

# Microsoft Teams

## Course Overview – 1-day course

### Introduction & Overview of Office 365 Structure

This course is designed for post Office 365 implementation. This is a Teams centric courses providing all the building blocks to use Teams successfully to support efficient and effective collaboration.

## Detailed Content

### TEAMS

- Access Microsoft Teams
- Access web version
- Download Desktop Version
- Mobile Version

### Create a Team

- Private vs public teams
- Add Team Members
- Add Team Owners
- Create Channels
- Add a Website Tab

### Conversations

- Private chat v group chat
- Channel Conversations
- Mention a team
- Mention a person
- Mention a channel
- Like a message
- Save a message
- View saved messages
- Mark message as unread

### Private Chat

- One-on-one chat
- Group private chat

### Activities Feed

- Review activities in Teams
- Filter feed
- My Activity Feed
- Follow a channel
- Favourite a channel

### File Management

- Understanding file storage
- Team files
- Create a file
- Upload files
- Find files
- Chat about files
- Editing files
- Make the file a tab
- Private chat files
- Additional cloud storage
- Quick access to recent files

### Calendar Management

- Create a meeting
- Managed Scheduled events

### Calls

- Video calls
- Audio calls
- Conference calls
- Share Desktop

### Search

- Search Teams
- Search commands
- Integrate apps
- Personal view
- Integration types
- Channel tabs

### Teams & O365 Groups

- Create a Group
- Create a Team for an existing group
- Group conversation vs conversation in Teams
- Group Calendar
- Group Notebook (OneNote)
- Group Planner
- Group Site
- Delete a Group

# Microsoft Teams

## SHAREPOINT ONLINE

Introduction to SharePoint  
SharePoint Site Collections

### SharePoint Sites

Team Sites  
Creating a new Team Site  
Site Contents and Settings  
Deleting a site

### SharePoint Libraries

Creating a new document library  
Creating a folder  
Create a new file  
Upload an existing file

### SharePoint Lists

Creating a new list  
Adding items to a list  
Adding list columns  
Editing list items  
Delete a SharePoint Site

### Teams and SharePoint

Group site vs Team site  
Team document library  
Additional SharePoint libraries/lists Pages  
Delete the Team

## OFFICE ONLINE & ONEDRIVE

What is Office Online  
What is OneDrive  
Accessing Office Online  
Word Online  
Creating a New Word Doc  
Using OneDrive to manage files  
Editing a document  
Sharing a document  
Co-authoring a document  
Delete files and folders

## FLOW

Introduction to Flow  
Purpose of Flow  
Why use Microsoft Flow?  
What kind of tasks can Flow perform? How should you use Microsoft Flow?  
Accessing Flow

### Flow interface

Suite Bar  
My Flows  
Team Flows  
How to view Team Flows  
Approvals  
How to view approval requests  
Templates & Connectors

### Designing a Flow

What's in the gallery of templates?

### Flow 1: save email attachments

Creating a flow from the gallery  
Editing a flow  
Building blocks of the flow  
Testing the flow

### Flow 2: regular reminders

Create the flow  
Run now feature  
Disabling a flow

### Flow 3: sync calendars

Add a condition to a flow

### Flow 4: send a newsletter

Fixing failed flows

Deleting Flows

## ONENOTE ONLINE

What is OneNote?  
Accessing OneNote Online

### Creating and using OneNote

The OneNote Online Interface  
Sections & Pages  
Working with text  
Images in OneNote  
Drawing in OneNote  
Delete OneNote file

## PLANNER

What is Planner?  
Accessing Planner

### The Planner Hub

Creating a New Plan  
Managing team members  
Creating Tasks  
Managing Tasks  
Working with Buckets  
Moving Tasks into Buckets  
Planner Views  
Charts and Schedules  
Deleting Tasks  
Deleting Plans