

Microsoft Teams – Sample Course Outline

Duration: Half a Day

This course is for you if you need to use Teams to hold meetings and collaborate with others.

What will be covered?

- ✔ Working with calls and chat
- ✔ Working with channels
- ✔ Using the meeting tools such as meeting notes, breakout rooms and polls

Features covered

Calls, Chats and Channels

- Teams elements
- Setting up your teams, audio, video and voicemail
- Sending individual and group chats
- Making and receiving calls
- Missed call notification
- Searching
- Working with channels
- Setting up meetings and running meetings from channels
- Setting backgrounds
- Screen sharing and handing over control
- Creating meeting notes
- Adding files to teams or meetings
- Using the meeting chat

Working with Polls

- Creating polls
- Sharing polls
- Poll settings
- Collecting responses
- Collating the results

Meeting and Training Tools

- Setting up a meeting or training session
- Meeting options
- Adding files
- Running the session
- Sharing screens
- Sharing PowerPoint
- Giving and requesting control
- Using whiteboards or documents to collate information

Breakout Rooms

- Setting up breakout rooms
- Allocating breakout rooms
- Opening breakout rooms
- Moving between breakout rooms
- Breakout room chat
- Sending announcements
- Bringing everyone back together