

Course Overview

Type of course: Interactive introduction to Microsoft Teams

Ideal for: Any user who needs familiarisation of Microsoft Teams ecosystem and processes to maximise productivity and collaboration.

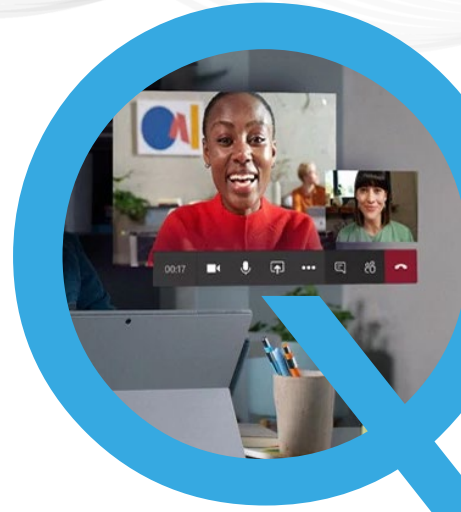
Course contents:

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)



On-site



**Level
Dependent**



6-12 people

Points to consider:

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



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