
Getting Started with Microsoft Teams

Microsoft Office 365 O204
90 Minutes

Course Content

This 90-minute hands-on course is designed for users who would like an overview of how to use features in Microsoft Teams. Explore this hub for teamwork in Office 365 and how it's changing the way we work. Communication is easy and organized with Teams. You'll learn about core features and how to utilize the power of this method of organizational collaboration. After this course, you'll be ready to get started!

Lessons include the following:

- Why use Microsoft Office 365 Teams?
- Sign in and Explore the Interface
- Add Members and Manage Permissions
- Team Resources (Calendar, Voice & Video, Team Sites)
- Create Topic Specific Team Channels and Tabs
- Team and Private Chats and Conversations
- Manage Team Documents in the Cloud
- Schedule and Join a Meeting in Teams
- Tips, Tricks, and Best Practices
- Mobile Devices