

TEAMS

LEVEL: BASICS



Duration: half a day

Prerequisites:

- Knowledge of the Windows environment
- Have access to a computer and Microsoft Teams (versions 2013, 2016 or OFFICE 365)

Learning tools:

- Distance learning
- Demonstrations
- Training material included

Skills acquired at the end of the training:

- Initiate a private conversation by instant message, audio or video call
- Share and collaborate as a team on different documents
- Schedule and join meetings
- Search for a conversation or a file, and follow its activity

Attestation: yes

PROGRAM:

Introduction

- **Presentation**
 - What is Microsoft Teams?
 - Positioning Teams Vs Outlook
 - Sign in to Teams
- **Presentation of the Interface**
 - The navigation pane
 - Availability status
 - Parameters

Communicate with Teams

- **Private conversations**
 - Initiate a private conversation via instant message, audio, or video call
 - Send an important or urgent message
 - Insert links
 - Share your screen and give control over it
 - Use messaging extensions
 - Record an important message
 - Create a group conversation
 - Organize your contacts
- **Team conversations**
 - Define a team and channel in Teams

- The different roles in a Teams team
- Mention a colleague, team or channel
- Make a post
- Publish to multiple channels
- Request approval

Collaborate with Teams

- **File management**
 - Share a document with a colleague
 - Share a document in a team
 - Extract a team's document
 - Co-edit your documents with your colleagues
 - Pin a document to the top of the list
 - Turn an important document into a tab
 - Change the display of your library
- **The Wiki tab**
 - Use the Wiki section
 - Link to a section
 - Mention a person in a section
 - Initiate a conversation in a section

Online meetings

- **Schedule and join an online meeting**
 - Schedule and join an online meeting from Outlook



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- Schedule and join an online meeting from Teams
- **The functions of a meeting**
 - Invite someone during a current meeting
 - Set up your audio device
 - Mute all microphones
 - Disable incoming cameras
 - Record a meeting
 - Communicate by chat and share documents
 - Take notes
 - Raise your hand, use reactions
 - Share your screen or a PowerPoint
 - Initiate a whiteboard
 - Enable subtitles
- **Meeting resources**
 - Access your meeting resources before, during, or after the meeting

Follow your activity

- The Activity Feed
- Reminder on the importance of mentions

QUESTIONS / ANSWERS

