



Team Collaboration with Microsoft Teams

Duration: 3 Hours

Course Objective:

The course would introduce Microsoft Teams as a tool for team collaboration. With Microsoft Teams, users can create a team and invite teammates joining the team to collaborate, chat, have online meetings, and file & app sharing.

Training Contents:

1. Overview of Microsoft Teams

- Create your first teams and channels
- Onboard early adopters to Microsoft Teams
- Monitor usage and feedback
- Choose a path to your organization-wide rollout of Microsoft Teams

2. Chat, Teams, Channels and Apps

- Chat deployment prerequisites
- Overview of teams and channels
- Assign team owners and members
- Overview of dynamic membership for teams
- Best practices for organizing teams
- Create an org-wide team in Microsoft Teams
- Manage discovery of private teams
- Sharing files in Microsoft Teams
- Manage messaging policies in Teams
- User presence in Teams
- Archive or delete a team

3. Meetings & Conferencing in Microsoft Teams

- Plan your deployment
- Manage meeting policies
- Manage meeting settings
- Emails sent to users when their settings change
- Enable users to record their name when they join a meeting
- Turn on or off entry and exit announcements for meetings
- Configure desktop sharing
- Teams cloud meeting recording
- Use the Teams Meeting add-in in Outlook
- Set up the Call me feature for your users

4. Audio Conferencing in Microsoft Teams

- Plan your deployment
- Audio Conferencing in Office 365
- Audio Conferencing common questions