PHOENIX SOLUTIONS 4 ALL

Customised IT and Soft Skills training to suit your needs

MS Teams Advanced (Half-day)

Course objectives

What is Teams	Teams - online collaboration (If client using OneDrive)
Recapping the basics from Intro	
Activity	Teams
Chats and Conversations	Channels
Adding Apps (Client Specific)	Settings
During Meeting	Advanced GoTo, Search and Filters
Sharing and Editing files in MS	Shortcut/Tips

Audience

This is course is mainly **designed for staff** who are involved with **arranging virtual meetings** using Teams and using other features of MS Teams such as **creating and managing Teams and Channels** and perform **advanced searching and filtering**.

Prerequisite

We **highly recommend** that before you attend our MS Teams Advanced course you **go through the course outlines of our half-day MS Teams Introduction course** and ensure that you are **familiar with most of the topics mentioned** in it.

Duration

This is **a half-day MS Teams Advanced** course. The course starts at **09:30** and runs until **12:30**. Or can start at **13:30** and can run until **16:30**.

Alternate timings can be arranged upon request. The course can be held on a **date that suits you.**

Location

Our **MS Teams Introduction** course can be run at **our training venue** near **Liverpool Street (London)** or any preferred location in the **UK or Europe**.   The training can also be **delivered Online Remotely using online training platforms**.

MS Teams Advanced Course Outline

Recapping the basics from Intro

Status

During Meeting section

Creating Team and Channels

Activity

Filtering by @mentions, Unread, Replies, Missed calls

Settings

Chats and Conversations

Translate

Immersive Reading

Save messages

Share to Outlook

Copy links (for Channel Conversations)

Understanding and use of @ Mentions

Understanding and using Tags in Channels

Adding Apps (Client Specific)

OneNote App with some main features

Sections

Pages

Tags

More features…

Forms

Creating and Sharing Survey

During Meeting

Using Whiteboard

Taking Meeting Notes (before, During and after)

Changing meeting options

Mute all attendees

Together Mode

Inviting external ppl via link (Using outlook)

Sharing and Editing files in MS Teams - online collaboration (If client using OneDrive)

Teams

Generating and sending Team Code

Analytics

Restoring deleted channels

Managing Tags

Other Settings

Channels

Channel Settings

Analytics

Emailing Channels

Getting Channel links

Making announcements – (single or multiple channels)

Settings

General

Privacy

Notifications

Devices

Permissions

Calls

Advanced GoTo, Search and Filters

Ctrl + G

CTRL + F

CTRL+ E

Using Commands to do things faster

Finding content in Teams and Channels

Search by messages/people/ Files

Search by From/Type and Dates

Shortcut/Tips