



Microsoft Teams

Course Details

Course Code: INF1726

Duration: 1 day

Notes:

- This course syllabus should be used to determine whether the course is appropriate for the students, based on their current skills and technical training needs.
- Course content, prices, and availability are subject to change without notice.
- Terms and Conditions apply

Elements of this syllabus are subject to change.

About this course

The skills and knowledge acquired in Microsoft Teams are sufficient to be able to use and operate the software effectively.

At Course Completion

After completing this course, students will be able to:

- understand what Microsoft Teams is
- create teams and navigate the team homepage
- understand how to start and engage in chat
- work with teams
- manage teams
- schedule and participate in meetings and calls
- understand how to use the Microsoft Teams mobile app

Prerequisites

Microsoft Teams assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

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Microsoft Teams

- What Is Microsoft Teams
- Signing in to Microsoft Teams
- The Microsoft Teams Screen
- Navigating With the Sidebar
- The Settings Menu
- Notifications Settings
- Downloading the Desktop App
- Logging Out of Microsoft Teams
- Creating Teams
- Accepting a Meeting
- The Meeting Window
- Joining and Leaving a Meeting Online
- Making and Receiving Calls

Microsoft Teams Mobile App

- Working With Activity
- Working With Chat
- Working With Teams
- Working With the More Menu

Creating a Team

- Adding Members to Your Team
- The Team Area
- The Conversations Tab
- The Files Tab
- Understanding the Wiki Tab

Conversations

- Understanding T-Bot Chat
- Understanding Private Chat
- Sending Private Messages
- Replying to Private Messages
- Team Chat
- Emojis, GIFs and Stickers
- Replying to Messages in Team Chat
- Sending Attachments
- Working With Received Files
- Saving and Liking Messages
- Mentioning People
- Editing and Deleting Messages

Working With Teams

- Opening Existing Team Files
- Creating New Team Files
- Organising Team Files
- Sharing Files
- SharePoint and Microsoft Teams
- Working With Tabs
- Adding Channels to a Team
- Adding Bots to a Team
- Understanding Connectors

Managing Teams

- Team Settings
- Changing the Team Picture
- Editing a Team
- Leaving a Team
- Deleting a Team

Meetings

- Scheduling a Meeting