



Customised IT and Soft Skills training to suit your needs

MS Teams Introduction (Half-day)

Course objectives

What is Teams	During Meetings (More Options...)
User Interface	Understanding Teams and
Status	Channels
Activity	Teams
Chats	Channels
Calls	Basic Searching
Calendar	Shortcut/Tips

Audience

This course is mainly designed for staff who are involved with attending virtual meetings using Teams.

Prerequisite

This MS Teams Introduction course is designed for anyone who has either **no experience or limited experience of MS Teams.**

Duration

This is a **half-day: MS Teams Introduction** 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 Introduction Course Outline

What is Teams

User Interface

Status

Away

Available

Busy

Do not Disturb

brb

Custom messages

Activity

Feed

My Activity

Basic Filtering

Chats

Expanded Mode

Shift + Enter vs. CTR + Enter

Horizontal Line

Hyperlink

Standard, Important and Urgent

Uploading a file from
Computer/OneDrive

Making a normal chat into a proper
Audio and Video Meeting

Calls

Speed dial

History

Contact

Calendar

During Meetings (More Options...)

Enter Full Screen

Change Backgrounds

Live Captions (subtitles)

Audio and Video Settings- configuring
Headset and camera

Inviting internal staff into the meeting

Understanding Teams and Channels

Teams

Private vs Public

Hiding Teams

Channels

Standard vs Private

Hiding/showing Channels

Pinning/unpinning Channels

Basic Searching

Content

Teams and Channels

Shortcut/Tips