

Document Generated: 11/16/2024

Learning Style: On Demand

Provider: Microsoft

Difficulty: Beginner

Course Duration: 2 Hours

Teams



About this Course:

Microsoft Teams is a collaborative environment that allows you to bring your colleagues, content, and conversations together, all in one place, with real-time collaboration.

Course Objectives:

- Learn how to create teams in order to group, manage, and communicate with your colleagues. Make content readily available by adding channels for different projects or topics. Then, add tabs for easy access to files, so you and your team members can seamlessly collaborate across multiple documents.

Audience:

- Microsoft Teams is for business employees who want to change the way they work with the best communication and collaboration tools.

Course Outline:

- Introduction
- What is Teams?
- Web App vs Desktop App
- Creating and Adding Team Members
- Creating Channels
- Managing Channels
- Chat
-
- Collaborating
- Meetings
- Video Calls
- Integration with Other Apps
- Activity and Feed
- Search
- Settings and Notifications
- Conclusion

Credly Badge:



Display your Completion Badge And Get The Recognition You Deserve.

Add a completion and readiness badge to your LinkedIn profile, Facebook page, or Twitter account to validate your professional and technical expertise. With badges issued and validated by Credly, you can:

- Let anyone verify your completion and achievement by clicking on the badge
- Display your hard work and validate your expertise
- Display each badge's details about specific

skills you developed.

Badges are issued by QuickStart and verified through Credly.

[Find Out More](#) or [See List Of Badges](#)