



Microsoft Teams In-Depth

Introduction

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

Meetings

- Schedule a Teams Meeting in Teams
- Schedule a Teams Meeting from Outlook
- Joining a Meeting
- Pin or spotlight a presenter
- Making someone an attendee
- Mute all
- Using Reactions and Hands-up
- Sharing your Screen
- PowerPoint Live
- Live Captions
- New Video layouts
- Recording your meeting
- Using Transcripts
- Bubble Chat
- Adding meeting notes
- Meeting options & lobby settings
- Creating and using Breakout Rooms
- Adding Polls
- Locate meeting history
- Downloading a participants list

Chat

- Find Chat
- Starting a Chat post
- Starting an Audio or Video Call
- Create a Chat group
- Pin, mute and hide
- Chat pop out
- Add Files
- Using @ in chat
- Loop components

Creating Teams

- Create a Team
- Channels vs Chat
- Adding Members and Owners
- Joining a Team via Code
- Team settings

Channels

- Create a new Channel
- Private Channels
- Starting a post
- Replying
- Reactions
- Using @ Mentions
- Add fun elements - emotions, gifs and stickers
- Add files for sharing
- Working Collaboratively
- Pin a file
- Create a File tab
- Adding a Task tab

Doing more with Teams

- Teams and Outlook
- Creating an Announcement
- @Channels and Teams
- Using Tags
- Sending Praise
- Adding a Poll
- Using Pin

Teams and SharePoint

- SharePoint behind the scenes
- Working with File in Teams
- Working with Files in SharePoint
- Using SharePoint permissions
- SharePoint Libraries
- Adding a SharePoint tab in your Team

Teams Notifications and Settings

- Changing your Current Status
- Changing your General Settings
- Configuring Notifications
- Adding a Profile Picture

Other Useful Features

- Using Search
- Showing all Tasks
- Showing all Files

