



## Collaborating with Microsoft® Teams

### Course Description

**Course Overview:** This course is an introduction to Microsoft® Office 365™ with Teams™ in a cloud-based environment. Using the Office 365 suite of productivity apps, users can easily communicate and collaborate together through Microsoft® Teams™ messaging and meeting functionality.

**Target Student:** This course is intended for business users and knowledge workers in a variety of roles and fields who have competence in a desktop-based installation of the Microsoft Office 2010, 2013, or 2016 edition of the Microsoft Office productivity suite, and who are now extending Microsoft Office to a collaborative cloud-based Office 365 environment.

### Course Content

#### Topic A: Overview of Microsoft Teams

- Teams App
- Teams
- Channels and Tabs
- Conversations
- Calls and Meetings
- Collaboration with Office 365 Apps
- Teams Mobile
- Assessing Microsoft Teams

#### Topic B: Converse and Share in Teams

- Conversations in Teams
- Post Creation
- @mentions
- Save Options
- File Discovery and Sharing
- Profile
- Settings
- Notifications
- Activity Feed
- Follow and Favorite
- How to Converse and Share in Teams
- Configuring Your Teams Profile
- Conversing and Sharing in Teams

#### Topic C: Call and Meet in Teams

- Calling in Teams
- Meet Now
- Meeting Scheduling
- Call and Meeting Controls
- Persistent Meeting History
- Call and Meeting Management Tools
- Working While Meeting
- How to Call and Meet in Teams
- Initiating a Call in Teams
- Meeting in Teams
- Scheduling a Meeting in Teams

#### Topic D: Collaborate with Office 365 Apps and Teams

- Co-author Documents in Teams
- Email Integration
- Command Box
- @mention and App Access from the Command Box
- Search
- How to Collaborate in Teams
- Collaborating with Office 365 and Teams
- Working with the Teams Command Box