

## **55300 : Microsoft Teams for End Users Courseware**

### Content

#### **Module 1: An Introduction to Teams**

- **Description:** This module introduces Office 365 as a collection of cloud-based productivity applications and how Microsoft Teams integrates these services for a seamless user experience.
  - **Lessons:**
    - What is Teams?
    - How to use Teams
    - Team components
    - When to use Teams
    - Creating a new Team
    - An introduction to Groups
  - **Lab 1: Introduction to Teams**
    - Create a new Team in the web browser
    - Download the Teams desktop application
    - Download the Teams mobile app for your phone
  - **Outcomes:**
    - Discuss the main components of Microsoft Teams.
    - Understand access methods across different devices.
    - Show knowledge of Office 365 groups relevant to Teams.
    - Create new Teams aligned with team members' working styles.
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#### **Module 2: Collaborating with Teams**

- **Description:** This module focuses on using Teams for collaboration, managing conversations, files, and meetings within a designated area.
- **Lessons:**
  - Joining a Team
  - Team permissions
  - Guest permissions
  - Channels
  - Private channels
  - Private channel structure
  - Channel posts and announcements
  - @mentions and notifications
  - Manage a channel
  - Email a channel
  - Tabs
- **Lab 1: Collaboration with Teams**
  - Add a channel to a Team

- Add a private channel
  - Engage in conversations within the Team
  - **Outcomes:**
    - Understand Teams, channels, and tabs' individual components.
    - Manage Team settings and audience.
    - Set up guest access and create/manage channels.
    - Add new tabs for essential resources.
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### Module 3: Chat within Teams

- **Description:** This module explores the chat functionality in Teams, emphasizing private messaging and social features.
  - **Lessons:**
    - Changing your status
    - Peer-to-peer chat
    - Pop-out chat
    - Organizing chats
    - Video calls and management
  - **Lab 1: Chat within Teams**
    - Chat with other students
    - Convert a chat to an audio call
    - Rename a group chat
    - Have a video call
  - **Outcomes:**
    - Create one-to-one and group chats.
    - Convert chats to audio or video calls.
    - Organize chats for effective communication.
    - Utilize social chat features and attachments.
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### Module 4: Meetings in Teams

- **Description:** This module covers scheduling and managing meetings within Teams and the integration of meetings with channels.
- **Lessons:**
  - Scheduling meetings
  - Schedule a meeting from Outlook and Teams
  - Adding meetings to a channel
  - Options during a meeting
  - Managing external guests and presenters
  - Recording meetings and benefits of channel integration
- **Lab 1: Meetings in Teams**
  - Schedule a meeting in Teams
  - Join and take notes during a meeting
- **Outcomes:**
  - Schedule meetings from Outlook or Teams.
  - Understand the difference between standard and channel meetings.

- Utilize available resources during meetings.
  - Initiate meeting recordings and access them later.
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## Module 5: Working with Files

- **Description:** This module highlights collaboration on files within Teams, leveraging SharePoint features for effective document management.
  - **Lessons:**
    - Files in Teams
    - Adding and creating files
    - Uploading and co-authoring files
    - Sharing files and folders
    - Syncing and checking out files
    - OneDrive integration
  - **Lab 1: Working with Files**
    - Create a new document
    - Discuss changes about a file
    - Share documents externally
  - **Outcomes:**
    - Create and upload documents in Teams.
    - Use chat to inform colleagues about file changes.
    - Co-author documents and track changes effectively.
    - Share files within and outside the organization.
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## Module 6: Team Settings and Add-ins

- **Description:** This module focuses on customizing Teams settings, managing notifications, and utilizing add-ins to enhance user experience.
- **Lessons:**
  - Activity alerts and feed management
  - Notification settings and priority access
  - Managing a Team and its members
  - Utilizing apps and bots
  - Archiving and restoring Teams
  - Search functionality
- **Lab 1: Teams Settings and Add-ins**
  - Change notification settings
  - Add new members to your Team
  - Archive the Team
- **Outcomes:**
  - Manage Teams settings, security, and apps effectively.
  - Customize personal settings for an optimized experience.
  - Utilize tools like the immersive reader.
  - Understand when and how to archive Teams.