

INTRODUCTION TO MICROSOFT TEAMS

COURSE OUTLINE



01428 741 482
capitaltraining.com

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TRAINING

Introduction to Microsoft Teams

Course Aims

This three-hour introductory course gives professionals and team members a foundational understanding of Microsoft Teams. Through guided demonstrations and hands-on practice, participants will learn to navigate the Teams interface, create and manage teams and channels, collaborate on shared documents, schedule and join meetings and calls, and customise notifications and settings to suit their way of working. By the end of the course, participants will have gained a foundational understanding of Microsoft Teams, enabling them to effectively collaborate, communicate, and manage projects within the Teams environment.

Duration

3 hours (Face to Face or Virtual)

Target Audience

This 3-hour introductory course is designed for professionals, team members, and individuals who are new to Microsoft Teams and want to explore its collaboration and communication features

Learning Outcomes

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

- Understand the role of Microsoft Teams in workplace collaboration
- Navigate the Teams interface and layout
- Create new teams and manage members and settings
- Work with channels, including private channels and notifications
- Schedule and join meetings using Teams and Outlook
- Participate in conversations using @mentions and reactions
- Share and collaborate on files in real time within Teams
- Integrate third-party apps and customise Teams with apps and tabs
- Manage notifications and personal preferences for a tailored Teams experience

Course Content

Session 1 - Overview of Microsoft Teams

- Understanding the role of Microsoft Teams in collaboration.
- Exploring key features and capabilities.

Session 2 - Navigating the Teams Interface

- Accessing and navigating Microsoft Teams.
- Understanding the Teams interface and layout.

Session 3 - Channels

- What are channels
- Working with channels
- Setting up channel notifications
- Create a meeting (Outlook)
- Private Channels

Session 4 - Creating and Managing Teams

- Creating new teams for projects and collaboration.
- Adding members and managing team settings.

Session 5 - Channels and Conversations

- Understanding channels and their purpose.
- Participating in conversations and using @mentions.

Session 6 - File Sharing and Collaboration

- Uploading and sharing files within Teams.
- Collaborating on documents in real-time.

Session 7 - Meetings and Calls

- Scheduling and joining meetings in Teams.
- Initiating and receiving calls within Teams.

Session 8 - App Integration in Teams

- Exploring and integrating third-party apps in Teams.
- Customising the Teams experience with apps and tabs.

Session 9 - Notifications and Settings

- Managing notification settings for Teams.
- Customising Teams preferences for a personalised experience.