Microsoft Teams
Essentials

📅 Duration: 1 day
👥 Ideal Group Size: 6-8 people

Course overview

Delegates will learn the basics of how to navigate and use Microsoft Teams. This course will cover chat, calls and screen sharing which will aid in bringing better communication and collaboration in the workplace.

Topics covered

Fundamentals
- Navigating the application
- Using the search box
- Get help
- Controlling notifications
- Accessing user settings
- Reply and react to messages
- Create a task

Messaging and Chats
- Create and format messages
- Delivery options
- Emojis, stickers and GIFs
- Sending videos
- Tag colleagues
- Chat layout
- Chat settings
- Pin your favourite
- Share to Outlook/Teams
- Creating & managing channels

Making audio and video calls
- Start a call
- Convert chat to call
- Call controls
- Adding participants
- Change device settings
- Call history
- Checking voicemail

User settings and control notifications
- Sharing files
- Searching for files
- Personal apps
- Status
- General Settings
- Configuring notifications
- Add a profile picture
- Live events
- Combining Teams and SharePoint sites
- Restricting access to Teams and documentation

Delivery methodology (Face-to-face or virtual delivery available)

Small groups
Ideally 6-8 delegates to maximise engagement and interaction levels.

One-to-one
We also provide one-to-one 90 minute individual support workshops.

Tailored sessions
Talk to us about designing bespoke workshops for your team!

Futureproof IT Training   info@futureproof-training.co.uk | +44 (O) 1623 4O9 824 | futureproof-training.co.uk