

Gearing You For Growth

Bursaries | Business Skills | Coaching and Mentoring | **Computer Skills** | E-Learning | Learnerships | Skills Development | Virtual Training

End-User Teams and SharePoint

About This Course

This course is designed for information workers who are using or will use Microsoft Teams. This course will provide students with the knowledge and skills to efficiently use MS Teams on a day-to-day basis. The course is designed with real world scenarios in mind. Students will learn how to use Teams and SharePoint Online. At the end of this course students will be able to effectively navigate MS Teams and make use of all the features of MS Teams.

Audience Profile

This course is intended for anyone who is using or will use Office 365. The course is also intended for decision makers who are trying to understand the features and benefits of Office 365 and how it can increase employee productivity.

At Course Completion

- Use Teams.
- Use SharePoint Online.
- Use SharePoint Online to collaborate with others, manage documents and site navigation.
- Use Teams to collaborate with internal and external contacts.

Module 1: Using Teams

This module will introduce students to Teams. Students will learn how to use Teams for instant messaging, web conferencing, and audio and video conferencing and collaboration.

Lessons

- Getting Started.
- Communicating in Channels.
- Using Other Communication Tools.



Lesson 1: Getting Started

Lab 1: Getting Started with Microsoft Teams

- What is Microsoft Teams?
- Launching Microsoft Teams.
- The Microsoft Teams Interface.
- Using Microsoft Teams Desktop and Mobile Apps.

Lab 2: Using Channels

- About Channels.
- Viewing Channels.
- Marking a Channel as a Favorite.
- Following and Unfollowing a Channel.

Lab 3: Posting Messages

- Posting a Message.
- Expanding the Compose Box.
- Editing a Message.
- Replying to a Message.
- Adding Files to a Message.
- Deleting a Message.

Lesson 2: Communicating in Channels

Lab 1: Managing Messages

- Identifying New Messages.
- Marking Messages as Read and Unread.
- Liking a Message.
- Saving a Message.

Lab 2: Doing More with Messages

- Using Mentions
- Using Announcements.
- Viewing Your Activity.
- Searching in Teams.

Lab 3: Managing Files in a Channel

- Viewing Posted Files.
- Creating a New File.
- Uploading a File.
- Managing Files.
- Moving Files.
- Adding Cloud Storage.



Lesson 3: Using Other Communication Tools

Lab 1: Using Chat (Part 1)

- Starting a Chat.
- Replying to a Chat Message.
- Continuing a Chat.
- Adding Other Users to the Chat.
- Using Chat Message Features.

Lab 2: Using Chat (Part 2)

- Scheduling a Meeting from a Chat Message.
- Starting Audio or Video Calls.
- Overview of Chat Tab.
- Managing Chats.

Lab 3: Managing Meetings

- Using the Meetings Tab.
- Using Agenda View.
- Scheduling a Meeting.
- Editing a Meeting.
- Joining a Meeting.
- Cancelling a Meeting.

Lab 4: Managing Files in Teams

- Using the Files Tab in Teams.
- Viewing Files.
- Managing Files.
- Adding and Managing Cloud Storage.

Lesson 4: Customizing Channels

Lab 1: Customizing Channels

- Accessing the Channel Email Address and Link.
- Accessing the Team's SharePoint Page.