Microsoft Teams for End Users

Course Overview

This course teaches students about Microsoft Teams as it applies to end users. Topics covered include an introduction to Teams, working with teams and channels, and integrating Teams with Office products.

Microsoft Teams for End Users
Instructor Introduction
Microsoft Teams for End Users
Topic A: Introduction to Microsoft Teams
What is Microsoft Teams?
Components of Teams
Demo - First Look at Microsoft Teams
Accessing Microsoft Teams
Topic B: Working with Teams and Channels
Real-Time Communication
Demo - Communicating in Real-Time
Teams and Channels
Demo - Examining Teams and Channels
Working with Files
Demo - Working with Files
Meetings with Teams
Demo - Meetings in Teams
Topic C: Teams and Office Integration
Integrating with Office Products
Demo - Office and Teams Integration
Summary

Total Duration: 1h 3m