- Renew/Delete a Team
- Guest Invite process

Integration

- Review and Add available Apps
- App notifications to a Channel
- Integrate Bots e.g add Flow & Who Bot
- Connectors – Facebook/Twitter

Optional Topics

Teams and SharePoint

- Group site vs Team site
- Add Group calendar
- Team document library
- Additional SharePoint libraries/lists Pages

O365 Interaction

- Teams, SharePoint, OneDrive Interaction
- 365 Groups and Teams

Course Materials

Enliten IT will provide each delegate with a workbook and other useful reference materials where applicable. These may be either paper based or in Adobe pdf format or a combination thereof.

Note: We only offer Teams and Office 365 courses on a private in-house basis.