**Course Description:** Microsoft Teams is a persistent chat-based collaboration platform complete with document sharing, online meetings, and other useful features for business communications.

Understanding the features of Teams is key to making creative decisions and communicating with one another. The Teams application makes this collaboration easier to achieve, especially for teams based in a very large company with remote employees, or teams with a significant number of members.

**Duration:** Instructor-led, group-paced, classroom-delivery learning model with structured hands-on activities (3.5 hours, ½ day).

**Course Objectives:** Understand the major features of Microsoft Teams to get the most return in terms of productivity and collaboration.

**Upon successful completion of this course, students will be able to:**

- Download, install, and navigate the Teams environment
- Understand the major features of Teams
- Host voice and video meetings with one or multiple individuals
- Archive conversations for later recall
- Share files and collaborate on files while editing

**Prerequisites:** None

| Course Outline |
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**Downloading and Installing Teams**

**Getting Acquainted with the Teams Environment**

**Working with Channels**

- Adding Channels
- Adding Members to a Channel

**The Content Pane**

- Starting Conversations
- Message Posting (single and simultaneous)
- Translating Conversations
- Formatting Messages
- Managing Messages
- Managing Notifications

**Working with Channel Files**

- Live Collaboration
- Customizing a Shared Workspace

**Video Meetings**

- Inviting Team Members
- Sharing the Desktop and Applications

**Chats**

- Starting a Chat Session
- Sharing Files, Files, and Video
- Saving a Chat Session
- Group Chats

**Using the Search Feature**

**Using the Calls Tab**

**Using the Files Tab**

**Controlling Teams Accounts**

**Using the Mobile Version of Teams**