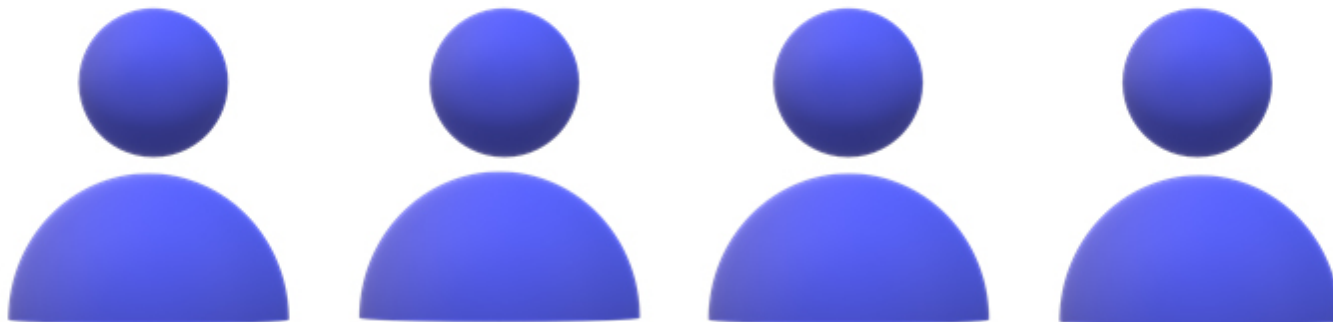




# Microsoft Teams

## **END USER COURSE**

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



By FourSquare Training

# Introduction to Microsoft Teams Training Course for End Users topics

- **Lesson 1 - Introducing Microsoft Teams**

1. What is Microsoft Teams?
2. Using the Microsoft Teams Interface
3. Activity
4. Chat
5. Teams
6. Calls
7. Calendar
8. Files
9. Creating a New Team
10. Selecting the type of Team
11. Adding users to your new Team

- **Lesson 2 – Chat in Microsoft Teams**

1. Introduction to Chat
2. How to create Private Chats
3. Adding users to a Chat
4. Sharing files in a Private Chat
5. Sharing screens in a Private Chat

- **Lesson 3 - Working as Teams**

1. Overview of each Team
2. Adding Channels to your Team
3. Team Conversations
4. Working collaboratively in Teams
5. Adding users to your Team

- **Lesson 4 – Collaborative working in Microsoft Teams**

1. How to manage Files in MS Teams
2. Creating Documents in Teams
3. Uploading Documents in Teams
4. How to co-author files within Teams
5. Holding conversations within a document in Teams
6. Opening Files from Teams in SharePoint

- **Lesson 5 – Meetings with Teams**

1. The relationship between Outlook and Microsoft Teams
2. Scheduling a Teams Meeting via Outlook
3. Scheduling a Teams Meeting from Teams
4. Microsoft Teams Meeting Functionality
5. Video Meetings
6. Audio Meetings
7. Sharing screens in a meeting
8. Recording a meeting

- **Lesson 6: MS Teams And Viva Integration (Optional add-on module)**

1. Microsoft Viva Learning
2. Microsoft Viva InSights
3. Microsoft Viva Topics
4. Microsoft Viva Connections



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information:**

