Microsoft® Teams® (Desktop and Browser)

Course Specifications

Course Number:

091160

Course Length:

0.5 days

Course Description

Overview:

This course is designed to help you master Microsoft® Teams®, the key communications tool in the suite of Microsoft 365 productivity apps. Microsoft Teams enables individuals and organizations to chat, share ideas, collaborate on files, and essentially, work together. You can use Teams to have a quick chat with a colleague, participate in a virtual meeting, make an online call, and share files and resources. The Microsoft Teams app is available in three versions: a desktop app, a web app, or a mobile app. Once you are familiar with the Teams desktop app, you can easily transfer that knowledge and work in the web and mobile apps to take advantage of connecting through Teams wherever your work takes you.

Course Objectives:

In this course, you will use Microsoft Teams to chat, post, initiate calls, and participate in meetings. You will:

- Use chat messages and posts to communicate with the team.
- Initiate, join, record, and screen share in calls and meetings.
- Share and work with files and apps.
- Create a team and configure channels and tabs.
- Customize your Teams app.

Target Student:

This course is designed for people who need to use Microsoft Teams to communicate, share files, and conduct online meetings with colleagues. No experience with Teams is required; however, a basic understanding of Office apps will be useful.

Prerequisites:

To ensure your success in this course, you need to be familiar with the Windows operating system and with using a web browser. You can obtain this level of skills and knowledge by taking the following Logical Operations course:

- *Using Microsoft® Windows® 10*

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Course-specific Technical Requirements

Hardware:

For this course, you will need one computer for each student and one for the instructor. Each computer will need the following minimum hardware configurations:

- 1 gigahertz (GHz) 64-bit (x64) processor.
- 4 gigabytes (GB) of Random Access Memory (RAM).
- 32 GB available storage space.
- Monitor capable of a screen resolution of at least 1,024 × 768 pixels, at least a 256-color display, and a video adapter with at least 4 MB of memory.
- Keyboard and mouse or a compatible pointing device.
- Internet access (contact your local network administrator).
- (Instructor computer only) A display system to project the instructor's computer screen.

Optional hardware:
- Web camera
- Headsets

Software:

This course requires a Microsoft 365 (formerly known as Office 365™) organization with licenses for students. While various plans are available, this course was developed using Microsoft 365 Business Standard.
- Microsoft® Windows® 10
- Microsoft® 365™ licenses (**Microsoft 365 Business Standard** is recommended)

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Course Content

Lesson 1: Communicating with Microsoft Teams

Topic A: Navigate in Teams

Topic B: Chat with Contacts

Topic C: Post in Team Channels

Lesson 2: Calling and Meeting in Teams

Topic A: Use the Teams Call Feature

Topic B: Meet in Teams

Topic C: Share Your Screen and Record Calls and Meetings

Lesson 3: Sharing Files and App Content

Topic A: Share Files

Topic B: Add Apps and Connectors

Lesson 4: Creating and Configuring Teams

Topic A: Create a Team

Topic B: Create Channels

Topic C: Add Tabs for Files, Wikis, and Websites

Appendix A: Customizing Teams