Teams – Collaboration

Description

In this course you will learn how to make collaboration within a team or a company more effective using Teams and SharePoint tools.

Classroom Registration Price (CHF)
500
Virtual Classroom Registration Price (CHF)
475
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

Niveau
Fondamental
Duration (in Days)
0.5
Reference
MTE-11