CONFIGURE & MANAGE

Microsoft Teams Course

Your learning needs are at the heart of what we do.

By FourSquare Training

Configure and Manage Microsoft Teams Training Course For Administrators Topics

- **Module 1: Microsoft Teams Overview**
  1. What are Teams?
  2. The MS Teams App Platform
  3. Creating and Joining Teams

- **Module 2: Microsoft Teams Structure**
  1. Channels
  2. Tabs

- **Module 3: Microsoft Teams Members and Guests**
  1. Adding Members and Owners to Teams
  2. Adding External Guests to Teams

- **Module 4: Microsoft Teams: Communicating in Teams**
  1. Team Chat (Conversations)
  2. Team Meetings
  3. Private Conversations
  4. Private Meetings
  5. Calls in Teams
  6. Private Calls in Teams

- **Module 5: Microsoft Teams: Working with Documents**
  1. File Organisation in Teams
  2. Adding Files
  3. Editing Files

- **Module 6: Microsoft Teams and SharePoint**
  1. Team File and Channels in SharePoint
  2. Navigating a Site
  3. Using the Recycle Bin
  4. Adding Content to the Team in SharePoint

- **Module 7: Microsoft Teams and Microsoft 365 Lists**
  1. Create a List
  2. Create Columns
  3. Create List Entry
  4. Format Columns
  5. Sort and Filter a List
  6. Create and Use Views
  7. Set Alerts
  8. Integration with Teams

- **Module 8: Microsoft Teams and Microsoft 365 Document Libraries**
  1. Create a Library
  2. Create Columns
  3. Create Documents
  4. Format Columns
  5. Sort and Filter a Library
  6. Create and Use Views
  7. Set Alerts
  8. Share Documents
  9. Copy and Move Documents
  10. Working with Versions
  11. Check-in and Check-Out
  12. Integration with Teams

- **Module 9: Microsoft Teams and Microsoft 365 Pages**
    1. Create and Modify a Web Part Page
    2. Create and Modify a Wiki Page
    3. Create and Modify a Site Page
    4. News Pages
    5. Integration with Teams

- **Module 10: Microsoft Teams and Microsoft 365 'Tasks by Planner and To Do'**
    1. Getting Started
    2. Copy and Paste
    3. Creating and Assigning Tasks
        a. Checklist
        b. Comments
        c. Links
    4. Buckets and Labels
    5. Recording Progress
    6. Views
    7. Integration with Teams

- **Module 11: Microsoft Teams and Microsoft 365 Sway**
    1. Do you Sway or Present?
    2. Creating a Sway from Template
    3. Creating a Sway from Blank
    4. Creating a Sway from a Document
    5. Themes
    6. Share a Sway
    7. Integration with Teams

- **Module 12: Microsoft Teams and Microsoft 365 Forms**

    1. Creating a Form or Quiz
    2. Setting a Theme
    3. Sharing A Form
    4. Analyse Results
    5. Integration with Teams

- **Module 12: Microsoft Teams And Microsoft Viva Integration (optional module)**
    1. Microsoft Viva Learning
    2. Microsoft Viva InSights
    3. Microsoft Viva Topics
    4. Microsoft Viva Connections

- **Module 13: Security in Microsoft 365**
    1. Awareness
    2. The User 'Firewall'

Scan the QR Code for

more course information:

Print responsibly.