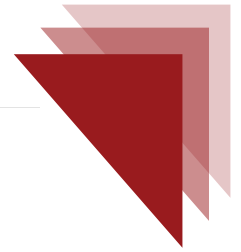## Introduction to Microsoft Teams
## Length: 2 Days

Learn everything you need to know on Microsoft Teams and become more productive in your organization. Microsoft Teams is a collaboration tool that helps teams work together more efficiently and effectively. Microsoft Teams allows team members to share files, join meetings, make calls including video calls, chat, and share screens during a meeting. The usefulness of Microsoft Teams is enormous as you do not have to be together to communicate or conduct meetings. Teams have made it possible to communicate easily especially in the modern-day cloud-based environment.
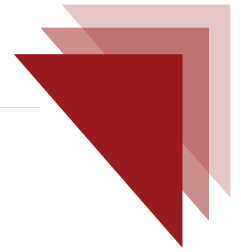
### Learning Objectives

- Setup Free Microsoft Teams Account
- Learn Microsoft Teams Menu and Interface
- Describe the role and function of Microsoft Teams
- Create and manage Teams and Channels, including Private Channels, Notifications, and Tags
- Identify uses for Chat-bots, Connectors, Shifts, and Whiteboard
- Add custom tabs to Channels and Chats including files and Apps

### Lesson Topics

- **Introduction**
  - Why Zoom
- **Setup Microsoft team's account**
  - Setup Free Account
  - Download desktop app
- **Getting started**
  - Getting started

- o  Teams Overview

- **Creating and managing teams**

  - o  Creating teams

  - o  Managing teams, overview

  - o  Managing teams, advanced

- **Conversations and notifications**

  - o  Conversations and posts, overview

  - o  Update – more conversation formatting

  - o  Conversations and Posts, Advanced

  - o  Notification and tags, overview

  - o  Notifications and tags, advanced

- **Working with channels**

  - o  Channels and teams

  - o  Private channels

  - o  Hide, show, and pin channels

  - o  Channel moderation

  - o  Teams and outlook

- **Chats and Guests**

  - o  Chats

  - o  Chatbots

  - o  Guests

- **Calls and Meetings**

  - o  Audio and Video calls, overview

  - o  Audio and video calls, advanced

  - o  Meet now

- o Recordings and Transcripts

- o Calendar

- o Live events

- **Working with files**

  - o Working with files, overview

  - o Working with files, Intermediate

  - o Working with files, Advanced

- **Apps, Shifts, and wiki**

  - o Mobile apps

  - o Shifts – Creating schedules

  - o Shifts – Assignments and Requests

  - o Using a wiki, overview

  - o Using a wiki, advanced