



Microsoft Teams Essentials

Introduction

- What is Teams for?
- Where do I find Teams
- Signing into Teams

Channels

- Create a new Channel
- Starting a conversation
- Replying
- Add fun elements - emotions, 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
- Using Reactions and Hands-up
- Recording the meeting
- Changing your Background
- Using live captions
- Locate meeting history

Teams Extras

- Adding a Poll
- Sending praise

Q&A and wrap up

Our hands-on half-day course is perfect for anyone looking to get to grips with Microsoft Teams and start using it with confidence. Designed to give you all the essential skills, this session will show you how to get the most out of Teams from day one helping you communicate more efficiently, collaborate more effectively and make the most of everything this powerful tool has to offer.

