A close-up of a logo

Description automatically generated

COURSE OUTLINE

**Microsoft Teams**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DURATION** | **SKILL LEVEL** | **DELIVERY**  **METHOD** | **TRAINING**  **CREDITS** | **TECHNOLOGY** |
| 1 Day(s) | Advanced | VITL | N/A | Microsoft |

# Course Overview

This course is intended to help all users get started with Teams, use messages and channels, communicate in different ways, and customize Teams settings. By the end of this course, users should be comfortable using the Teams app in their day-to-day workflow.

**Topics**

**Module1: Getting Started**

In this first lesson, students will learn how to use the Teams interface and its key elements – including teams, channels and messages. They will also learn how to get help in Teams.

* Getting Started with Microsoft Teams
* Using Channels
* Posting Messages
* Getting Help with Microsoft Teams

**Module 2: Communicating in Channels**

Next, students will learn how to use messages to communicate within channels, how to manage messages and files, and will be introduced to the wiki – a great place to store and discuss channel-related information.

* Managing Messages
* Doing More with Messages
* Managing Files in a Channel
* Using the Wiki

**Module 3: Using Other Communication Tools** Students will then learn about some of the other communication tools in Teams. Using chat, making audio and video calls, managing meetings and, managing files are all covered in this lesson. • Using Chat (Part 1)

* Using Chat (Part 2)
* Managing Meetings
* Managing Files in Teams

## Module 4: Customizing Channels

In this next lesson, customizing channels and adding functionality using tabs and connectors to a channel are covered.

* Customizing Channels
* Adding Tabs to a Channel
* Adding Connectors to a Channel

**Modul 5: Customizing Your Teams Experience** In the final lesson, students will learn how to manage their Teams profile, how to manage teams and, how to add bots and apps to Teams.

* Managing Your Teams Profile
* Managing Teams
* Adding Apps and Bots

**Exams and Certifications**

**Notes and Annotations**

**What is Next**