Course Overview – Half-day course

The centerpiece of Office 365

Do you need to get your team ready for remote working? This course focuses on Microsoft Teams as the centerpiece of Microsoft's Office 365 suite of products and solutions.

The objective of the course is to introduce Teams to enable colleagues to communicate and collaborate regardless of their physical locations. Online connectivity and collaboration are now critical priorities across the globe. Efficiency in using collaborative tools such as Teams will determine how effectively organizations can continue to work in a remote environment.

This course focuses on Teams. Our series of Office 365 public and workplace courses explore more of applications, so the benefits of Office 365 can be fully realized. We can customize content to suit your organizational needs.

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

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