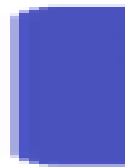


MICROSOFT OFFICE TEAMS

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COURSE LENGTH: 1.0 DAYS

This course is intended to help all users get started with Teams, use messages and channels, communicate in different ways, and customize Teams settings. By the end of this course, users should be comfortable using the Teams app in their day-to-day workflow.

This highly valuable and dynamic training course is now available throughout New Zealand.

MICROSOFT OFFICE TEAMS COURSE OUTLINE

FOREWORD

During this training course, participants will receive a deep knowledge of how to use each feature of get started with Teams, use messages and channels, communicate in different ways, and customize Teams settings.

OUTCOMES

After completing this course, participants will have learned to:

- Using Channels
 - Posting Messages
 - Getting Help with Microsoft Teams
 - Managing Messages
 - Doing More with Messages
 - Managing Files in a Channel
 - Using the Wiki
 - Using Chat
 - Managing Meetings
 - Managing Files in Teams
 - Customizing Channels
 - Adding Tabs to a Channel
 - Adding Connectors to a Channel
 - Managing Your Teams Profile
 - Managing Teams
 - Adding Apps and Bots
-

MODULES

Lesson 1: Getting Started

- Getting Started with Microsoft Teams
- Using Channels
- Posting Messages
- Getting Help with Microsoft Teams

Lesson 2: Communicating in Channels

- Managing Messages
- Doing More with Messages
- Managing Files in a Channel
- Using the Wiki

Lesson 3: Using Other Communication Tools

- Using Chat (Part 1)
- Using Chat (Part 2)
- Managing Meetings
- Managing Files in Teams

Lesson 4: Customizing Channels

- Customizing Channels
- Adding Tabs to a Channel
- Adding Connectors to a Channel

Lesson 5: Customizing Your Teams Experience :

- Managing Your Teams Profile
- Managing Teams
- Adding Apps and Bots

WEB LINKS

- [View this course online](#)
- [In-house Training Instant Quote](#)