

55300 : Microsoft Teams for End Users

Course Outline

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.

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.

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.

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.

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.

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.