



Office 365 Microsoft Teams Essentials 1 Day

Learning Outcomes

- Navigate around Microsoft Teams
- Identify the key components of the app
- Work with Status and Status Messages
- Hold a conversation in a channel
- Use mentions and other conversation options
- Hold private chats
- Turn a conversation into a meeting
- Invite others to the meeting
- Create a Teams meeting from Teams and Outlook

Teams structure and terminology

- Teams overview
- App components and purpose
- Navigation around the app

Working with your status

- Status indicators
- Setting status messages

Start a conversation or a chat

- Conversations in a channel
- Private chats – what are they and when to use them

Use conversation options

- Formatting and announcements
- Mentions
- Adding graphics
- Uploading files to a conversation

Set notifications

- Teams notifications
- Channel specific notifications

Meet Now from a conversation

- Turn a conversation into an instant meeting
- Meetings essentials - options and actions
- Inviting people to the meeting

Creating a Teams meeting from scratch Scheduling Teams meeting in the Calendar

- Using Microsoft Outlook to schedule meetings