



Microsoft Teams – Essentials Half Day Course

Introduction

- ◆ Sign into Teams
- ◆ Where do I find Teams?
- ◆ Teams and Channels
- ◆ Starting a new conversation

Channels

- ◆ Create a new Channel
- ◆ Starting a conversation
- ◆ Replying
- ◆ Add fun elements – Emoticons, Gifs and Stickers
- ◆ Add files for sharing
- ◆ Using @ Mentions
- ◆ Adding new tabs

Chat

- ◆ How is Chat different to a Channel.
- ◆ Find Chat
- ◆ Starting a Chat conversation
- ◆ Starting an Audio or Video Call
- ◆ Pin, mute and hide

Meetings

- ◆ Schedule a Teams Meeting in Teams
- ◆ Schedule a Teams Meeting from Outlook
- ◆ Joining a Meeting
- ◆ Sharing your Screen
- ◆ Pin a presenter
- ◆ Mute all
- ◆ Locate meeting history

Teams Extras

- ◆ - Adding a Poll
- ◆ - Sending praise