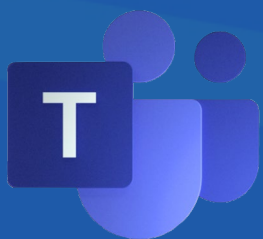




BUSINESS CLOUD INTEGRATION

Microsoft Teams Offering Guide



What's on the Agenda?

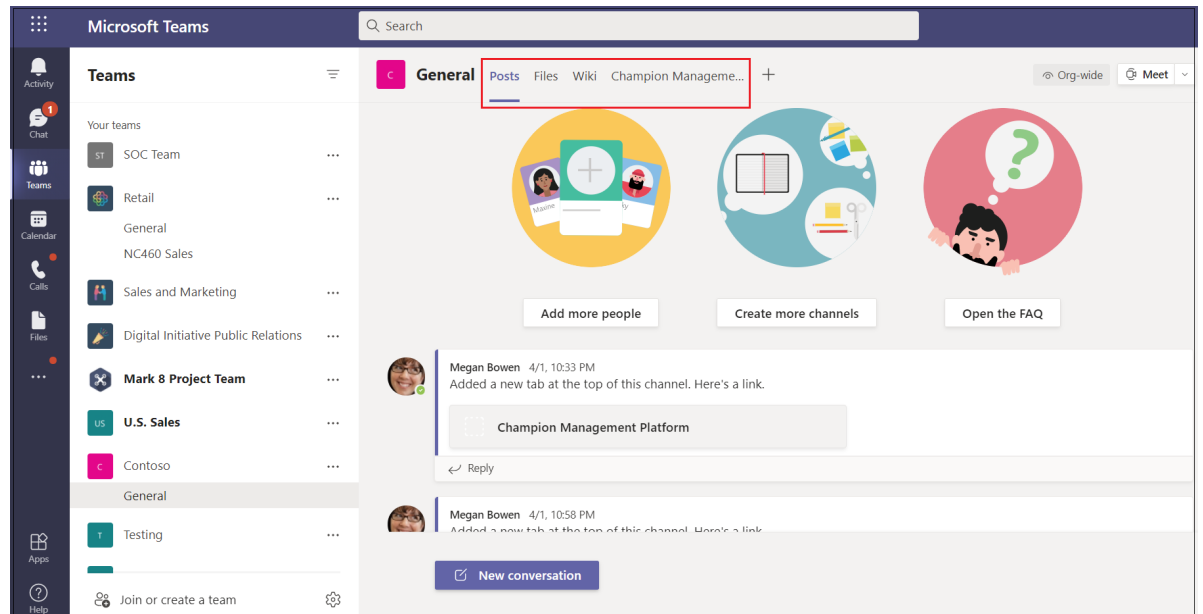
- The basics of using Microsoft Teams with Office 365
- In depth coverage of Messaging in Chats and Channels
- Managing your day in Microsoft Teams
- The integration of Microsoft Teams with Office 365 tools such as SharePoint, OneDrive, Lists and Outlook
- Calls, Meetings, Webinars and Live Events
- Teams Structure and Governance



Learn the Basics

Microsoft Teams offers all of the tools your organisation could need for hosting a collaborative and communicative space to work day to day, either at home or in the Office.

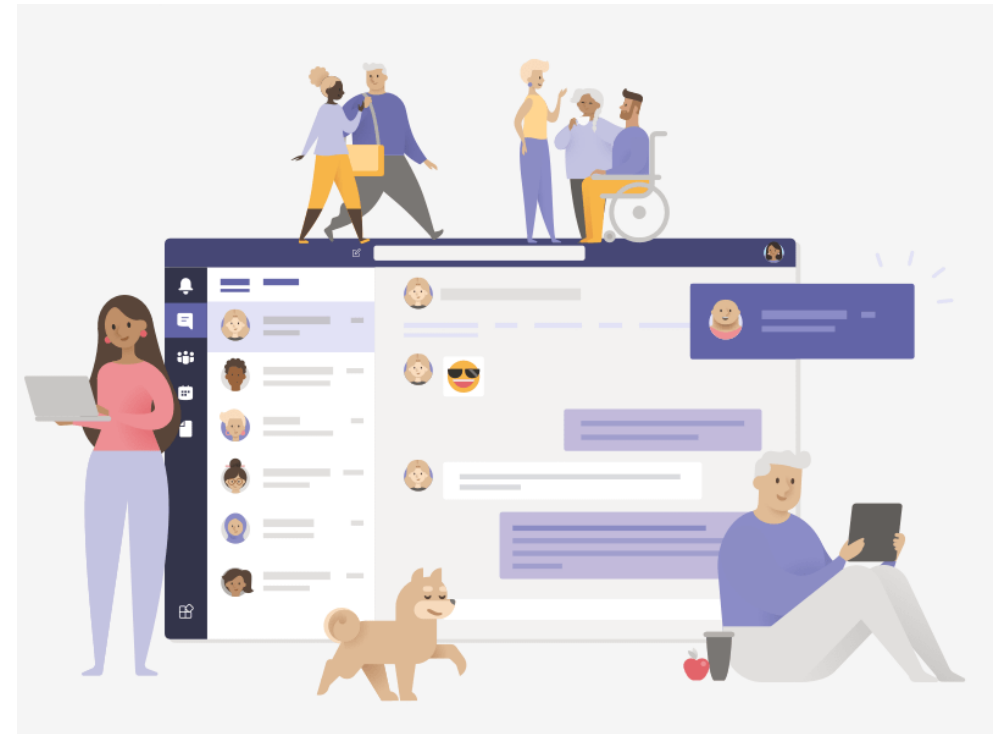
Understand how to use Microsoft Teams on the go, and what Teams can do for you.



