

Mastering Microsoft Teams

One Day 8am to 12.30pm | \$295+GST per person | Maximum 4 in the class

So, Microsoft Teams is a Collaboration & Communication app that helps your team stay organised and have conversations, all in one place. The aim of this course is to teach participants how to get the most of Microsoft Teams. This is a comprehensive cover of all the tools and features in Microsoft Teams. A knowledge of Windows is required, and all participants must be competent with a keyboard and mouse.

COURSE CONTENT

CHAPTER 1 COLLABORATION & COMMUNICATION IN THE WORKPLACE

CHAPTER 2 GETTING STARTED WITH MICROSOFT TEAMS

<input type="checkbox"/> THE SCREEN; THE APP BAR, LEFT RAIL, NAV, & TABS	<input type="checkbox"/> THE CANVAS
<input type="checkbox"/> ACTIVITY & CHAT	<input type="checkbox"/> TEAMS & MEETINGS
<input type="checkbox"/> FILES & APPS	<input type="checkbox"/> COMMAND BOX & STATUS

CHAPTER 3 CREATE TEAMS

CHAPTER 4 CREATE CHANNELS

CHAPTER 5 CUSTOMISE AND MANAGE TEAMS

<input type="checkbox"/> ADD PEOPLE TO A TEAM	<input type="checkbox"/> FIND MORE INFORMATION ABOUT A TEAMMATE
<input type="checkbox"/> FAVOURITE OR UNFAVOURITE A TEAM	<input type="checkbox"/> MAKE A PUBLIC TEAM PRIVATE IN TEAMS
<input type="checkbox"/> MAKE SOMEONE A TEAM OWNER	<input type="checkbox"/> REMOVE SOMEONE FROM A TEAM
<input type="checkbox"/> FIND AND JOIN A TEAM	<input type="checkbox"/> CREATE AND USE A LINK TO JOIN A TEAM
<input type="checkbox"/> RENEW A TEAM	<input type="checkbox"/> ADD GUESTS TO A TEAM
<input type="checkbox"/> GUEST CAPABILITIES AND PERMISSIONS	<input type="checkbox"/> LEAVE A TEAM AND DELETE A TEAM
<input type="checkbox"/> ARCHIVE OR RESTORE A TEAM	<input type="checkbox"/> USE TEAMS FROM OUTLOOK OR SHAREPOINT

CHAPTER 6 CUSTOMISE AND MANAGE CHANNELS

<input type="checkbox"/> FAVOURITE OR FOLLOW A CHANNEL	<input type="checkbox"/> AUTO-FAVOURITE CHANNELS
<input type="checkbox"/> DELETE A CHANNEL	<input type="checkbox"/> EDIT A CHANNEL NAME
<input type="checkbox"/> START A CHANNEL CONVERSATION	<input type="checkbox"/> CHECK FOR CHANNEL NOTIFICATIONS
<input type="checkbox"/> WHAT DOES IT MEAN TO BE @MENTIONED?	<input type="checkbox"/> SEND AN EMAIL TO A CHANNEL
<input type="checkbox"/> REPLY TO AN EMAIL IN A CHANNEL	<input type="checkbox"/> VIEW THE ORIGINAL EMAIL

CHAPTER 7 CHAT

<input type="checkbox"/> CHANNEL CONVERSATIONS VERSUS PRIVATE CHAT	<input type="checkbox"/> USE @TEAM AND @CHANNEL MENTIONS
<input type="checkbox"/> START A CHAT AND MUTE A CHAT	<input type="checkbox"/> FORMAT A MESSAGE
<input type="checkbox"/> CODE SNIPPETS	<input type="checkbox"/> ATTACH FILES, EMOJI, GIPHY AND STICKER BUTTONS
<input type="checkbox"/> SEND A FILE OR PICTURE	<input type="checkbox"/> SEND A LINK
<input type="checkbox"/> SEND AN EMOJI, GIF, MEME OR STICKER	<input type="checkbox"/> CUSTOMISE A MEME OR STICKER
<input type="checkbox"/> MARK A MESSAGE AS IMPORTANT	<input type="checkbox"/> EDIT OR DELETE A SENT MESSAGE
<input type="checkbox"/> TRANSLATE A MESSAGE	<input type="checkbox"/> START A GROUP CHAT
<input type="checkbox"/> FAVOURITE OR UNFAVOURITE A CHAT	<input type="checkbox"/> LEAVE A GROUP CHAT AND DELETE A CHAT
<input type="checkbox"/> MARK A MESSAGE AS UNREAD	<input type="checkbox"/> USE CHAT THREADS

