

Microsoft Teams Introduction



Course Details

Course Name Introduction to Microsoft Teams

Duration 0.5 Day

Course Code AFBMTI

Assumed Knowledge No prior knowledge is required.

Course Aims

The Microsoft Teams Introduction course aims to set the scene and showcase all that Microsoft Teams has to offer as an industry leader in collaborative working and as a communication platform for you, your team and your entire business. As a show and tell course users will take on board a wealth of knowledge and understanding about what technology can achieve.

What You Will Learn

The course will cover the basics of how to take advantage of teams and channels, how to use chats and how to use them, setting up meetings, and integrating Microsoft and non-Microsoft 365 apps. The course will also demonstrate how to use Teams effectively for remote work and online collaboration showcasing best practices with strong governance and strategy for smooth user adoption. By the end of the course, delegates will have a deeper understanding of using Teams confidently and efficiently in their daily work activities.

Skills

- You will understand exactly what Microsoft Teams is and the benefits of using it within the business environment.
- The course will showcase all the core skills required to use Microsoft Teams daily including Teams, Chats, Meetings, Calls and App Integration.
- You will also be made aware of several new features, best practices and use cases to take advantage of Microsoft Teams fully.

Target Audience

This course is designed for anyone who wants to learn how to use Microsoft Teams effectively and efficiently. Whether you are new to Teams or have some experience, this course will help you get the most out of this powerful collaboration tool. You will learn how to communicate with your colleagues, share files and documents, schedule and join meetings, make calls, and integrate other apps into Teams. This course is suitable for all levels of users, from beginners to advanced, and for any role or industry that requires online teamwork.

Course Content

Module 1 – Getting to know Teams

Topic A What is Microsoft 365

Topic B What is Microsoft Teams

Topic C Key Navigation & Terminology

Topic D Profiles & Settings

Module 2 - Exploring Teams

Topic A Calls & Chat Overview

Topic B Teams for Meetings

Module 3 - Making the most of Teams

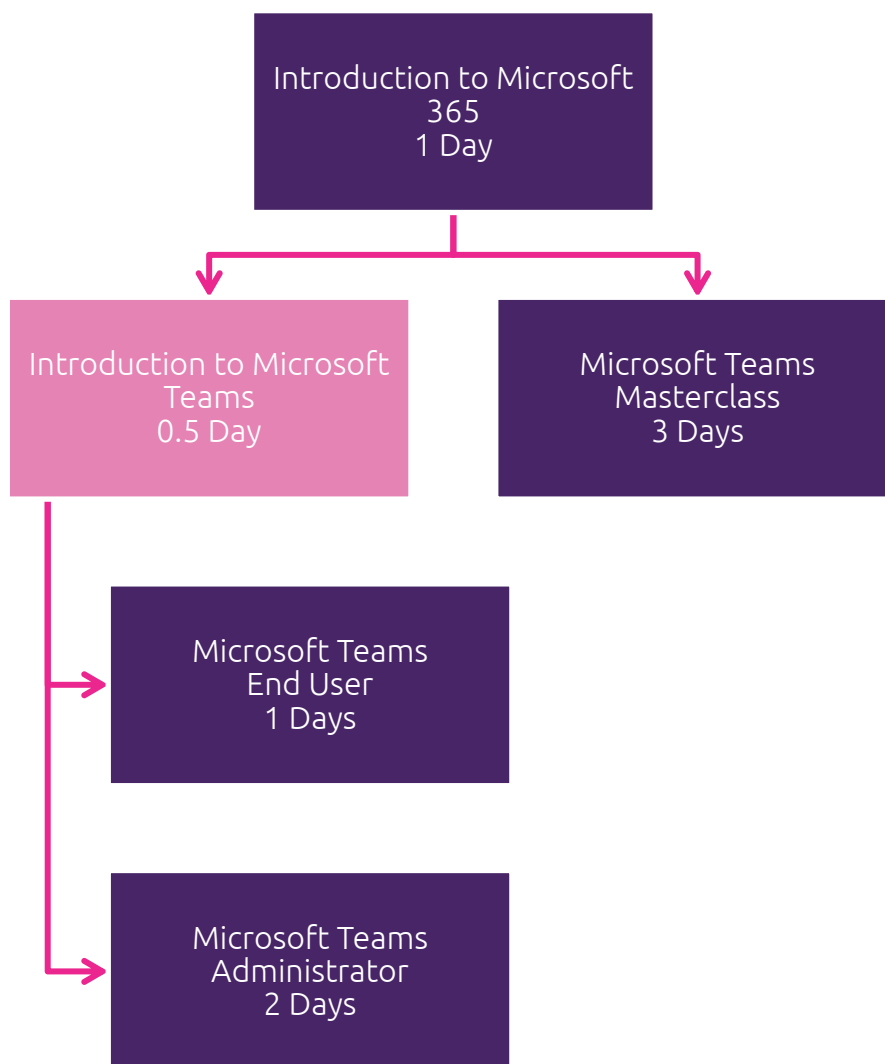
Topic A Teams & Channels Overview

Topic B Teams Integration

Course Progression

At Appetite, we understand the significance of Microsoft Teams in a modern workplace where everyone is encouraged to work more collaboratively and communicate effectively using cloud technology. That's why we are excited to introduce our Microsoft Teams training courses, designed to empower employees with the essential knowledge and skills needed to excel in this platform. We believe in continuous growth and learning, which is why we're committed to offering ongoing training opportunities.

After this course, you will understand the power of Microsoft Teams and can embark with us on a journey of continuous development, ensuring that you stay at the forefront of workplace innovation. Join us to unlock the full potential of Microsoft 365 and Microsoft Teams and advance your career in the digital era by taking one of the following courses.



About Appetite

Audacious, Human, Purposeful, Rigorous, Kind

Our company values underpin everything we do and are at the heart of our business.














Established in 2016, Appetite is passionate about helping people and organisations use technology as a force for good with values and culture being a guiding force for how we achieve this.

We will help you engage with your colleagues and customers through technology and our people – our difference makers – will be pivotal in helping you to achieve this.

We help companies to simplify technology and get the most out of Microsoft Cloud technologies to grow. We provide easier to access data analytics, faster business processes, better workflows and productivity, and a better understanding of how your business is performing.

Accreditation

We adhere to several elite standards giving you the confidence that you are working with a partner who strives to be the very best, by continuously improving our management system and processes we work to the highest possible standard.

Security	Accreditations	Pledges
   	 Certified  Corporation  Learning & Performance Institute Accredited Learning Technologies Provider Gold Standard	   COMMITTED    We've made our Social Mobility Pledge ✔️ Outreach ✔️ Access ✔️ Recruitment