The art of Messaging

Everyone in an office has sent an email once in their life, and we know how tiresome constant email conversation chains can be.

With our Teams Training, know what kind of conversations to start and where, as well as the additional functionality Teams provides to make messaging that much better.



Manage your work day in the #1 collab platform

To-do Lists, Planner, Document management and more. Microsoft Teams provides all the tooling you'd need to work day to day, but setting up your own workspace correctly is key to achieving that efficient work day.



Integrate with other O365 products

Got Microsoft 365 Licenses with other Microsoft Products? Microsoft Teams has clear integration with the entire Microsoft 365 Platform! SharePoint, OneDrive, Planner, the Power Platform and more. Learn how these integrations work and how you can make your Teams your one-stop shop for your work day.

Add a tab

Turn your favorite apps and files into tabs at the top of the channel
[More apps](#)

Tabs for your team



Document Library



Excel



Forms



OneNote



PDF



Planner



Power BI



PowerPoint



SharePoint



Stream



Website



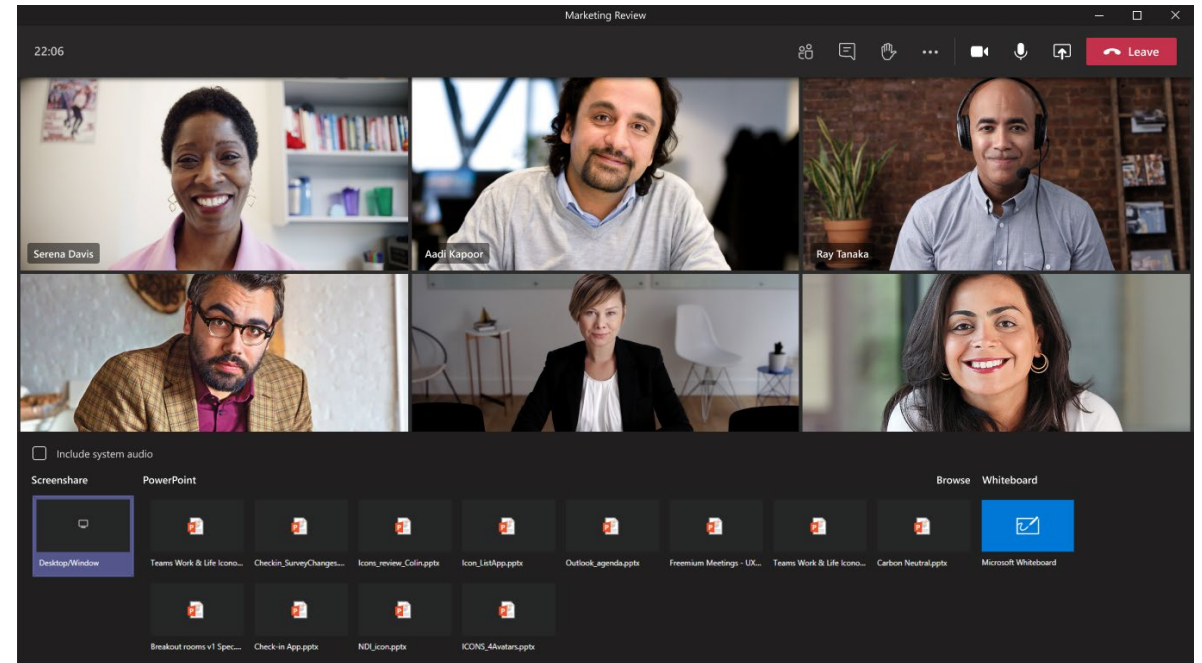
Wiki



Word

Having the perfect call

Calls, Meetings, Webinars and Live events, all functions Microsoft Teams provide, but what is best used when? Learn how to create the perfect call, configure meeting settings and create recordings and transcripts for later use.



How to Structure your environment

Creating the perfect environment to work in takes a good understanding of your organisation and how it works. Learn how to create the perfect Teams setup with Team groups, Channels and Tabs that work for your organisation.



Tailor the Training

Want the training to include more about your organisation? Or want the training run directly in your Teams environment? Our Training offering can cater for your requirements, as well as flexibility with the time and scheduling of the workshops. We'd love to elevate your organisation directly!



Ask the Experts

Got burning questions from the workshop, or prior to the training that you want answered from certified experts? Dedicated, recorded Q&A sessions with our experts can get those questions answered and even demonstrated live on the workshop.

