

Microsoft Teams



IT Department

Published 11/15/2021

 Course Management

✓ Course Description

Microsoft Teams

✓ Content

✓ Teams Quick Start ⓘ

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?
- ☐ Sign in and get started
- ☐ Chat and share files
- ☐ Collaborate
- ☐ Set up your mobile apps
- ☐ Confirmation

Not Started

 0% **Start**

✓ Intro to Microsoft Teams ⓘ

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

Not Started

 0% **Start**

✓ Start chats and calls ⓘ

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

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

Not Started

 0% **Start**

✓ Set up and customize your team ⓘ

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,

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

 0%

▶ Start

✓ Explore apps and tools ⓘ

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
- ☐ Use the command box
- ☐ Use the Tasks app in Teams
- ☐ Confirmation

Not Started

 0%

▶ Start

✓ Collaborate in teams and channels ⓘ

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

- ☐ Work in channels
- ☐ Work with external guests
- ☐ Work on a file together
- ☐ Tip: Send email to a channel
- ☐ Create a plan with Planner
- ☐ Confirmation

Not Started



▶ Start

✓ Work with posts and messages ⓘ

Learn how to create and format a post or announcement to start a conversation in a channel.

- ☐ Create and format a post
- ☐ Post a message to multiple channels
- ☐ Get attention with @mentions
- ☐ Save a post or a message
- ☐ Confirmation

Not Started



▶ Start

✓ Upload and find files ⓘ

Learn how to upload and share files in Microsoft Teams. Also learn how to find and filter files.

- ☐ Upload and share files
- ☐ Find and filter files
- ☐ Confirmation

Not Started



▶ Start

> Set up and attend live events ⓘ

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

Not Started

 0%

▶ Start

✓ Manage Meetings ⓘ

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

- ☐ 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
- ☐ Move around during a Teams meeting
- ☐ Confirmation

Not Started

 0%

▶ Start

✓ Manage your activity feed ⓘ

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

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

Not Started

 0%

[▶ Start](#)

✓ Teams on the go ⓘ

Start a 1:1 or group chat in the Microsoft Teams mobile app to talk privately or collaborate with a smaller group. Create a channel, join a meeting, use your activity feed, or manage notifications on 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

Not Started

 0%

[▶ Start](#)

✓ Manage team schedules with Shifts ⓘ

Shifts in Microsoft Teams is a schedule management tool. Learn how to use Shifts to create, update, 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

Not Started

 0%

[▶ Start](#)

✓ Walkie Talkie, Tasks, and Praise ⓘ

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

 0%

▶ Start

✓ Create approvals ⓘ

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.

- ☐ Create an approval
- ☐ Create an approval from a chat
- ☐ What is Approvals?
- ☐ Create an e-sign approval
- ☐ Confirmation

Not Started

 0%

▶ Start

Information

★★★★★ 0 ratings

 e-Learning

 Products

 Microsoft Teams

 IT Department

Enroll to course

Certificates



Complete the course to acquire the certificate