

Get More from Microsoft Teams

1.5 hours

Course Overview

Review

- Overview of the Teams App
- Calls and Chats
- Meetings
 - In-Meeting Controls
 - Screen Sharing

Teams and Channels

- Overview of Teams and Channels
- Teams
 - Creating – Public vs Private
 - Joining – via Code or Links
 - Managing Members – Owner, Members & Guests
 - Managing, Editing and Deleting Teams
- Channels
 - Creating – Standard vs Private
 - Adding Content
 - Files
 - Sharing and Collaborating
 - Tabs
 - Emails
 - Apps – e.g. OneNote & Planner
- Channel Posts
- Teams and SharePoint Sites