

## ME-O365TSL1: MICROSOFT® OFFICE 365 Microsoft TEAMS LEVEL 1

DURATION	LEVEL	TECHNOLOGY	DELIVERY METHOD	TRAINING CREDITS
1 Day	Introduction	Office 365	Instructor Led	NA

### INTRODUCTION

This course is intended to help all users get started with Teams, use messages and channels, communicate in different ways, and customize Teams settings.

The training delivery is based on the desktop application and not on the online/browser version of the application.

### AUDIENCE PROFILE

All users who are getting started with Teams.

### PREREQUISITES

This manual assumes the user understands the basics of using a Windows-based computer. Students should be comfortable using the keyboard, mouse, start menu, and an internet browser.

### COURSE OBJECTIVES

By the end of this course, users should be comfortable using the Teams app in their day-to-day workflow.

### COURSE CONTENT

#### Module 1: Getting Started

Lessons:

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

#### Module 2: Communicating in Channels

Lessons:

- Managing Messages

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

#### Module 3: Using Other Communication Tools

Lessons:

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

#### Module 4: Customizing Channels

Lessons:

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

#### Module 5: Customizing Your Teams Experience

Lessons:

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

### ASSOCIATED CERTIFICATIONS & EXAM

On successful completion of this course students will receive an attendance certificate.