

## MICROSOFT TEAMS

### *INTRODUCTION*

- What is Microsoft Teams?
- Tour the Teams Screen

### *CREATING OR JOINING MICROSOFT TEAMS*

- Create a team
- Private vs Public Teams
- Add members and owners
- Add external people to Teams

### *WORKING WITH TEAM CHANNELS*

- Create channels
- Manage channels
- Channel favourites
- Start Conversations
- Reply to conversations
- Use @ mentions

### *PRIVATE CHATS*

- Start Chat
- Add people to Chat
- Chat emoji and text formatting
- Convert chats to meetings

### *WORKING WITH FILES*

- Share files
- Real-time collaboration

### *TEAM MEETINGS*

- Schedule meetings in Teams
- Meet tools
- Audio and video
- Share files in a meeting
- Taking Notes/Minutes in a Meeting

### *INTEGRATIONS*

- Integrate services or adding a tab
- Integrate SharePoint
- Integrate OneNote

### *FINDING CONTENT IN TEAMS*

- Feed filter
- Search for chats
- Search for files
- Search for people

### *PROFILE MANAGEMENT*

- Work with status indicators
- View saved channels
- Team themes
- Application settings
- Notification settings

### *EXTRAS*

- Use Search and /Commands
- Leave a Team
- Delete Channels and Teams
- Use T-Bot to get Help
- Use the Desktop and Mobile apps