Microsoft Teams for Managers

Course Overview

This course teaches students about Microsoft Teams as it applies to managers. Topics covered include managing teams and channels, managing projects and tasks, creating and managing M365 groups, and using SharePoint and OneDrive.

Microsoft Teams for Managers
Instructor Introduction
Microsoft Teams for Managers
Topic A: Overview of Microsoft Teams
Introducing Microsoft Teams
M365 Apps and Services
M365 App Integration
Demo - Introduction to Microsoft Teams
Topic B: Managing Teams and Channels
Creating Teams
Demo - Creating a Team
Working with Team Members
Demo - Adding Team Members
Designing Teams
Demo - Working with Channels and Tabs
Topic C: Managing Projects and Tasks
Using Planner
Demo - Using Planner and Teams to Manage Tasks
Topic D: Creating and Managing M365 Groups
Microsoft 365 Groups
Demo - Working with M365 Groups
Topic E: Using SharePoint and OneDrive
SPO Storage
OneDrive for Business
Demo - Working with SPO and OneDrive
Summary

Total Duration: 1h 13m