

Fall in love with new ways of working.

Are you new to Microsoft Teams or curious about best practices for getting started? Do you want to streamline business communication and collaboration?



Benefits

Learn how to accomplish the fundamental tasks in Teams. Learn how to easily communicate with your co-workers, save time while working and collaborating, and see how teamwork and projects can be managed in a central space.

Duration

90 minutes.

Level and prerequisites

This is a foundation level (101) session. We ask users to understand how to launch O365 via a web browser, launch M365 apps from the App Launcher.

Content

We will cover the following topics (if time allows):

- What is Teams and how is it different to how you work now?
- A tour of the Teams interface.
- Setting up your Team.
- Adding and removing members.
- Joining a Team.
- How to structure your Team (Channels).
- Adding Channels.
- Posts (Conversations).
- Chat - It is what Teams is all about!
- Edit and Delete messages.
- @mentions
- Files - adding documents.
- The Wiki tab.
- Calendar.
- Calls.

Objectives

By the end of this session, you will be able to:

- ✓ Set up your profile and notifications.
- ✓ Use chat and calling for 1:1 and group conversations.
- ✓ Schedule and attend meetings.
- ✓ Align your workgroup and projects.
- ✓ Collaborate on files and tools.

Next steps

Why don't you check out how to use more advanced (201) features of these useful M365 tools?