



Collaborating with Microsoft Office 365 Teams

Course ISI-1518 Three Hours Instructor-Led, Hands-On

Introduction

This instructor-led course introduces the Teams app, which can be used to collaborate on shared files and conduct online meetings

This course is designed for knowledge workers in a variety of professional situations and fields who have been introduced to the Office 365 online productivity apps and want to explore and use them to collaborate, communicate, and share resources with members of their organizations.

At Course Completion

In this course, students will learn the following:

- How to navigate the Teams interface
- How to create a team
- How to start meetings
- How to schedule and join meetings

Prerequisites

Attendees should have a basic understanding of Microsoft Office 365 applications.

Course Materials

The student kit includes a comprehensive workbook.

Course Outline

Module 1: Navigate the Teams Interface

- Microsoft Teams
- The Teams User Interface
- How to Navigate in the Teams App
- Navigating in a Team

Module 2: Create a Team

- New Team Creation
- Team Roles

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- Channel Tabs
- How to Create Teams
- Creating a Team
- Adding Content to Team Channel Tabs

Module 3: Meet in Microsoft Teams

- Meetings in Microsoft Teams
- Teams Meeting Window
- Starting and Joining an Impromptu Meeting
- Meeting Details
- Meetings Tabs
- How to Schedule and Join Meetings
- Scheduling and Joining a Meeting in Teams