

Microsoft Teams

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Introduction

Microsoft Teams is the hub for teamwork in Office 365. This course will provide an overview of 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

This course is for team members and administrators who plan on using Microsoft Teams.

At Course Completion

After completing this course, students will have covered the following:

- Microsoft Teams Explained
- Navigate the Interface
- Creating and Managing your teams
- Manage Collaborative Conversations
- Working with Documents in Teams
- Customizing your team environment
- Manage meetings in Teams
- Communicate outside of your team
- Other key features in Teams
- Using OneDrive for Business

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Module	Topics
Module 1: Microsoft Teams Explained	1.1- Best practices using Teams 1.2- Accessing Teams (Web, Desktop, Mobile)
Module 2: Navigate the Interface	2.1- Navigation Bar 2.2- Adjust the Navigation Pane 2.3- Pin important Channels
Module 3: Creating and Managing your teams	3.1- Create a team 3.2- Managing team members and settings 3.3- Managing Channels
Module 4: Manage Collaborative Conversations	4.1- Understand options to communicate with members 4.2- Ways to react to, edit, or delete messages 4.3- Using mentions in conversations
Module 5: Working with Documents in Teams	5.1- Upload an existing document 5.2- Create a new document 5.3- Live co-author a document in Teams, online, or in the desktop 5.4- Share a file with someone not on the team
Module 6: Customizing your team environment	6.1- Make an important document a tab 6.2- Work with the Notes tab
Module 7: Manage meetings in Teams	7.1- Schedule a meeting in Teams 7.2- Work with meeting controls 7.3- Schedule a meeting using Outlook
Module 8: Communicate outside of your team	8.1- One on one private conversations 8.2- Share a document with the participants 8.3- Add someone to the conversation



Module	Topics
	8.4- Escalate the conversation to an audio call
Module 9: Other key features in Teams	9.1- Understand your activity feed 9.2- Use search in Teams
Module 10: Using OneDrive for Business	10.1- Store personal documents with access anytime, anywhere 10.2- See documents shared with you 10.3- Recover deleted documents 10.4- Working with Team Documents 10.5- Sharing Documents 10.6- Managing Permissions
Module 11: Manage your teams	11.1- Create a team from a SharePoint site 11.2- Manage all your teams 11.3- Archive a team
Module 12: Teams communication features	12.1- Set out of office in Teams 12.2- Send email from outlook to teams 12.3- Send conversation from teams to outlook
Module 13: SharePoint integration	13.1- Create channels from SP 13.2- Working with Team Channels 13.3- Managing Folders and Permissions 13.4- Create custom columns and views in the library 13.5- Set alerts on documents, and libraries 3.6- Create and share new documents from desktop
Module 14: Customize your Team environment with tabs	14.1- List tab 14.2- Whiteboard 14.3- Add a notebook tab
Module 15: Meeting features	15.1- Upload an existing document 15.2- Meeting notes
Module 16: Chat Features	16.1- Loop components

Module	Topics
	16.2- Quoted replies 16.3- Read receipts 16.4- Forward a message 16.5- Schedule a message
Module 17: Other navigation bar tabs	17.1- Calls Icon 17.2- Approval app 17.3- Power Automate
Module 18: Using Teams mobile	18.1- Working with the mobile app