

Microsoft Teams Training

GoSkills online course syllabus

Thursday, March 13, 2025

Skill level

Beginner

Lessons

45

Accredited by

CPD

Pre-requisites

None

Versions supported

Microsoft 365

Video duration

3h 58m

Estimated study time

12h for all materials

Instructor

Deborah Ashby

Introduction to Teams

1

Course Introduction

What is Microsoft Teams and why is it useful? An introduction to Teams, the structure of the course and the instructor.

2

Full Version vs Free Version

Understand the difference between the full version of Teams available through a Microsoft 365 subscription and the free version of Teams.

3

Overview of the Teams Dashboard

Open Teams and get familiar with the dashboard, layout, menus and commands.

4

Use Teams as a Guest

Learn how to use Teams even if you don't have an account.

Create, Join and Manage Teams

5

Create a Team and Add Members

Learn about different team types, create a new Team, and add members from within your organization.

6

Join an Existing Team

Learn how to join an existing public or private team.

7

Manage Teams and Members

Manage your teams and team members.

Conversations

-
- 8** **Create and Manage Team Channels**
Create channels within a team and manage the channels and channel members.
 - 9** **Post and Receive Messages**
Post and receive messages within team channels.
 - 10** **Target Messages using @mentions**
Use @mentions to target messages towards specific people.
 - 11** **Edit and Delete Messages**
Learn how to edit messages and delete sent messages and draft messages.
 - 12** **Bookmark and React to Messages**
Post reactions to messages and bookmark important messages to review later.
 - 13** **Add Images, Emojis, and Gifs to Messages**
Give messages personality by adding images, emojis, and gifs.
 - 14** **Format and Send a Private Message**
Have a private conversation with a specific person or multiple people by sending a private message.
 - 15** **Set a Status and Message**
Let team members know your availability by setting a status and a status message.
 - 16** **Post Announcements to Multiple Channels**
Post important messages as announcements across multiple channels.
 - 17** **Loop Components**
Send content in chat that everyone can edit and collaborate on.
 - 18** **Target Groups with Tags**
Target messages towards groups of people using Tags.
 - 19** **Leave, Hide, Delete or Archive a Team**
Learn how to leave a team, hide a team, delete a team, and archive a team.

Share and Collaborate on Documents

20 **Create, Upload and Share Documents**
Create files, upload files, and share files with team members via the Teams channel or Files tab.

21 **Co-author Documents in Real-Time**
Harness the power of Teams in Microsoft 365 to work with multiple people on documents in real-time.

Video and Audio Meetings and Calls

22 **Initiate a Video or Audio Call On-Demand**
Start a video or audio call on-demand using 'Meet Now' in a teams channel or from the calendar.

23 **Add and Manage Meeting Participants**
Add and manage additional participants to a call that's already in progress.

24 **Join a Meeting or Call**
Learn how to join a meeting or call.

25 **Share Content in a Meeting**
Share files, your desktop, and an application window with meeting participants and pass control of the mouse.

26 **Schedule a Meeting**
Schedule a meeting in advance using the Teams calendar.

27 **Use the Whiteboard for Brainstorming**
Use the whiteboard to brainstorm ideas and collaborate with team members.

28 **Record a Meeting or Call**
Record a meeting or call so participants can review after the meeting has finished.

29 **Manage Lobby Settings**
Manage lobby settings and control how and when participants can enter a meeting.

30 **Background Effects**
Maintain privacy by adding a background or blur effect to disguise your environment.

- 31** **Together Mode**
Feeling a bit disconnected from your team? Try working in Together Mode and enjoy the experience of virtual face-to-face contact.
- 32** **Meeting Notes**
Create shared meeting notes before or after the meeting commences.
- 33** **Breakout Rooms - Part 1**
Facilitate group work by creating breakout rooms and assigning participants to each room.
- 34** **Breakout Rooms - Part 2**
Manage breakout rooms by opening, closing, and sending announcements as needed.
- 35** **Make and Receive Calls**
Use Teams to make and receive calls.
- 36** **Recap Meeting**
Find all materials related to a meeting such as the recording, meeting notes, attendance report, and transcript in one place.

Additional Features

- 37** **Share Information Using the Wiki Tab**
Share additional information with team members by creating a Wiki tab.
- 38** **Extend Teams with Apps and Custom Tabs**
Extend what your teams can do by adding apps and creating custom channel tabs.
- 39** **Teams and Outlook Integration**
Create and join Teams meetings without leaving your Outlook inbox and calendar.

Search in Teams

- 40** **Search and Filter for Messages, People and Files**
Search for keywords and phrases across conversations, people, and files and apply filters to refine search results.
- 41** **The Command Bar and Quick Commands**
Use Quick Commands to execute common tasks in Teams.

Settings

42 **Adjust User Settings**
Explore your user settings and customize your Teams experience.

43 **Notification Settings**
Review notification settings and adjust to prevent a bombardment of pop-ups.

Teams Mobile App

44 **Work with the Teams Mobile App**
Download and use the Teams mobile app to stay connected when on-the-go.

Conclusion

45 **Course Close**
Course close and instructor goodbye.

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