



## Course Overview

Office 365 provides many apps for day to day operations, from surveys, communication, project management, and collaboration. This course will provide an in-depth look at how to use features within Teams such as chat, online meetings, calls, and more. Learn the core features of Teams and how it relates to other Office 365 apps to make your team more productive.

## Audience profile

The course provides a thorough understanding of the various tools available in Office 365. It is intended for the user that wants to understand all the functionality in Office 365, as well as for the user that may support an organization that is migrating to Office 365.

## Prerequisites

Basic Windows and Microsoft Office skills are required. No prior Office 365 experience is necessary.

**Duration:** 18 Hours (6x 3hrs)

# Course Content

## 1 - Introduction to Teams

- Introducing Microsoft Teams, A Collaboration hub
- VIDEO: Intro to Teams
- Different Groups, Different Needs
- Designed for the unique workstyle in every group
- Video: Intro to Microsoft Teams (2 min)

## 2 - Getting Started with Teams

- A Hub for Teamwork
- Video: Getting Started with Teams and Channels (2 min)
- Planning your Teams
- Create and Manage Teams
- Video: Onboard Your Team (2 min)
- Create and Manage Channels
- Working in Team and Channels
- Discover Public Teams
- Practical: Logging into Teams
- Action required: Assignment 1

## 3 - Team Communication & Collaboration

- Chat for today's Teams
- Co-Authoring in Teams
- Video: Productive Conversations (90 sec)
- Video: Private Conversations and Calling (60 sec)
- How to conduct Private Conversations and Calling
- Online Meetings
- Video: Scheduling Meetings (90 sec)
- Video: Have Meetings in a Channel (90 sec)
- Communicate across multiple devices
- Phone system & calling plans

## 4 - Customisable for each team

- Customizable for each team
- Using T-Bot in Teams
- Using Bots in Teams
- Video: How To Use Tabs (90 sec)
- Using Connectors in Teams
- Use 3rd Party Applications inside Teams
- Using the App Store
- Teams Demonstration

## 5 - Test your knowledge

- Test 1: Introduction
- Test 2: Create channels
- Teams Knowledge Check

## Completion rules

- All units must be completed