



Enterprise Computing Solutions - Education Services

TRAINING OFFERING

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Microsoft Teams Workshop for Users

| CODE: | LENGTH: | PRICE: |
|-----------------|-----------------|---------|
| MCS_WSTEAMSUSER | 8 Hours (1 day) | €600.00 |

Description

Office 365 provides organisations with a suite of business applications including the Microsoft Teams App. This online app brings together your team's people, communication and content in a single interface. This 1 day course is aimed at anyone who needs to create and work with the Microsoft Teams app. You may be a Microsoft Team owner required to create and manage a Teams area for colleagues, or someone who will use Teams to work with colleagues.

Programme

LESSON 1

Microsoft Teams App Overview

Accessing and overview of the MS Teams App

LESSON 2

Creating a Microsoft Team

Create the Team

Add Owners and Members

Adding Channels to generate the Team structure

Setting Team options

LESSON 3

Conversations and Meetings in Microsoft Teams

Conversations as chat

Private Chat

Mentions

Meetings

LESSON 4

Adding Content to Teams

Microsoft Office documents

Uploading

Creating and editing in Teams

Moving documents between channels

Including and using other apps

Archiving a Team

LESSON 5

Using the Microsoft Teams Command Bar

Frequently used commands

Session Dates

On request. Please [contact us](#)

Additional Information

[This training is also available as onsite training. Please contact us to find out more.](#)