



# Course Description

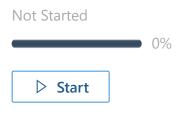
Microsoft Teams

### Content

✓ Teams Quick Start ①

Get started quickly with the Microsoft Teams Quick Start guide. Learn how to sign in to Teams, pick a team and channel, chat in Teams, start a new conversation, reply to a conversation, use emojis, memes, and GIFs, share a file, collaborate with @mention, check your Activity Feed, search for messages, people, or files, and set up your mobile apps.

- What is Microsoft Teams?
- O Sign in and get started
- Chat and share files
- Collaborate
- O Set up your mobile apps
- Confirmation

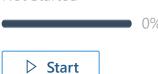


#### ✓ Intro to Microsoft Teams ①

Microsoft Teams is a collaboration app that helps your team stay organized and have conversations—all in one place. With Intro to Microsoft Teams, get an overview of teams, channels, meetings, conversations, tabs, share files, collaborate real time, find files, add people to a chat, make a call, manage your calendar, schedule a meeting, join meetings, share content, record a meeting, view our activity feed, and use the command box to search for people, items, or apps.

- Welcome to Microsoft Teams
- Confirmation

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### ✓ Start chats and calls ①

Start 1:1 or group chats to collaborate with a smaller group or to talk privately, and pin chats for quick access.

- O Start and pin chats
- O Hide chats, delete messages
- O Set up a delegate to take your calls
- Make calls
- Confirmation

Not Started



### ✓ Set up and customize your team ①

Use Microsoft Teams to set up and customize your team. Learn how to create a public or private team, add members to a team, create a channel, and use manage team to find members,

	and remove members, add team owners, manage channels, and change team settings. You can also pin a channel and reorder your teams, to organize your teams list.
	Get your team up and running
	○ Go-to guide for team owners
	Organize your teams list
	○ Confirmation
	Not Started
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<b>~</b>	Explore apps and tools ①
	Explore apps and tools in Teams and learn how to add tools, turn a file into a tab, and use the command box.
	○ Use apps
	○ Turn a file into a tab
	O Use the command box
	O Use the Tasks app in Teams
	○ Confirmation
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<b>~</b>	Collaborate in teams and channels ①
	In Microsoft Teams, channels are where you hold meetings, have conversations, and work on files together. Learn how to create a public or private channel, pin a channel, add a tab, share a file, meet now, show and hide channels, customize channel notifications, reply to a message, like or save a message, use @mention, collaborate on or co-edit a file, start a conversation, send email to a channel, and create a plan with Planner.
	Overview of teams and channels
	Create and use private channels
	Show and hide channels

channels, settings, and apps for your team. There's also a go-to guide for team owners to add

	O Work in channels
	○ Work with external guests
	○ Work on a file together
	○ Tip: Send email to a channel
	Create a plan with Planner
	○ Confirmation
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	<b>▷</b> Start
~	Work with posts and messages ①
	Learn how to create and format a post or announcement to start a conversation in a channel.
	Create and format a post
	O Post a message to multiple channels
	○ Get attention with @mentions
	O Save a post or a message
	○ Confirmation
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~	Upload and find files ①
	Learn how to upload and share files in Microsoft Teams. Also learn how to find and filter files.
	O Upload and share files
	○ Find and filter files
	○ Confirmation
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> Set up and attend live events ①

Teams live events enables you to produce events for large online audiences with more control over video, audience interaction, and reporting

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✓ Manage Meetings ①

View, schedule, and manage appointments and meetings in Microsoft Teams to keep your team on track.

- O Join a Teams meeting
- Tips for Teams meetings
- Create instant meetings with Meet now
- Meet in a channel
- Manage meetings
- Show your screen during a meeting
- Show PowerPoint slides
- O Move around during a Teams meeting
- Confirmation

Not Started



✓ Manage your activity feed ①

Manage your activity feed and know everything that's happening in the team channels you follow.

- O Filter your activity feed
- Manage notification settings
- Confirmation

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~	eams on the go ①	
	tart a 1:1 or group chat in the Microsoft Teams mobile app to talk privately or collaborate smaller group. Create a channel, join a meeting, use your activity feed, or manage notific n the go,	
	Create a channel on the go	
	Join a meeting on the go	
	Activity feed on the go	
	Manage notifications on the go	
	Start a chat on the go	
	Confirmation	
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~	Manage team schedules with Shifts ①	
	hifts in Microsoft Teams is a schedule management tool. Learn how to use Shifts to create pdate, and manage schedules for your team.	, ,
	What is Shifts?	
	Shifts for managers	
	Create a Shifts schedule	
	Manage a Shifts schedule	
	Shifts for Firstline workers	
	Confirmation	
	lot Started	
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✓ Walkie Talkie, Tasks, and Praise ①

**▷** Start

instant voice communication device, how to use the Tasks app in Teams, and how to communicate and recognize your Firstline team with Praise. Walkie Talkie Use the Tasks app in Teams Tasks for managers Tasks for Firstline workers Communication and Praise Confirmation Not Started **O**% Start ✓ Create approvals ① Approvals in Microsoft Teams is a way to streamline all of your requests and processes with your team or partners. Learn how to create new approvals, view the ones sent your way, and see all of your previous approvals in one place. O Create an approval Create an approval from a chat What is Approvals? Create an e-sign approval Confirmation Not Started 0% Start

Learn how to use the Walkie Talkie Teams app to turn your work phone into a simple and secure

## Information

0 ratings

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- 🖺 Microsoft Teams

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