

Course Name

Microsoft Teams Outline

Course Duration

One Day

Course Content

- **What is Microsoft Teams?**
- **Accessing Teams and the Start Screen**
- **Creating and Managing your Teams**
- Creating a Team
- Adding Team Members
- Managing Teams and Members
- Member Permissions
- **Channels**
- **Conversations**
- Tag a Person, Channel, Team
- Like a message
- **Chat**
- Activity thread
- Contacts and Groups
- **Working with Files**
- **Tabs**
- Adding and Customizing Tabs Inside the Channels
- (OneNote, Planner?)
- Wiki
- **Meetings in Teams**

Prerequisites

Knowledge of Windows along with familiarity with using a keyboard and mouse is assumed.

Interested in this course?

Contact us today to see how Insight can tailor training to suit your needs. Call us on **08452 306 099** or visit our website **[insighta.co.uk](https://www.insighta.co.uk)**