Course Outline

Collaborating with Microsoft Teams for the Desktop

Course Summary

Description

This course is an introduction to Microsoft Office 365 with Teams in a cloud-based environment. Using the Office 365 suite of productivity apps, users can easily communicate and collaborate together through Microsoft Teams messaging and meeting functionality.

Topics

- Overview of Microsoft Teams
- Converse and Share in Teams
- Call and Meet in Teams
- Collaborate with Office 365 Apps and Teams

Audience

This course is intended for business users and knowledge workers in a variety of roles and fields who have competence in a desktop-based installation of the Microsoft Office 2010, 2013, or 2016 edition of the Microsoft Office productivity suite, and who are now extending Microsoft Office to a collaborative cloud-based Office 365 environment.

Prerequisites

This course is intended for business users and knowledge workers in a variety of roles and fields who have competence in a desktop-based installation of the Microsoft Office 2010, 2013, or 2016 edition of the Microsoft Office productivity suite, and who are now extending Microsoft Office to a collaborative cloud-based Office 365 environment.

Duration

One day

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I. Overview of Microsoft Teams
- A. Teams App
- B. Teams
- C. Channels and Tabs
- D. Conversations
- E. Calls and Meetings
- F. Collaboration with Office 365 Apps
- G. Teams Mobile
- H. Assessing Microsoft Teams

II. Converse and Share in Teams
- A. Conversations in Teams
- B. Post Creation
- C. @mentions
- D. Save Options
- E. File Discovery and Sharing
- F. Profile
- G. Settings
- H. Notifications
- I. Activity Feed
- J. Follow and Favorite
- K. How to Converse and Share in Teams
- L. Configuring Your Teams Profile
- M. Conversing and Sharing in Teams

III. Call and Meet in Teams
- A. Calling in Teams
- B. Meet Now
- C. Meeting Scheduling
- D. Call and Meeting Controls
- E. Persistent Meeting History
- F. Call and Meeting Management Tools
- G. Working While Meeting
- H. How to Call and Meet in Teams
- I. Initiating a Call in Teams
- J. Meeting in Teams
- K. Scheduling a Meeting in Teams

IV. Collaborate with Office 365 Apps and Teams
- A. Co-author Documents in Teams
- B. Email Integration
- C. Command Box
- D. @mention and App Access from the Command Box
- E. Search
- F. How to Collaborate in Teams
- G. Collaborating with Office 365 and Teams
- H. Working with the Teams Command Box

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