



## Microsoft Teams – In Depth 1 Day Course

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### Introduction

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

### Working with Teams

- ◆ Creating a Team
- ◆ Adding Members
- ◆ Joining a Team via a Code
- ◆ Adding and working with extra apps
- ◆ Team settings
- ◆ Notification Settings

### 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
- ◆ Private channels
- ◆ Adding a SharePoint tab

### Chat

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

- ◆ Chat pop-out
- ◆ Using @ in chat

### Meetings

- ◆ Schedule a Teams Meeting in Teams
- ◆ Schedule a Teams Meeting from Outlook
- ◆ Joining a Meeting
- ◆ Sharing your Screen
- ◆ Adding meeting notes
- ◆ Downloading a participants list
- ◆ Making someone an attendee
- ◆ Meeting options - i.e. Lobby settings
- ◆ Pin a presenter
- ◆ Mute all
- ◆ Locate meeting history

### Teams & Outlook

- ◆ - Teams and Outlook
- ◆ - Adding a Poll

### Using Tags and @ Tags

- ◆ - Sending praise
- ◆ - @Channels and Teams
- ◆ - Working with Tags

### Other useful features

- ◆ - Using search
- ◆ Using the Save feature
- ◆ Work with listed saved items
- ◆ Work with the command bar
- ◆ Using Shortcuts in Teams