

TEAMS

LEVEL: ADVANCED



Duration: half a day

Prerequisites:

- Knowledge of the Windows environment.
- Know the basic functions of Teams or have completed the Microsoft Teams Beginner course.
- Have access to a computer and Microsoft Teams (versions 2013, 2016 or OFFICE 365).

Attestation: yes

Learning tools:

- Distance learning
- Demonstrations
- Training material included

Skills acquired at the end of the training:

- Create and manage a Teams team
- Use complementary applications like - Tasks (Planner and To do)
- Take advantage of the features offered by SharePoint with Teams
- Plan live events

PROGRAM:

Create and administer a team

- **CREATE A TEAM**
 - From 0 or from an Office 365 group
 - Public or Private
 - Confidentiality
 - Use a template
- **Set up and administer the team**
 - Add members and owners
 - Get a team code to share
 - View pending applications
 - Add public and private channels
 - Set member permissions
 - Enable/Disable fun tools and apps
 - View usage statistics
- **Add Apps and Connectors**
 - Add a connector (Yammer, Rss feeds...)
 - Add applications (notebooks, task list...)
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- **SharePoint Library**
 - Change the appearance
 - Use metadata
 - Be alerted when changes done on a document
 - Access version history
 - Restore an earlier version
 - Extract a document
 - Share a document or folder only
- **Synchronize your libraries**
 - Objectives of synchronization
 - Files on demand
 - Working offline

Online meetings

- **Live events**
 - What is a live event?
 - The different roles: producer, presenter...
 - Set up and initiate a live event

Behind a Teams team, a SP site

- **Office365 groups**
 - Define an Office 365 group
 - Understand the link between Teams and SharePoint
 - Understand the organization of team documents on the SharePoint site

Task management

- Discover the Tasks app *by Planner and To Do*
- Integrate *Tasks by Planner and To Do* in the navigation pane or in a Teams team
- Know how to consult and create personal and/or project tasks
- Track the progress of project tasks

