

ADVANCED MICROSOFT TEAMS

COURSE OUTLINE



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Advanced Microsoft Teams

Course Aims

This three-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. Through guided demonstrations and hands-on practice, participants will master advanced team and channel management, configure advanced meeting options and host live events, leverage advanced file sharing and co-authoring, create Teams templates and apply governance policies, use advanced messaging including persistent chats and announcements, customise Teams with apps, bots and connectors, and integrate Power Automate to automate workflows. By the end of this course, participants will have in-depth knowledge of advanced features in Microsoft Teams, empowering them to optimise collaboration, streamline workflows and leverage the full potential of Teams for effective teamwork and communication.

Duration

3 hours (Face to Face or Virtual)

Target Audience

This three-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.

Learning Outcomes

By the end of the course, participants will be able to:

- Implement advanced team settings, channel permissions and membership
- Configure advanced meeting options and host live events for large audiences
- Use advanced file sharing and collaborate via co-authoring
- Create and manage Teams templates and apply governance policies
- Use advanced messaging features including persistent chats and announcements
- Integrate custom apps, bots and connectors for automated notifications
- Automate workflows and processes by integrating Power Automate

Course Content

Session 1 - Advanced Team and Channel Management

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

Session 2 - Advanced Meetings and Live Events

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

Session 3 - Advanced File Sharing and Collaboration

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

Session 4 - Teams Templates and Governance

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

Session 5 - Advanced Messaging and Communication

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

Session 6 - Customising Teams with Apps and Bots

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

Session 7 - Power Automate Integration

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