Solutions
for Microsoft Teams

Microsoft Teams Essentials

If you have users just getting started with Teams—or have been using it for a while but haven't moved beyond the basics—this course builds a solid foundation for learning the essential features and functions. They'll learn how to use Teams more productively for chat and meetings, how to reduce notification distractions, how to capture actions so nothing falls through the cracks, and see the possibilities for integrating native Microsoft apps, managing projects, and managing recurring meetings. They'll leave the course more digitally fluent in the functions of Teams that matter most to get things done.

Format: One-hour virtual

Collaborating in Microsoft Teams

This course is a deep dive into the power of Microsoft Teams for collaboration. Participants will explore which tool for which purpose among the many choices they have, see the potential of Teams by setting up a practice site to manage projects, eliminate gaps in their workflow by learning how to integrate OneNote, Planner, and Outlook, and collaborate more effectively on documents by learning best practices for file sharing. The course is hands-on and interactive. The Microsoft Teams Essentials course is recommended prior to this course, but not required.

Format: Two-hours virtual

Making Meetings More Productive Using Microsoft Teams

This workshop tackles meeting fatigue by focusing on what makes more productive meetings, including the decision-making model for whether or not to attend meetings, the keys for setting up productive meetings, setting up a practice site in Teams to manage recurring meetings for agendas, decisions, and actions, and aligning on meeting governance and guidelines so everyone is on the same page. The Microsoft Teams Essentials and Collaborating in Microsoft Teams courses are recommended prior to this course, but not required.

Format: Two hours virtual and on-demand in the McGhee Learning Center

Productivity Pack for Microsoft Teams

The Productivity Pack includes a collection of over 25 short, easy to consume videos focused on effectively using Microsoft Teams, including learning essential features, creating project and meeting Team sites, and integrating Teams with Outlook. Available with the All Access and Grad/Essential Access Passes in the McGhee Learning Center.

Format: On-demand