

Collaborating in Microsoft Teams

Virtual in Two Hours



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 in the Microsoft suite, 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 and Take Back Your Life! courses are recommended prior to this course, but not required.

Course Outline

Which Tool for Which Purpose

Understand the possibilities and functionality for incorporating Planner, Outlook, and OneNote.

Project Collaboration

Practice creating a Team site to collaborate on project actions, research, notes, and discussions.

File Sharing Best Practices

Learn ways to collaborate on files in Teams for seamless sharing and real-time updates.

What to Expect

38%

Increase in using
Teams to support
team goals

60%

Increase in using
Microsoft Teams to track
actions

50%

Increase in overall
productivity using
Microsoft Teams

Contact us to learn how we can help your team be more productive and collaborate more effectively in Microsoft Teams.