

## Microsoft Teams – 3 Hour Session

**About:** Meet the hub for teamwork in Office 365. Teams is a workspace for real-time collaboration and communication, meetings, file, and app sharing.

### At course completion

- ✓ Create a Team
- ✓ Create and Manage Channels
- ✓ Starting Meetings
- ✓ Work with Tabs
- ✓ Manage Conversations
- ✓ Collaborate on Files

### Outline:

#### CHAT

- ✓ Individual
- ✓ Contacts
- ✓ Adding Contacts
- ✓ Creating Contact Groups
- ✓ Calling/Sharing Screen Directly
- ✓ How to call an individual user
- ✓ Sharing Screen
- ✓ Adding Users to an Individual Chat
- ✓ Group Chat
- ✓ Viewing Chat History
- ✓ Saving Messages
- ✓ Accessing Saved Messages
- ✓ Sharing Files in a Conversation

#### CALLS AND MEETINGS

- ✓ Integration with Outlook
- ✓ Scheduling a New Meeting
- ✓ Can either be done within Teams or Outlook
- ✓ In Teams:
  - ✓ Inviting people to the invite
  - ✓ Scheduling assistant
- ✓ In Outlook:
  - ✓ Adding the Teams bridge
- ✓ Call Features
- ✓ In-Call Chat
- ✓ Share Screen
- ✓ Background Blur

- ✓ Recording
- ✓ Closed Captioning
- ✓ Meeting Room System (if applicable)
  - ✓ Proximity beaconing
  - ✓ Content capture (whiteboard)

## MEET NOW

- ✓ Sharing a meeting from a Private Chat
- ✓ Adding Participants
- ✓ Joining a “Meet Now” Meeting

## TEAMS GROUP

- ✓ Create a Team
- ✓ Join a Team
- ✓ Invite People
- ✓ Manage People in a Team
- ✓ Tabs
  - ✓ Adding a Tab
  - ✓ Adding a Tab for Microsoft Office Files
  - ✓ Reordering Tabs
  - ✓ Removing Tabs
- ✓ Conversations Tab:
  - ✓ Each channel has this tab
  - ✓ All conversations in this chat live with the individual channel
  - ✓ Helps organize conversations
  - ✓ @ mentions
  - ✓ Translator
- ✓ Files:
  - ✓ Uploading files
  - ✓ Co-authoring files
- ✓ Adding More Tabs:
  - ✓ Can customize for what is important to the team
- ✓ Teams settings

## CHANNELS

- ✓ Creating a Channel
- ✓ Deleting a Channel
- ✓ Emailing a Channel
- ✓ Adding Connectors
- ✓ Following a Channel
- ✓ Getting a Link
- ✓ Adding Bots

- ✓ Searching

## **COLLABORATION**

- ✓ Attaching Files to a Channel
- ✓ Collaborating on Files in Real Time