

# Microsoft Teams Introduction

This course will introduce you to Microsoft Teams, a platform that combines workplace chat, meetings, notes, and attachments. The service integrates with the Office 365 subscription office productivity suite, including Microsoft Office and Skype. You will learn how to use MS Teams to share ideas and information and collaborate and communicate with work colleagues.

## Snapshot

Duration: 1 day

Version: MS Teams for Office 365

Target Audience: This course is suitable for new users of MS Teams

Prerequisites: Basic familiarity with Microsoft Windows applications

## Learning Outcomes

At the end of this program you will be able to:

- Understand what Microsoft Teams is
- Create teams and navigate the team homepage
- Understand how to start and engage in chat
- Work with teams
- Manage teams
- Schedule and participate in meetings and calls
- Understand how to use the Microsoft Teams mobile app

## Course Content

### Microsoft Teams

- What Is Microsoft Teams
- Signing in to Microsoft Teams
- The Microsoft Teams Screen
- Navigating With the Sidebar
- The Settings Menu
- Notifications Settings
- Downloading the Desktop App
- Logging Out of Microsoft Teams

## Creating Teams

- Creating a Team
- Adding Members to Your Team
- The Team Area
- The Conversations Tab
- The Files Tab
- Understanding the Wiki Tab

## Conversations

- Understanding T-Bot Chat
- Understanding Private Chat
- Sending Private Messages
- Replying to Private Messages
- Team Chat
- Emojis, GIFs and Stickers
- Replying to Messages in Team Chat
- Sending Attachments
- Working With Received Files
- Saving and Liking Messages
- Mentioning People
- Editing and Deleting Messages

## Working With Teams

- Opening Existing Team Files
- Creating New Team Files
- Organising Team Files
- Sharing Files
- SharePoint and Microsoft Teams
- Working With Tabs
- Adding Channels to a Team
- Adding Bots to a Team
- Understanding Connectors

## Managing Teams

- Team Settings
- Changing the Team Picture
- Editing a Team
- Leaving a Team
- Deleting a Team

## Meetings

- Scheduling a Meeting
- Accepting a Meeting
- The Meeting Window
- Joining and Leaving a Meeting Online
- Making and Receiving Calls

## Microsoft Teams Mobile App

- Working With Activity
- Working With Chat
- Working With Teams
- Working With the More Menu