CHAPTER 8 MANAGE MESSAGES & ACTIVITY

<input type="checkbox"/> SAVE A MESSAGE	<input type="checkbox"/> SEARCH FOR MESSAGES, PEOPLE, AND FILES
<input type="checkbox"/> YOUR CHAT HISTORY	<input type="checkbox"/> EXPLORE THE ACTIVITY FEED

CHAPTER 9 MEETINGS

<input type="checkbox"/> SCHEDULE A MEETING OR MEET NOW	<input type="checkbox"/> JOIN A TEAM OR A PRIVATE MEETING
<input type="checkbox"/> AUDIO OR VIDEO MEETING	<input type="checkbox"/> SHARE YOUR DESKTOP
<input type="checkbox"/> SHARE POWERPOINT SLIDES IN A MEETING	<input type="checkbox"/> BLUR YOUR BACKGROUND IN A MEETING
<input type="checkbox"/> MULTITASKING IN A TEAMS MEETING	<input type="checkbox"/> RECORD A MEETING
<input type="checkbox"/> SCHEDULE A MEETING FROM OUTLOOK	<input type="checkbox"/> ADD A DIAL-IN NUMBER FOR A MEETING

CHAPTER 10 CALLS

<input type="checkbox"/> CALL A PHONE NUMBER	<input type="checkbox"/> ANSWER A CALL
<input type="checkbox"/> ADD SOMEONE TO A CALL	<input type="checkbox"/> MAKE MULTIPLE CALLS AT ONCE
<input type="checkbox"/> PUT A CALL ON HOLD	<input type="checkbox"/> TRANSFER A CALL
<input type="checkbox"/> CONSULT THEN TRANSFER	<input type="checkbox"/> BLOCK CALLS IN TEAMS
<input type="checkbox"/> SET UP CALL FORWARDING	<input type="checkbox"/> SET UP SIMULTANEOUS RING
<input type="checkbox"/> ADD A DELEGATE FOR CALLS	<input type="checkbox"/> CHECK YOUR VOICEMAIL

CHAPTER 11 FILES

<input type="checkbox"/> EXPLORE THE FILES LIST	<input type="checkbox"/> EDIT, DOWNLOAD AND SHARE A FILE
<input type="checkbox"/> SHARE A FILE WITH SOMEONE OUTSIDE YOUR TEAM	<input type="checkbox"/> MOVE, COPY AND GET A LINK TO A FILE
<input type="checkbox"/> RECOVER DELETED FILES	<input type="checkbox"/> FILE STORAGE AND CLOUD STORAGE

CHAPTER 12 APPS & SERVICES

<input type="checkbox"/> ADD AN APP TO TEAMS	<input type="checkbox"/> CHAT WITH A BOT
<input type="checkbox"/> SHARE CONTENT ON A TAB	<input type="checkbox"/> GET UPDATES FROM A CONNECTOR
<input type="checkbox"/> ADD RICH CONTENT TO YOUR MESSAGES	<input type="checkbox"/> BLOCK OR REMOVE A BOT
<input type="checkbox"/> USING WHO IN TEAMS	<input type="checkbox"/> START A CONVERSATION ABOUT A TAB
<input type="checkbox"/> USE THE ORGANISATION TAB	<input type="checkbox"/> ADD AND USE A PLANNER TAB
<input type="checkbox"/> ADD A POWER BI TAB	<input type="checkbox"/> ADD AND USE A STREAM TAB

CHAPTER 13 SETTINGS & OPTIONS

CHAPTER 14 KEYBOARD SHORTCUTS