



MICROSOFT TEAMS

Teams for Members & Guests (TEM000)

Workplace Learning Pathway



COURSE CONTENTS

INTRODUCING TEAMS

- The Office 365 suite
- What is Teams?
- Communication
- Is it Skype/Lync?
- Collaboration
- Is it SharePoint?

GETTING STARTED

- Online vs desktop vs mobile app
- Pin to Taskbar
- Signing in & out
- Set your avatar
- Set status message
- Set availability status
- Keyboard shortcuts
- Close vs Quit

TEAMS OVERVIEW

- Activity Feed
- Chat
- Teams & Channels
- Calendar
- Calls
- Files
- Help

TEAMS & CHANNELS

- Public & Private teams
- Find & join a team
- About Channels
- The General Channel
- Show and hide Teams
- Show and hide Channels
- Pin Channels
- Apps tabs

WORKING WITH POSTS

- Posting a message
- @ mentions
- Replying to a post
- “Liking” a post
- Editing and deleting a post
- Links and attachments
- Emojis and fun stuff

USING CHAT

- Using chat
- 1 to 1 chat
- 1 to many chat
- Upload to the chat panel
- Making a call
- Using video chat
- Call and video options
- Sharing the desktop
- Chat with external user

SETTINGS

- Checking device settings
- Making a test call

WORKING WITH FILES

- Files tab
- Creating new content
- Uploading files
- Opening files
- Open in SharePoint
- The Documents library

ATTENDING A TEAMS MEETING

- The meeting invite
- Preparing to be an attendee
- Device settings
- Join a Teams meeting
- Set background
- Meeting etiquette
- Chat panel
- Participants panel

MICROSOFT TEAMS FOR MEMBERS & GUESTS

COURSE LENGTH

Recommended course duration is ½ day, typically 4 hours with a short recess.

AIM

This course has been designed to allow participants to gain:

- an understanding of Microsoft Teams in the workplace
- confidence with the Microsoft Teams software
- skills to use the software more efficiently and to become more productive in their job

TARGET AUDIENCE

This course is a beginner's course and assumes no prior knowledge of Microsoft Word. It is suitable for participants who:

- want to use Teams as a communication tools to chat with colleagues
- want to collaborate with others in a Teams group
- are expected to attend Teams meetings for their job
- want to improve their productivity by learning new techniques and shortcuts

OUTCOMES

By the end of this session you should be able to:

- navigate Teams Online or the Teams desktop/mobile app
- post conversations in a Team group
- use chat to communicate with a colleague
- find a file saved in Teams
- attend a Teams meeting

ABOUT US

Intelliteq is a Microsoft Partner with accredited Microsoft Office trainers. We work with you to identify where problems exist. We investigate where business improvements can be made. We work with your staff to deliver effective training and assessment.

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