

Course Objectives

This course is designed for delegates who wish to work collaboratively with internal and external colleagues.

On completion of this course, delegates will be able to make announcements, post across channels, organise channels and glean analytics from channels. They will learn how to host meetings including setting up breakout rooms. They will learn how to alter settings for audio and video, use the whiteboard and screen share. Work with files and co-author on them and add apps.

Estimated course duration is 2-3 hours. Each lesson takes on average 3-5 minutes to complete.

Topics covered

Working with Channels

- Private channels
- Announcements
- Posting across channels
- Channel organisation
- Channel analytics

Hosting Meetings

- Meeting types & roles
- Presence states
- Creating meeting agendas
- Meeting lobby
- Recording meetings
- Breakout rooms

Attending Meetings

- Audio settings
- Video settings
- Screen sharing
- Taking meeting notes
- Using the whiteboard

Communication & Collaboration

- Searching & bookmarking posts
- Chat tips
- Making & managing calls in Teams
- Working with external users

File Management

- Creating, uploading & moving files
- File collaboration
- Co-authoring files
- File storage

Using Team apps & devices

- Using the Web, Desktop & Mobile apps
- Adding apps
- Immersive Reader

Live Events

- Live event roles
- Scheduling live events
- Producing live events
- Presenting within live events
- Event recording & reporting