



MICROSOFT TEAMS

Description:

Microsoft Teams is a powerful collaboration and communication platform designed to streamline teamwork and productivity. With features such as real-time chat, video conferencing, file sharing, and seamless integration with Office 365 applications, Teams helps you stay connected and organized. Whether working remotely or in the office, Microsoft Teams empowers you to connect, share, and collaborate effortlessly. This course ensures you'll maximize its potential for improved efficiency and collaboration in any organization.



We have 1 standard level of Microsoft Teams:

INTRODUCTION

- This course is designed to help you unlock the full potential of Microsoft Teams for seamless collaboration and communication. Starting with an introduction to Teams as a concept, you'll learn how to set up and navigate the platform effectively. Conducting professional meetings, from scheduled sessions to impromptu calls. Collaborating on files in real-time with built-in Office 365 integrations like Word, Excel, and PowerPoint. Sharing and storing files with OneDrive for Business to streamline teamwork. Customizing user settings for an optimized experience and using Teams on mobile devices. By the end of this course, you'll know how to bring colleagues together, manage conversations, and enhance productivity through the core features of Microsoft Teams. Perfect for businesses looking to improve team collaboration and communication.

***BESPOKE COURSES | All of our courses can be easily tailored to suit any company.
Course duration and level can be changed, depending on content, company & individuals***



INTRODUCTION

**Course Code: ITET | Course Title: Effective Teamwork & Communication | Duration: 1 Day
Delivery: Face To Face & Live Online**

Course Description:

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Who Should Attend Microsoft Teams Training?

- Project Managers
- Office Administrators
- HR Professionals
- Remote Workers

Course Requirements:

No previous experience of Microsoft Teams is required however the delegate should have some knowledge with Microsoft Office, Instant Messaging and Outlook.

Course Contents:

- **Getting Started:** Learn the basics of creating, joining, and navigating Teams and channels
- **Collaboration:** Organize & participate in meetings, share screens & collaborate on files in real-time
- **File Management:** Use OneDrive for Business to upload, organize & share files seamlessly
- **Chat & Communication:** Start chats, make calls, use @mentions & manage notifications
- **Customizing:** Personalize your Teams experience with themes, status updates & interface settings
- **Mobile:** Set up Microsoft Teams on mobile devices for communication and collaboration on the go
- **Advanced Features:** Explore Planner, live event management, and tabs for integrating tools
- **Team Administration:** Manage team settings, member roles, and archiving/restoring teams
- **Accessibility & Productivity:** Use immersive reader, translation tools & keyboard shortcuts

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