

<p>UNDERSTANDING MICROSOFT TEAMS</p>	<p>Module 1 Getting Started What is Office 365? Office 365 Apps Down Teams for Desktop</p> <p>Module 2 Setup My Profile Screen Editing your Profile Page</p> <p>Module 3 Working with Apps Using Apps Launcher Understand Office Online</p> <p>Module 4 Teams What is Teams Create a Team Create a Team from a Template Open Team in SharePoint Open Team in Outlook Work with members Create Tags Delete a Team Change Team Picture View Team Analytics Join Team with a Code Find a Team Team Reports</p>	<p>Module 5 Channels Create a Channel Standard and Private Channels Hide Pin Add Tabs</p> <p>Module 6 Chat Private V's Group Upload files Activity Feed Notifications Filter - @, Missed call, unread Get notified of availability Read receipt Status Message Announcements Create Tables in Chat Post to multiple Channels</p> <p>Module 7 Files Upload and Download Files Share Files from OneDrive Stop Sharing Files Keyboard Shortcuts</p>
<p>Duration: 90 min</p> <p>Objective: Gain valuable insight on how to use Microsoft Teams as a collaboration tool.</p> <p>Learning outcome By the end of the Day you will be able to create Teams and Channels. Navigate Chat, use files to collaborate with co-workers.</p>		