

COLLABORATE AND COMMUNICATE

Microsoft Teams

ESSENTIAL SKILLS FOR WORKING ONLINE. BECOME A PROFICIENT USER OF MICROSOFT 365

ABOUT THIS COURSE

This course is offered as a 2-hour online course for businesses who use Microsoft Teams. It focuses on the skills that are essential for working competently and confidently in Microsoft Teams and teaches how to collaborate and communicate successfully as a team member.

Training can be delivered to small groups using your own Team's environment. Learners are fully supported during and after the workshop with a quick reference cheat sheet that covers the key things they need to know to get started.

IS THIS COURSE SUITABLE FOR YOU OR YOUR TEAM?

This course is aimed at people who are ready to get the most out of the features that Teams offers.

This course is definitely for you if:

- ✓ You are new to Microsoft Teams and would like a 'getting started' course
- ✓ You've been using Microsoft Teams for a while and now need to fill in gaps, consolidate what you already know, learn best practice for sharing, and avoid mistakes others have made.

LEARNING OUTCOMES

By the end of this course, you should be able to confidently:

- Navigate and **use Teams** and understand the **fundamentals** of working in the **cloud**.
- Understand the **different roles** in a Team and work across **multiple** Teams and Channels.
- **Chat privately** to individuals and groups and be able to **share files** in a **Chat**.
- **Avoid 'gotcha'** situations related to **privacy and security**.
- **Upload, create** and **co-edit files** in Teams to get the most out of the **collaboration features**.
- Add variety of **Apps** to your **Team channel** such as **Planner and Wiki** for easy access.
- **Set up** a **video meeting** and edit settings such as **sharing your screen** and keeping **attendees in the lobby** before you join.

AVAILABLE AS AN ONLINE LIVE SESSION

We use Microsoft Teams to deliver this live online session. If you would like to follow along with your trainer please ensure you have the desktop version of Microsoft Teams available. Having a webcam and headphones ensures you can enjoy interacting with your trainer and fellow participants. Please ensure your browser software is up to date too. For the best experience we recommend using Microsoft Chromium Edge or Google Chrome as your browser.

Details on how to connect to the session, along with your quick reference guide will be emailed to you prior to your session. Having a printed copy of the quick reference guide handy during your learning will be extremely beneficial to your learning.

COURSE PRE-REQUISITES

An understanding of Microsoft® 365 would be beneficial but not essential. Learners will require a PC with access to Teams via their Microsoft® 365 Premium (or equivalent) subscription with the desktop software installed.

COURSE DURATION AND DELIVERY

Course delivery consists of 2 hours online tuition. The duration is set for a maximum of 8 people. The course is delivered by a certified Microsoft® Office Specialist with over 20 years of experience training Microsoft® products.

COURSE CONTENT

Topics covered in this course include the following:

INTRODUCING TEAMS

- Introducing Teams
- Differences working in Online Apps vs Desktop Apps
- Storing files in SharePoint and OneDrive and Teams
- Navigating and personalising settings and notifications

WORKING IN TEAMS AND CHANNELS

- Creating Teams and Channels
- Owners, Members and Guests
- Posting, replying and reacting to conversations
- Managing Activities
- Saving Posts

CHATTING WITH INDIVIDUALS OR GROUPS

- Chat and Instant Messaging
- Invite others to a Chat
- Share files in a Chat

WORKING WITH FILES

- Attach a File to a Post
- Work in the Files Library and Create new files
- Co-author a file in real-time
- Save as from Word or Excel
- Share externally
- Version control

ADDING APPS AS USEFUL RESOURCES

- How to add apps and search for more
- Planner app for task planning and tracking
- Wiki app for Terms of Reference, FAQs and other text based resources.

RUNNING EFFECTIVE MEETINGS

- Meet Now for ad hoc meetings
- Schedule meetings in Outlook and Teams Calendar
- Share your screen and whiteboard
- Manage Chat and Settings in a meeting
- Record a meeting

WHAT PEOPLE ARE SAYING ABOUT THE COURSE

“

"VERY ENJOYABLE!"

Wonderful, fun, interactive, real-life facilitator - made the session very enjoyable!

Janelle Kilgour - HR Comms Coordinator

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“

"GOOD HANDS-ON EXAMPLES"

An absolutely amazing trainer! Really encouraging and able to relate to learners. Good hands-on examples.

Andre Nair - HSEQ Manager

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GET IN TOUCH WITH US

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