Microsoft Teams – Collaborate Effectively

Description

Discover how to optimize collaboration within your organization with our **Microsoft Teams training**, integrated with Microsoft 365. This course will guide you in using the essential features of Teams to facilitate teamwork and remote document sharing.

You will learn how to create and manage teams and channels, use instant messaging and video conferencing meetings, and efficiently manage your files. With detailed and practical modules, you will be able to customize your workspace and master the configuration options to ensure privacy and productivity. Join the **Microsoft Teams Collaboration training** to transform your way of collaborating!

Course Content
Module 1: Teams and Channels

- Team structure
- Rights of owners, team members and guests
- Create or join an existing team
- Manage team settings and permissions
- Create and manage channels

Module 2: Conversations

- Send a message or an announcement
- Use @mentions to get someone's attention
- Using Tags in Teams
- Send an email to a channel
- Share with Outlook on behalf of teams
- Create instant meetings with Meet now

Module 3: Files

- Create and download files and folders
- Move or copy files
- Edit a file in Office
- Manage files and folders from SharePoint
- Synchronize team files with your computer

Module 4: Wiki

- Add a page or a section
- Delete a page or section
- Rearrange pages and sections
- Add a tab
- Add a tab to view a file or a website
- Rename and delete a tab
- Start a conversation with your team about a tab
- Add and use a tab
- Planner in Teams

Lab / Exercises

- Practical exercises will be proposed during and/or at the end of each modules

Documentation

- Quick guide Teams

Participant profiles

- Anyone who wants to be more efficient with Microsoft Teams

Prerequisites

- No prerequisites

Objectives

- Improve a team's collaboration with Teams
- Create a team with Teams
- Streamline exchanges with Teams
- Share files with Teams

Description
Training : Microsoft Teams - Collaborate Effectively
Niveau
Fondamental
Classroom Registration Price (CHF)
500
Virtual Classroom Registration Price (CHF)
475
Duration (in Days)
0.5
Reference
MTE-11