Microsoft Teams Essentials

Virtual in one hour

This course builds a solid foundation for learning the essential features and functions in Microsoft Teams. Participants will get a hands-on overview of what's possible with Teams, including understanding activity feed, reducing notification distractions, using the Command Bar, changing profile settings, tips for using Chat more effectively, using a Wiki for notes, and how Team sites, channels, and tabs work for collaboration.

This course is recommended before Collaborating in Microsoft Teams or Making Meetings More Productive Using Microsoft Teams, especially if end-users are newer to Teams, to ensure they have a solid foundation on the core elements of Microsoft Teams for productive workflow. Can be tailored to specific key features and functions.

Course Outline

Learning Key Features and Functions

- Understanding how Status works and options for customizing
- Changing Notifications to stay on top of the most important changes and updates
- Using Search to find information and take action more easily
- Understanding the Activity Feed, so nothing falls through the cracks
- Using personal and channel Wikis for notes

Using Teams to Collaborate

- Learning what's possible with Team sites for managing projects and recurring meetings

Using Teams to Communicate

- Learning the ways to create a meeting
- Muting, hiding, and leaving Chats