



MS Teams Mastery

In this workshop, we will introduce you to MS Teams highly collaborative work environment and discover how to leverage these collaboration tools to maximize your team's productivity.

Workshop Learning Outcomes

Once you've completed this training, you will:

- Understand the benefits of using MS Teams to work collaboratively with your teams from anywhere and across a variety of devices.
- Streamline communications: make effective use of Teams chat based communication to share information in real time.
- Collaborate on content: share files, meeting notes, track and manage teamwork with tools like Planner and much more.
- Foster teamwork by centralizing team related activities and discussions
- Organize & participate in Teams meetings

Setting up Your Teams

What is Microsoft Teams?

Understanding the Microsoft Teams interface

Discover the various in which you can create a new team

Managing your teams

Managing Channels

What are channels?

Creating Standard & Private channels

Adding files in a channel

Managing channel notifications

Posting Messages inside Channels

Working with messages

Using Mentions & Tags

Making Announcements

Managing your Activity feed

Working with Files

Uploading Files & Folders in your channels

Files Management options

Setting file access permissions in the Teams SharePoint site

Seeing the file version history in SharePoint

Using the Chat

Starting a new one on one chat

Starting a new group chat

Adding people to an existing chat

Managing your Chats

Creating Contact groups

Managing Meetings

Scheduling a Meeting in Outlook & Teams

Managing Teams meetings

Sharing Content in Meetings

Setting up Breakout rooms

Working with MS Teams Apps

Adding and removing Apps in your channels

Working with the Tasks by Planner & To Do App

Working with the Approval App

Creating approval templates for your organization

Searching in Teams

Explore the various search options in Teams

Using Slash commands

Using Teams commands shortcuts

Teams Settings

Managing your Teams Profile

Changing your Status settings

Setting Member & Guest permissions

Setting-up Teams Notifications

Workshop Formats:

- Virtual Live Training
2 Days (9:00 AM - 4:00 PM)
*Includes a detailed learning guide & unlimited complimentary coaching