

Collaborating with Microsoft Office 365 Teams

Course Summary

Description

This course builds on the foundational knowledge of the Microsoft Office 365 online apps and takes a deeper look at the other apps beyond Microsoft Word, Excel, and PowerPoint. This course introduces the Teams app, which can be used to collaborate on shared files and conduct online meetings.

Objectives

After taking this course, students will be able to:

Topics

- Collaborating with Microsoft Teams

Audience

This course is designed for knowledge workers in a variety of professional situations and fields who have been introduced to the Office 365 online productivity apps and want to explore and use them to collaborate, communicate, and share resources with members of their organizations.

Duration

One Day

Collaborating with Microsoft Office 365 Teams

Course Outline

- I. *Collaborating with Microsoft Teams*
 - A. Navigate the Teams Interface
 1. Microsoft Teams
 2. The Teams User Interface
 3. How to Navigate in the Teams App
 4. Navigating in a Team
 - B. Create a Team
 1. New Team Creation
 2. Team Roles
 3. Channel Tabs
 4. How to Create Teams
 5. Creating a Team
 6. Adding Content to Team Channel Tabs
 - C. Meet in Microsoft Teams
 1. Meetings in Microsoft Teams
 2. Teams Meeting Window
 3. Starting and Joining an Impromptu Meeting
 4. Meeting Details
 5. Meetings Tabs
 6. How to Schedule and Join Meetings
 7. Scheduling and Joining a Meeting in Teams