

ADVANCED MICROSOFT TEAMS

COURSE CONTENT OVERVIEW

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 **3 HOURS**

DELIVERY METHOD: FACE TO FACE OR VIRTUAL

WHO IS THIS FOR?

This 3-hour advanced course is designed for experienced Microsoft Teams users, team leaders, and individuals who want to explore and master the advanced features and functionalities of Microsoft Teams.

PRE-REQUISITES

Participants should have a solid understanding of Microsoft Teams fundamentals, including channels, chats, meetings, and file sharing.

COURSE OBJECTIVES

By the end of this 3-hour advanced course, participants will have gained in-depth knowledge of advanced features in Microsoft Teams, empowering them to optimize collaboration, streamline workflows, and leverage the full potential of Microsoft Teams for effective teamwork and communication.

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COURSE CONTENT

Advanced Team and Channel Management

Implementing advanced team settings and configurations.
Managing channels, permissions, and membership efficiently.

Advanced Meetings and Live Events

Configuring advanced meeting options in Teams.
Hosting and managing live events for large audiences.

Advanced File Sharing and Collaboration

Utilising advanced file management and sharing options.
Co-authoring and collaborating on documents with advanced features.

Teams Templates and Governance

Creating and managing Teams templates for consistency.
Implementing governance policies for Teams.

Advanced Messaging and Communication

Utilising advanced messaging features in Teams.
Managing persistent chats and announcements effectively.



COURSE CONTENT

Customizing Teams with Apps and Bots

Exploring and integrating custom apps and bots.
Configuring connectors for automated notifications.

Power Automate Integration

Automating workflows and processes within Teams.
Integrating Power Automate for advanced automation.

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