

Microsoft Teams for Business Users (Second Edition)

Course Specifications

Course Number: ELK91–182_rev1.0

Course Length: 1 day

Course Description

This course is designed to help you master Microsoft Teams®, the key communications tool in the suite of Microsoft 365® productivity apps. Microsoft Teams enables individuals and organizations to chat, share ideas, collaborate on files, and essentially, work together. You can use Teams to have a quick chat with a colleague, participate in a virtual meeting, make an online call, and share files and resources. You can also create and configure Teams to suit your business productivity needs. The Microsoft Teams app is available in three versions: a desktop app, a web app, and a mobile app. Once you are familiar with the Teams desktop app, you can easily transfer that knowledge and work in the web and mobile apps to take advantage of connecting through Teams wherever your work takes you.

Course Objective:

- Communicate with colleagues in Teams.
- Call and meet with people in Teams.
- Lead a meeting.
- Configure your Teams environment.
- Share files and app content.
- Create and configure Teams.

Target Student: This course is designed for people who need to use Microsoft Teams to communicate, share files, and conduct online meetings with colleagues. No experience with Teams is required; however, a basic understanding of Microsoft 365 apps will be useful.

Prerequisites: To ensure your success in this course, you need to be familiar with the Windows® operating system and with using a web browser. You can obtain this level of skills and knowledge by taking the Logical Operations course Using Microsoft® Windows® 11.

Hardware Requirements

For this course, you will need one computer for each student and one for the instructor. Each computer will need the following minimum hardware configurations:

- Sufficient processor speed, RAM, and storage space for good system performance when running Windows 11 and Microsoft Teams.
- Mouse, keyboard, and monitor.
- High-speed, stable Internet connection.
- For the instructor's computer, a method to project and/or share the screen as needed for local and remote class participants.
- A web camera and headset are encouraged, but optional.

Software Requirements

This course requires a Microsoft 365 organization with licenses for students. While various plans are available, this course was developed using Microsoft 365 Business Standard. Note: It might take 24 hours for Microsoft 365 accounts to be active.

- Microsoft Windows 11
- Microsoft 365 licenses (Microsoft 365 Business Standard is recommended)
- Microsoft Teams (work or school) desktop app
- If necessary, software for viewing the course slides. (Instructor machine only.)

Course Content

Lesson 1: Messaging in Teams

- Topic A: Navigate in Teams
- Topic B: Chat with Contacts
- Topic C: Post in Team Channels

Lesson 2: Calling and Meeting in Teams

- Topic A: Call People in Teams
- Topic B: Meet in Teams

Lesson 3: Leading Meetings in Teams

- Topic A: Conduct Presentations
- Topic B: Manage Meetings

Lesson 4: Configuring Your Teams Environment

- Topic A: Configure General Application Settings
- Topic B: Configure Notifications and Privacy Settings
- Topic C: Configure Call and Device Settings

Lesson 5: Sharing Files and App Content in Teams

- Topic A: Share Files
- Topic B: Add Apps and Connectors

Lesson 6: Creating and Configuring Teams

- Topic A: Create and Manage a Team
- Topic B: Create and Configure Channels
- Topic C: Add and Configure Channel Tabs