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.