



Education and Support for SharePoint, Office 365 and Azure
www.combined-knowledge.com

COURSE OUTLINE

BITESIZED TEAMS ESSENTIALS

Course Duration: 2 hours

Overview

Provide knowledge and practical use Office 365 Teams and its components to be used efficiently and effectively.

Audience

New to Teams or looking to focus on the essentials, learn more with our 2 hour Teams session.

Prerequisites

No previous knowledge or experience of Microsoft Teams is required, experience using Microsoft Office applications such as Word, Excel and Outlook would be an advantage but not necessary.

The course will cover the following content:

- Collaborating in Teams
- Teams screen layout (navigation)
- Join a Team
- Create a Team
 - Manage a Teams
- Create Channel
 - Manage a Channel
- Start a new conversation with the Team
- Using Meet now for audio, video calls and sharing
- Scheduling a Microsoft Teams Meeting
- Start a Chat in Teams
- Using Search in Teams Search for messages, people, or files
- Using files in Teams
- Co-Authoring
- Calls in Teams
- Add an application to a channel

Your Learning Roadmap: What Next?

If you have completed this class or you have equivalent knowledge, we recommend looking at our course outlines for the following classes to enhance your knowledge:

Office 365 Users

- Office 365 Power User
- Rapid Upskill for Office 365
- Power Automate
- Power Apps
- Power BI

SharePoint Power Users

- SharePoint Online Power User
- Nintex Workflow
- Nintex Forms

SharePoint Farm Administrators

- Core Skills for Server Administrators
- Advanced Infrastructure
- Office 365 Identities and Services

SharePoint Developers

- Developer Track

The logo consists of the word 'training' in a white, lowercase, sans-serif font, followed by a white plus sign, all enclosed within a white rounded rectangular border on a dark red background.

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Office 365
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