

Virtual Class - Using MS Office 365 Teams to Conduct Meetings and Collaborate

Learn how to use Teams with Office 365 to create customisable, chat-based team workspaces for information, file sharing and collaboration on team projects and events.

Other courses you may be interested in

Eager to learn more?
We recommend:
Getting Started with
MS Office 365

Snapshot

- **Duration:** 90 minutes
- **Category:** Office 365
- **Platform:** Adobe Connect
- **Level:** Beginner
- **Pre-requisites:** Basic familiarity with Windows applications
- **Version:** Office 365 for Business

Learning Outcomes

- Understand Teams
- Create a team
- Add members
- Contribute to conversations
- Understand Virtual Meetings
- Share and Edit Files Together

Course Content

- Understanding Teams Environment
- Navigating Teams
- Creating a Team and its Channels
- Adding Members and Owners
- Using Team Chat
- Understanding Virtual Meetings
- Understanding File Sharing and Collaboration

