TOTBOX
think differently

Microsoft Teams

Collaborating with MS Teams

In this workshop, we will introduce you to MS Teams highly collaborative work environment and discover how to leverage these collaboration tools to maximize your team's productivity.

Workshop Learning Outcomes

Once you've completed this training, you will:

- Understand the benefits of using MS Teams to work collaboratively with your teams from anywhere and across a variety of devices.
- Streamline communications: make effective use of Teams chat based communication to share information in real time.
- Collaborate on content: share files, meeting notes, track and manage teamwork with tools like Planner and much more.
- Foster teamwork by centralizing team related activities and discussions
- Organize & participate in Teams meetings

Setting up Your Teams

What is Microsoft Teams?
Understanding the Microsoft Teams interface
Discover the various in which you can create a new team
Managing your teams

Managing Channels

What are channels?
Creating Standard & Private channels
Adding files in a channel
Managing channel notifications

Posting Messages inside Channels

Working with messages
Using Mentions & Tags
Making Announcements
Managing your Activity feed

Working with Files

Uploading Files & Folders in your channels
Files Management options
Setting file access permissions in the Teams SharePoint site
Seeing the file version history in SharePoint

Using the Chat

Starting a new one on one chat
Starting a new group chat
Adding people to an existing chat
Managing your Chats
Creating Contact groups

Managing Meetings

Scheduling a Meeting in Outlook & Teams
Managing Teams meetings
Sharing Content in Meetings
Setting up Breakout rooms

Working with MS Teams Apps

Adding and removing Apps in your channels
Working with the Tasks by Planner & To Do App
Working with the Approval App
Creating approval templates for your organization

Searching in Teams

Explore the various search options in Teams
Using Slash commands
Using Teams commands shortcuts

Teams Settings

Managing your Teams Profile
Changing your Status settings
Setting Member & Guest permissions
Setting-up Teams Notifications

Workshop Formats:

- Virtual Live Training

  Two 3 hour sessions

  *Includes a detailed learning guide & unlimited complimentary coaching