

**Microsoft Teams: Working with Teams and Channels**

**Course Number:** TELE-114  
**Duration:** 0.5 days

**Overview**

This live, online Microsoft Teams: Working with Teams and Channels training course teaches attendees how to create and organize an effective Teams Channel as an ongoing space for discussions, meetings, file sharing, task management, and more.

**Prerequisites**

All attendees must have a basic knowledge of Microsoft Teams.

**Materials**

All MS Teams training attendees receive comprehensive courseware.

**Software Needed on Each Student PC**

* A full installation of Microsoft 365 and Microsoft Teams
* Related lab files that Accelebrate will provide
* For classes delivered online, all participants need either dual monitors or a separate device logged into the online session so that they can do their work on one screen and watch the instructor on the other. A separate computer connected to a projector or large screen TV would be another way for students to see the instructor's screen simultaneously with working on their own.

**Objectives**

* Understand and create teams
* Modify team settings and membership
* Organize conversations and meetings within the team
* Share and coauthor files

**Outline**

* Introduction to Teams and Channels
  + Course Introduction
  + Structuring Teams and Channels
* Creating Teams and Channels
  + Creating a New Team
  + Controlling Membership and Permissions
  + Planning and Creating Channels
  + Understanding and Using Private Channels
  + Understanding and Creating Libraries
  + Understanding and Creating Subsites
  + Embedding Connected Elements into Channels
* Communication within Teams
  + Using Channel Conversations
  + Changing Notification Settings
  + Leveraging @ Mentions and Tags
  + Creating Meetings within Channels
  + Capturing Information within Channels
* File Sharing and Coauthoring
  + Using Linked Libraries and Folders
  + Custom Templates
  + Custom Views
  + Sharing Files
  + File Coauthoring and Version History
  + File Integration with Teams Work
* Conclusion