

Office 365: Teams

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.

Snapshot

Duration: 90 minute

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