

**Microsoft Teams**

**Category:**

Computers

**Course Prerequisite:**

None

**Course Length:**

3 hours

**Materials:**

Included

**Cancellation Policy:**

Less than 30 days, 100% non-refundable with ability to reschedule within 60 days

**Minimum Number of Students:**

4

**Maximum Number of Students:**

15

**Delivery:**vILT or cILT  
(virtual or classroom)

**Description:**

In this course, students will learn how to navigate Microsoft Teams.

**Core Competencies & Benefits:**

·     What is Microsoft Teams?

·     How is Microsoft Teams Useful?

·     Online, Desktop and Mobile Versions

·     The Interface

·     Availability & Your Profile

·     Teams

Creating & Adding Teams

Team Settings

Adding and Removing Members

Security

Joining Suggested Teams

Communicating to Members

·     Channels

Creating & Adding Channels

Channel Settings

Bots, Apps, & Connectors

Sending and Receiving Communications/Emails

Saving Messages In a Channel (Formerly Known As Bookmarks)

·     Marking Messages as Read/Unread

·     @Mentions

·     Chats

·     Meetings

·     Working with Files

·     Wikis

·     Adding Tabs

·     Adding A Word Document to a Tab

·     Adding A Website to a Tab

·     Adding OneNote to a Tab

·     Staying Up to Date with Your Team

·     The Activity Tab

·     Frequently Asked Questions (FAQs)

·     The Command Box

·     Accessing Teams on Other Devices

·     Security on Teams

·     Accessing Help

·     Microsoft Teams Shortcut Keys