

**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