

# Fall in love with new ways of working.

Microsoft Teams provides a digital environment for team conversations and collaboration. Teams in Microsoft Teams are groups of people brought together for work, projects, or common interests.

Channels are where the work gets done —where text, audio, and video conversations open to the whole team happen, where files are shared, and where apps are added. In this module, you will learn how to have conversations in channels and chats, share and collaborate with files, and use email to communicate with the members of a channel.



## Benefits

You'll also learn how to customize which teams, channels, and chats you see in your Teams environment and manage their notifications. Learn how to create teams and channels, add apps and tools to your teams, and manage team settings as a team owner in Microsoft Teams.

## Duration

90 minutes.

## Level and prerequisites

This is an intermediate session. We ask users to have understood content covered in the foundation level Teams course.

## Content

We will cover the following topics (if time allows):

- Add public or private channels to a team in Microsoft Teams.
- Manage team and channel settings in Microsoft Teams.
- Add members to a team and manage their roles.
- Add apps to use in Microsoft Teams.
- Use the Tasks app in Microsoft Teams.
- How to apply Teams Tags.
- Sending emails to a channel.
- Saving posts.
- Controlling notifications.
- Sharing and co-authoring.
- Scheduling a meeting in Teams.
- Running a meeting - Complete lifecycle.
- Meet Now.
- Meeting Notes.
- Using the Whiteboard.
- Recording meetings and benefits of uploading to MS Stream.
- Search with filters and wildcards.
- Co-authoring.
- Following channels.
- Starting conversations in a channel.
- Using Teams on Tablets and Mobile phones.

## Objectives

By the end of this session, you will be able to:

- ✓ Post and interact with conversations in channels.
- ✓ Share between Outlook and Teams
- ✓ Start chats and calls.
- ✓ Share and work on files with teammates.
- ✓ Organize your teams list, channels, and chats.
- ✓ Manage notifications.
- ✓ Run a world class Teams Meeting
- ✓ Introduction to Teams Tags.

