

Microsoft 365 - Teams Online modules

90 minute sessions

Overview

Microsoft 365 is Microsoft's cloud based subscription service. These sessions will educate users in the basics of using Microsoft 365 and its MS Teams services and covers the role of Teams, Channels, Chat, File management, Meetings and Settings.

Audience

Users working with Microsoft 365.



Course Objectives

By the end of these four sessions, delegates will be able to:

- Create and Manage a Team's user base
- Work with Channels and Chat to colleagues
- Communicate with colleagues via chat, audio and video meetings
- Manage file storage and collaborate on documents
- Manage settings and integrate with SharePoint and other Apps.



Prerequisites

Delegates should be familiar with Microsoft Office, Microsoft 365 and Windows.

Course Contents (4 x 90 min sessions)

Basics and Chat

Overview

- What is Teams?
- Benefits of using Teams
- Accessing Teams
- The screen
- Different areas

Settings

- User Account and Notification settings

Viewing Activity

Find Content

- Find Chats, Files, People
- Use Filters
- My Activity feed
- Search Modifiers

Chat

- Start a Chat
- Group and Private Chats
- Add people to a chat (Inc. guests)
- Message the whole team
- Formatting and Emojis, memes, stickers
- @mentions
- Attaching files & Saving
- Mute/Hide chats
- Status indicators
- Share a screen

Using Teams

Creating/Managing Teams

- A Team
 - Channels
 - Tabs
 - Posts
 - Wiki
 - Instant Meetings
 - Team Members
 - Tags
- Difference between Chats and Conversations (Posts)
- Creating Teams
 - Public v Private
 - Join/Favourite a Team
 - Adding/Reordering/Leaving Teams
 - Get link to a team
 - Creating a Team from an Existing Team

Channels

- Creating/Managing/Viewing a Channel
- Private channels
- Favourites/Follow
- Show Channel information
- Adding & Managing Tabs
 - Adding Uploaded Excel File to a Tab
 - Interacting with Tabbed File

Conversations

- With Person/Team/Channel
- Conversation Thread
- Tag a Person, Channel, Team
- Like/Save/View a message
- Mark as unread

File Storage and Management

- Upload/Download Files
- File Move/Copy/Rename
- Sharing files
- Real time collaboration
- Make the File a tab
- Delete/Recover a file
- Syncing

Video Meetings & Audio Calls

- Video/Phone Audio Settings
- Scheduling & Joining a Meeting
 - Calendar
 - Via Outlook
 - Channel Meetings
- Meeting Options and Controls
- Inviting & Adding People (inc. guests) to a Meeting
- Meeting Participants and Conversations
- Different Types of Meetings e.g. Meet now meeting
- Sharing Desktop
- Meeting tools: Whiteboard, Recording, Taking notes
- Using a OneNote Notebook

Settings and O365 Integration

- Team Management Options
 - Adding Members/Owners
 - Owner/Member/Guest Permissions
 - Profile Management
 - Team picture
 - Create/Manage Tags
- Renew/Delete a Team
- Change Team settings
 - Privacy settings
- Code generation and Link creation
- Guest invite process

Analytics

- Team/Channel Analytics

Apps

- Add Apps
- App Notifications to a Channel

Archiving

- Archive/Restore a Team

Integration

- Integrate Bots
- Connectors – Facebook/Twitter

Teams and SharePoint

- Group site vs Team site
- Add Group calendar
- Team Document Library
- Additional SharePoint libraries/lists Pages

Teams, SharePoint, OneDrive Interaction

Microsoft 365 Groups and Teams - a discussion

Course Materials

Enliten IT will provide each delegate with a workbook and other useful reference materials where applicable. These may be either paper based or in Adobe pdf format or a combination thereof.

Note: We only offer Teams and Microsoft 365 courses on a private in-house basis.