

**Introduction to Microsoft Teams**

**Course Number:** TELE-108  
**Duration:** 0.5 days

**Overview**

[Microsoft Teams](https://teams.microsoft.com/start) is a popular unified communication and collaboration platform in Office 365. This Introduction to Microsoft Teams training course prepares end-users for immediate and long-term success with MS Teams. Attendees learn how to use teams and channels, persistent workplace chat, file storage, online conference meetings, and application integration including third-party apps.

**Note:** This half-day course can be taught twice in the same day at your site or online.

**Prerequisites**

No prior experience is presumed.

**Materials**

All Microsoft Teams training attendees receive a short reference handout covering the topics in the class.

**Software Needed on Each Student PC**

* A full installation of Microsoft 365, including MS Teams   
  Microsoft Teams is accessed online via [https://teams.microsoft.com](https://teams.microsoft.com/), or via the MS Teams App that will appear as an icon on your desktop.

**Objectives**

* Navigate and use the MS Teams site
* Review Teams features and capabilities using live interactive demonstrations
* View and understand Teams layout
* Create and join a Team and a Channel
* Chat in a Team or Channel
* Conduct private chat conversations
* Upload files to a Channel
* Create, use, and manage Calendar Meetings
* Manage files
* Schedule and join web meetings
* Integrate Teams with SharePoint

**Outline**

* Getting Started with Microsoft Teams
  + What is Microsoft Teams?
  + The Microsoft Teams Interface
  + Joining Public Teams
  + Creating a New Team
  + Adding Members to Your Team
  + Managing Access to Your Team
  + Using Microsoft Teams Desktop and Mobile Apps
* Using Channels
  + About Channels
  + Creating a Channel
  + Channel Notifications
  + Posting Messages
  + Managing Files in a Channel
  + Adding Channel tabs
    - Using OneNote
    - Using Planner
    - Using Other Apps
* Using Chat and Calls
  + Starting a Chat
  + Replying to a Chat Message
  + Using Chat Message Features
  + Starting Audio or Video Calls
* Using Calendar Meetings
  + Creating Meetings in Outlook vs Teams
  + Sending Invitations
  + Managing Meetings
  + Joining Meetings
  + Conducting Meetings
  + Troubleshooting Meetings (Audio/Video Issues)
* Managing Files in Teams
  + Using OneDrive within Teams
  + Viewing Files
  + Managing Files
* SharePoint Integration
  + View and navigate the SharePoint Site
  + Discuss Teams Site vs SharePoint Site
* Conclusion