

Fall in love with new ways of working.

This Advanced Microsoft Teams training course, which can be tailored to your group's needs, teaches experienced Microsoft Teams users advanced Teams skills and how to use Teams in conjunction with other Office 365 components



Benefits

You will also learn how to customize which teams, channels, and chats you see in your Teams environment and manage their notifications.

Learn how to create teams and channels, add apps and tools to your teams, and manage team settings as a team owner in Microsoft Teams

Objectives

By the end of this session, you will be able to:

- ✓ Become a Teams power user
 - ✓ Leverage advanced activity options
 - ✓ Use all the features of Chat
 - ✓ Manage Teams and Channels
 - ✓ Add Microsoft apps to a Teams site
 - ✓ Manage files in Teams, OneDrive, and SharePoint, including version control and check in/check out
 - ✓ Manage and conduct meetings
 - ✓ Integrate Teams with SharePoint
 - ✓ Use Planner
 - ✓ Create and manage forms for use in Teams
- Use Power Automate (Flow) to automate Teams

Level and prerequisites

This is an intermediate/advanced session. We ask users to have understood content covered in the intermediate level Teams course.

Duration

90 minutes.

Content

By the end of this session, you will be able to:

Become a Teams power user.

Using Keyboard Commands
Using Command Bar Options

Leverage advanced activity options.

Using Keyboard Commands
Using Command Bar Options

Use all the features of Chat.

Naming Group Chats
Using Pop Out Chats
Convert Chats to Meetings or Calls
Saving Chats
Marking Chats as Unread
Chat using Command Bar.
Viewing Organization View

Manage Teams and Channels

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Using Pop Out Chats
Convert Chats to Meetings or Calls
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Add Microsoft apps to a Teams site.

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Using Pop Out Chats
Convert Chats to Meetings or Calls
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Manage files in Teams, OneDrive, and SharePoint, including version control and check in/check out.

Naming Group Chats
Using Pop Out Chats
Convert Chats to Meetings or Calls
Saving Chats
Marking Chats as Unread
Chat using Command Bar
Viewing Organization View

Manage and conduct meetings. Creating Meetings within Chat

Creating Meetings with a Team
Using Outlook Calendar vs Team Calendar

Integrate Teams with SharePoint

View and navigate the SharePoint Site
Teams Site vs. SharePoint Site

Use Planner

What is Planner?
Planner Settings
Creating and Assigning Tasks
Creating Buckets
Completing Tasks
Planner Views

Create and manage forms for use in Teams.

Create Surveys and post on Team Site
Manage Survey Results

Use Power Automate (Flow) to automate Teams

Add a Planner task from Teams Posts

At Changing Social, we're adoption and change management experts. Let us use our extensive knowledge of O365, combined with our Microsoft Accredited Partner status, to help you get the most of O365 in your organisation.