

# Microsoft Teams Training

GoSkills online course syllabus

Thursday, December 26, 2024

**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

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### 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

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### 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

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- 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

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**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

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**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

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- 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

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- 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

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**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

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

# Conclusion

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

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