How to Manage Microsoft Teams

Modality: On Demand

Duration: 1 Hour

About this Course:

Collaboration tools have never been more important, as the practice of Working from Anywhere (WFA) and Working from Home (WFA) is widely being adopted across multiple industries. To make this a smooth experience, one of the options is Microsoft Teams.

Microsoft Teams brings many benefits, such as virtual meetings, document collaboration and team communications – but the speed at which companies are having to adopt it can bring significant IT challenges. Without enough time to assess, plan and implement – IT teams are having to quickly administer Teams without the right foundations and strategy in place.

This micro-training will guide you from the very basics, What Microsoft teams is, how to install it, use it for daily activities, and what are the current price plans (there is also a Free version in place).

Audience:

- IT Admins
- End-users of Microsoft teams

Course Outline:

- What is Microsoft Team
- Downloading and Installing MS Team
- Team User Interface
- Overview of Conversations
- Overview of Channel and Overview of meetings