

# Course Overview



Microsoft Teams

## Microsoft Teams Training

**Type of course:** Interactive introduction to Microsoft Teams

**Who should attend:** Any user who needs familiarisation of Microsoft Teams ecosystem and processes to maximise productivity and collaboration.

**Course contents:**

Each course is customised for your specific requirements and is lead by end users but may include:

- ✓ Introduction & overview of Microsoft Teams
- ✓ Set up and customise your team
- ✓ Work with posts & messages (including “@ mentions”)
- ✓ Upload & manage files
- ✓ Using chats & calls
- ✓ Managing meetings (Physical, planned, join now & in channel)
- ✓ Screen and document sharing during Teams call
- ✓ Exploring apps & tools

**Course outcome:**

Attendees will have a working knowledge of the solution.

Will be able to fully utilise the system to have a successful meeting. .

Be able to make and receive video calls and share computer based information across a network.

Can use Teams as part of Video Conferencing solution (if applicable)

**Points to consider:**

Course is bespoke and can include administration, specific apps and role specific adoption if required



On-site



Level  
Dependent



6-12 people



**VIDEO**  
CONFERENCE  
TECHNOLOGY