goskills

Microsoft Teams Training

GoSkills online course syllabus

Wednesday, August 14, 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

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 though 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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