

Microsoft Teams (Desktop and Browser)

Course Length: 3 hours

Course Cost \$140.00 + applicable taxes

Overview

This course is designed to help you get started with Microsoft® Teams®, the key communications tool in the suite of Microsoft® 365® productivity apps. Microsoft Teams enables individuals and organizations to chat, share ideas, collaborate on files, and essentially, work together. You can use Teams to have a quick chat with a colleague, participate in a virtual meeting, make an online call, and share files and resources. The Microsoft Teams app is available in three versions: a desktop app, a web app, and a mobile app. Once you are familiar with the Teams desktop app, you can easily transfer that knowledge and work in the web and mobile apps to take advantage of connecting through Teams wherever your work takes you.

Course Objectives

- In this course, you will use Microsoft Teams to communicate and collaborate with your colleagues. You will:
- Send messages to colleagues using Teams.
- Collaborate with people in Teams.
- Configure your Teams environment.

Course Content

Lesson 1: Messaging Colleagues Using Teams

Topic A: Navigate in Teams

Topic B: Chat with Contacts

Topic C: Post in Team Channels



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Lesson 2: Collaborating in Teams

Topic A: Call People in Teams

Topic B: Meet in Teams

Topic C: Share Files

Lesson 3: Configuring Your Teams Environment

Topic A: Configure General Application Settings

Topic B: Configure Notifications and Privacy Settings

Topic C: Configure Call and Device Settings