

Workplace Training - Microsoft Teams

Course Overview - 1-day course

The centerpiece of Office 365

This course focuses on Microsoft Teams as the centerpiece of Microsoft's Office 365 suite of products and solutions. Organisations transitioning from Skype for Business, migrating to Office 365 or looking to increase adoption and improve productivity in Office 365 will benefit from this one-day course.

The objectives of the course are to introduce Teams in order to communicate and collaborate with colleagues. It then explores more intermediate and advanced concepts to help users proficiently gain the most from their day-to-day usage of Teams.

The course touches on several integrated products in Office 365 that work together with Teams. As an alternative, our series of Office 365 public and workplace courses explore more of these associated products so the benefits of Office 365 can be better realized.

Detailed Content

Introduction

- Course Objectives
- How this manual is organised

About Office 365

- What is Office 365
- Suite of Apps
- Office 365 Subscriptions
- Power Platform
- Office 365 in the workplace

Microsoft Teams

- Access Microsoft Teams
- Access web version
- Download Desktop Version
- Mobile Version

Create a Team

- Private vs public teams
- Add Team Members
- Add Team Owners
- Create Channels
- Add a Website Tab

Conversations

- Private chat v group chat
- Channel Conversations
- Mention a team
- Mention a person
- Mention a channel
- Like a message
- Save a message
- View saved messages
- Mark message as unread

Private Chat

- One-on-one chat
- Group private chat

Activities Feed

- Review activities in Teams
- Filter feed
- My Activity Feed
- Follow a channel
- Favourite a channel

File Management

- Understanding file storage
- Team files
- Create a file
- Upload files
- Find files
- Chat about files
- Editing files
- Make the file a tab
- Private chat files
- Additional cloud storage
- Quick access to recent files

Calendar Management

- Create a meeting
- Managed Scheduled events

Calls

- Video calls
- Audio calls
- Conference calls
- Share Desktop

Search

- Search Teams
- Search commands

Integrate apps

- Personal view
- Integration types
- Channel tabs

Teams & O365 Groups

- Create a Group
- Create a Team for an existing group
- Group conversation vs conversation in Teams
- Group Calendar
- Group Notebook (OneNote)
- Group Planner
- Group Site
- Delete a Group

Teams and SharePoint

- Group site vs Team site
- Team document library
- Additional SharePoint libraries/lists Pages
- Delete the Team

Managing a Team

- Re-Introduction to Microsoft Teams
- Create a new Team
- Manage a team
- Managing Team Members
- Pending requests to join a team
- Types of Team Members
- Team Owners
- Team Members
- Guests in Teams
- Limitations for Guests
- Restricting Guests via Administration
- Settings for a Team
- Team picture

Workplace Training - Microsoft Teams

- Uploading a Team Picture
- Member permissions
- Default permissions
- Guest permissions
- @mention settings
- Turn off @mentions
- Fun stuff
- Emojis
- Stickers
- Animated GIFs
- How a Team code works
- Reset a code
- Remove a code
- Using a Team Code
- Archive your team
- Read only archived team
- Restore an archived team

Working with Teams

- Get a link to a team
- Launch teams app or browser
- Get a link to a channel
- Links for non-team members
- Email to the channel
- Send a message via Email
- Reply within Teams to a message generated via Email
- Remove a channel's Email address
- Keyboard shortcuts
- Status in Teams
- Modify your Status
- Reset the Status
- Personal settings
- Priority people when Do Not Disturb is set

Teams Apps

- Apps in Microsoft Teams
- Tab Apps
- Personal, Chat and Channel Tab Apps
- View a personal Tab
- Wiki untangled
- Wiki in a channel
- Personal Wiki
- Wiki elsewhere in O365
- Bot Apps
- Bot App as a Personal App
- Access the Who Bot
- Bot App as a Chat
- Access Who from a Chat
- Bot App in a Team Channel
- Using the MS Forms Channel Bot
- Creating a quick poll with the Forms Bot
- Connector Apps
- Adding a Connector App
- Connecting to a 3rd party app

- Actions in Connectors
- Modifying a Connector
- Specifying different conditions for the Connector
- Remove a Connector
- Messaging Apps
- Adding a Messaging App
- Removing an App from a Team
- Collaborating with the Wiki App
- Using @mentions in Wiki
- View Conversation and Activity of the @mention
- Collaborating with Files
- Conversation on a File
- Collaborating with Office documents
- Comments in an Office Doc
- Conversations in an Office Doc
- Chat in an Office Doc

Teams - Adaptive Cards

- Types of Teams Apps
- What are Adaptive Cards
- Uses for Adaptive Cards in Teams
- Structure of an Adaptive Card
- Templates in Adaptive Cards
- A basic Adaptive Card sample
- Modify the sample Adaptive Card JSON
- Populate an Adaptive Card with data from the Flow
- Adaptive Card Schema
- Text Formatting a Card
- Adaptive Card Designer
- Create an Adaptive Card in designer
- Test run the new card with Power Automate
- Add dynamic fields to the custom card
- Modify the card in designer with fields intact
- Adding inputs to the trigger
- Extended Topic – Actions on an Adaptive card
- Action buttons on cards
- Action on elements
- Adding actions to a card
- Other types of card elements
- At mentions in cards (alternative)