



# Microsoft Teams...

## Collaborate with MS Teams

In this workshop, we will introduce you to MS Teams highly collaborative work environment and discover how to leverage these collaboration tools to maximize your team's productivity.

### Workshop Learning Outcomes

Once you've completed this training, you will:

- Understand the benefits of using MS Teams to work collaboratively with your teams from anywhere and across a variety of devices.
- Streamline communications: make effective use of Teams chat based communication to share information in real time.
- Collaborate on content: share files, meeting notes, track and manage teamwork with tools like Planner and much more.
- Foster teamwork by centralizing team related activities and discussions

### UNIT 1: Getting Started with Microsoft Teams

What is Microsoft Teams?

Understanding the Microsoft Teams Interface

The various in which you can create a new Team

### Unit 2: Using Channels

What are Channels?

Creating and using Channels

Managing Files in a Channel

Customizing Channels by adding Tabs and Connectors

### **UNIT 3: Communicating in Channels**

Posting Messages inside Channels

Working with Messages

Adding files to a Message

Using the chat features

Using Mentions

Using Announcements

Viewing Your Activity

Searching in Teams

### **Unit 4: Working with Tabs & Connectors in a Channel**

Adding, customizing and removing a Tab

Using Tab Conversations

Adding a Connector

Changing Connector Settings

### **UNIT 4: Managing Meetings in Teams**

Using the Calendar Tab

Working with Calendar Views

Scheduling a Meeting

Joining a Meeting

Sharing Information in Meetings

#### **Workshop Formats:**

- Classroom (1 Day) 8:30am – 4:00pm
- Live Webinar (2 two-hour sessions)

\*Includes a detailed learning guide & unlimited email & phone coaching