

Microsoft Teams

Collaborative Communication

Course Description

We will explore Microsoft Teams and see how this application can transform and simplify your collaborative efforts by reducing email and keeping all team or project information in one place. At the same time learn how to connect this information back to Outlook, the place where you work from each day. Explore the various features that can be added to Teams.

Course Duration: 4 hours

Basic Skills Checklist

The following list summarizes skills that students will be comfortable with after this course.

- Build a Teams site
- Creating Channels with permissions
- Review and add “Apps”
- Review posts
- File structure navigation
 - Searching for files
 - Build folders and files
 - File sharing, expiry, permissions
 - File syncing
 - Open files using web app vs. desktop app
 - File collaboration
 - Checking files in/out
- Review and add tabs to Teams
 - Planner
 - Web URL
 - OneNote
 - Calendar
 - Excel file
- Integrating Teams calendar to Outlook

Course Prerequisites

The course assumes that students are knowledgeable of and comfortable using Outlook.

