

Discover how this chat-based collaboration tool provides global, remote, and dispersed teams (groups) with the ability to work together and share information via a common space. Learn how this persistent chat-based collaboration platform facilitates in document sharing, online meetings, one-on-one and team chat, and many more extremely useful features for business communications. Integrate an arsenal of apps designed for use in the Teams environment.

MICROSOFT TEAMS EXPLAINED

- Best Practices of Using Teams.
- Accessing Teams – Web, Desktop, Or Mobile.

NAVIGATE THE INTERFACE

- Navigation Bar and Desktop Settings.
- Customize Notifications.
- Nav Pane – Show/Hide Teams/Channels.
- Pin Important Channels for Quick Access.

CREATE AND MANAGE YOUR TEAMS

- Create a Team from Existing Team, Or Group.
- Adding Team Members.
- Assign Roles to Members - Owner v Member.
- Managing Team Membership & Permissions.
- Controlling Mentions.
- Manage Channels – Organize by Projects.
- Private Channels – Limit to Subset of People.
- Favorite vs Following.

MANAGE COLLABORATIVE TEAM CONVERSATIONS

- Options for Communicate with Members.
- Save, Like, Or Edit Your Own Messages.
- Use Mentions to Grab Someone’s Attention.

WORKING WITH DOCUMENTS IN TEAMS

- Upload an Existing Document.
- Create A New Document.
- Upload A File into A Conversation.
- Live Co-Author a Document in Teams.
- Conversations to Talk About Documents.
- Share A File with Someone Not on The Team.

INSTALL TEAM APPS, BOTS AND CONNECTORS

- Document Library, OneNote, and Forms.
- Office Apps – Excel, Word, and PowerPoint.
- Website, YouTube, and Planner.
- Twitter, Trello, Wunderlist, and GitHub.

CUSTOMIZE YOUR TEAM ENVIRONMENT

- Make an Important Document A Tab.
- Add A Planner Tab.
- Add A Team Notebook Tab.

MANAGE MEETINGS IN TEAMS

- Start an On-Demand Channel Meeting.
- Sharing Your Desktop.
- Recording a Meeting.
- Adding to Stream, and as a Custom Tab.
- Schedule A Meeting in Teams.
- Schedule A Meeting Using Outlook.

PRIVATE CONVERSATIONS

- One on One Private Chats.
- Working with Messages – Sending, Receiving, Editing, Saving and Deleting Messages.
- Adding Someone to the Conversation.
- Escalate Chat to an Audio Call.

COMMUNICATE OUTSIDE OF YOUR TEAM

- One on One Private Conversations.
- Share A Document with The Participants.
- Customize the Work Area with Tabs.
- Add Someone to The Conversation.
- Escalate the Conversation to An Audio Call.

OTHER KEY FEATURES IN TEAMS

- Understand Your Activity Feed.
- Use Search in Teams.
- Use The / And @ Commands.
- Files and Planner.

WORK WITH ONEDRIVE CLOUD STORAGE

- Navigate the OneDrive interface.
- Store Documents Anytime, Any Device.
- See Documents Shared with You.
- Recover Deleted Documents.
- See Your Team Documents.

WORK WITH YOUR DOCUMENTS

- Upload an Existing Document.
- Create A New Document.
- Sync Your Documents for Access Without an Internet Connection.
- Live Co-Author A Document Online.

MANAGE ACCESS TO YOUR DOCUMENTS

- Review Documents You Have Shared.
- Stop Sharing Your Documents.
- Change Permissions and Share w/ Colleagues.

TEAM ACTIVITY REPORTS

- Generate Activity Reports to See How Users are Using the Teams Environment.
- Use Reports to Decide Where to Prioritize Training and Communication Efforts.
- Learn How to Access Reports Through Global or Teams Service Areas.