How to use Microsoft Teams

Modality: On Demand

Duration: 2 Hours

About this Course:

Microsoft Teams is your hub for teamwork, which brings together everything a team needs: chat and threaded conversations, meetings & video conferencing, calling, content collaboration with the power of Microsoft 365 applications, and the ability to create and integrate apps and workflows that your business relies on. You can easily move between your work and personal account to stay organized throughout the day. Whether you're sprinting towards a deadline or helping your kids with their homework, Teams can help you achieve more.

This training will start's with the assumption that you are using teams for the very first time and will guide you from the very basics. By the end, you will be able to use Microsoft Teams, to undertake most of the tasks involved in a regular day at work.

Audience:

- People using Microsoft Teams for the very time

Prerequisites:

There are no prequisites for this course.

Course Outline:

This Course outline includes:

- Module 01 : Introduction to Microsoft Teams
- Module 02 : Create a Teams and Set up Channels
- Module 03 : Start Chats and Calls
- Module 04 : Upload and Find Files
- Module 05 : Create Calendar Events
- Module 06 : Explore App and Tools
- Module 07 : Manage Your Activity Feed
- Module 08 : Teams on the Go