



MICROSOFT TEAMS

Teams for Owners (TEM002)

Workplace Learning Pathway



COURSE CONTENTS

TEAMS OVERVIEW

- Online vs desktop vs mobile
- Pin to Taskbar
- Signing in & out
- Set your avatar
- Set status message
- Set availability status
- Keyboard shortcuts
- Close vs Quit
- The Navigation Bar
- Teams Help

TEAMS & CHANNELS

- Public & Private teams
- Find & join a team
- About Channels
- The General Channel
- Show & hide teams
- Show & hide channels
- Pin channels

TEAM OWNERSHIP

- About Office 365 Groups
- Create a Team
- Public vs Private vs Org
- Add owners & members
- Team/Channel permissions
- Team/Channel settings
- Create channels
- Customise channels
- Channel moderation
- Get channel email address
- Private channels
- SharePoint team site
- Files & collaboration
- SharePoint permissions

GUESTS

- About guests
- Add guests to the team
- The guest invitation process
- Guest permissions & access

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

APPS TABS

- About adding tabs to Teams
- Tab permissions
- Wiki tab
- OneNote tab
- Planner tab
- Documents tab
- Web links tab
- SharePoint libraries
- Stream video

WORKING WITH FILES

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

CONFIGURATION SETTINGS

- Checking device settings
- Making a test call
- Configure notifications

USING CHAT

- Using chat
- 1:1 Chat, 1:many chat
- Upload to the chat panel
- File collaboration
- Making a call
- Using video chat
- Call and video options
- Sharing the desktop
- Chat with external user/guest
- Invite another person to the chat
- Transferring a call/chat

ORGANISING A TEAMS MEETING

- Schedule a Meeting
- Instant Meeting
- The meeting invite
- Meeting options
- Inviting members
- Inviting guests & “anyone”
- Meet in a Team channel

RUNNING A TEAMS MEETING

- Meeting etiquette
- Set background
- Sharing desktop
- Display PowerPoint slides
- Display the Whiteboard
- Recording a meeting
- Meeting transcription
- Invite others to the meeting
- Using the lobby
- Multi-tasking in a meeting
- Chat panel
- Participants panel
- Mute all

MICROSOFT TEAMS FOR OWNERS

COURSE LENGTH

Recommended course duration is 1 day, typically 8:30am – 4:30pm.

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 an intermediate course and assumes prior knowledge of Microsoft Teams. It is suitable for participants who:

- want to extend their Teams skills
- want to communicate and collaborate with group members & guests
- need to create, own and manage Teams groups
- organise and lead Teams meetings
- want to improve their productivity by learning new techniques and shortcuts

OUTCOMES

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

- create and configure a new group in Teams
- manage owners, members and guests in a group or channel
- add apps to a Teams group
- collaborate on files saved in Teams
- organise and lead 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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