



Microsoft Teams with Office 365

Overview

Microsoft Teams is the hub for teamwork in Office 365. This course will provide an overview of how to use features within Teams such as chat, online meetings, calls and more. Learn the core features of Teams and how it relates to other Office 365 apps to make your team more productive.

Audience profile

- The course is for team members and administrators who plan on using Microsoft Teams.

Prerequisites

- Basic Windows and Microsoft Office skills are required. No prior Teams experience is necessary.

ระยะเวลาการอบรม

- จำนวน 2 วัน /12 ชม.

ราคาคอร์สอบรม

- 9,500 บาท/ท่าน (ราคานี้ยังไม่รวมภาษีมูลค่าเพิ่ม)



รายละเอียดหลักสูตร

Module 1 - What is Office 365

- ส Office 365 vs Office ProPlus
- ส Office 365 Mobility
- ส Online Apps
- ส Device Apps
- ส Desktop Applications

Module 2 - Office 365 Navigation

Section 1 - Office 365 Start Page

- ส Navigate with the Start Menu
- ส Find Apps
- ส Search for Documents
- ส Pin Documents

Section 2 - Settings

- ส Customize Landing Page
- ส Manage Software Downloads
- ส Change your Language and Time Zone
- ส Change your Password

Module 3 - Work and Collaborate Better with Teams

Section 1 - What is Microsoft Teams and How to Access

Best Practices of Using Teams

Accessing Teams



- Via Office 365
- Downloading Teams App to the Desktop

Section 2 – Creating and Managing your Teams

Creating a Team

Creating a Team from an Existing Team, or Group

Managing Teams, and Members

- Controlling Member Permissions
- Controlling Mentions
- About Emoji's, GIFs, and Stickers – Enabling them via Team Settings
- Adding Team Members

Assigning Roles to Members Once Added [Owner vs. Member]

Managing Channels

Adjusting Navigation Pane for Teams

Favorite vs Following

Module 4 - Working with your Team

Section 1 – Managing Collaborative Conversations with Entire Team

- Different Options to Communicate with Members
- Ways to Save, Like, or Edit Your Own Messages
- Using Mentions in Conversations to Grab Someone's Attention

Section 2 – Working with Documents in Teams



Working with Files

- Uploading Files
- Accessing Other Cloud Storage SharePoint Files

Uploading Files Into a Conversation to Collaborate

- OneDrive for Business, Teams, or Your Hard Drive

Editing and Collaborating on Files

- Live Co-authoring of Team documents, Using Conversations
- Editing Online, In the desktop, or in Teams

Sharing Files with Someone Not on the Team

Section 3 – Customize your Team Environment

Adding and Customizing Tabs Inside the Channels

- Wiki
- Other Connectors

Make Main Documents a Tab

Team Notebook

Planner

Module 5 - Managing Meetings in Teams

Starting an On-Demand Meeting via Conversations

Sharing Your Desktop



Recording a Meeting

Adding to Stream, and as a Custom Tab

Scheduling Meetings and Inviting Colleagues Inside Teams

Scheduling Meetings and Inviting Colleagues Using Outlook

Module 6 - Private Conversations

One on One Private Chats

Working with Messages – Sending, Receiving, Editing, Saving and Deleting Messages

Adding Someone to the Conversation

Escalate Chat to an Audio Call

Module 7 - Other Features

Understanding Your Activity Feed

Files

Understanding Bots

T-Bot

Polly

Using Search in Teams



Module 8 - Other Apps

Planner

Who

Module 9 - Modern SharePoint Team Sites

SharePoint Start Screen and New Search Features

Following Sites

News

Document Libraries

- Site End Users vs Backend Teams

Team Notebook

Module 10 - Work with Your Documents with OneDrive for Business

Section 1 – Navigate the OneDrive Interface

Store Personal Documents with Access Anytime, Anywhere, Any Device

See Documents Shared with You

Recover Deleted Documents

See your Team Documents

Create New Documents, or Upload Existing Ones

Sync for Access Without an Internet Connection

Section 2 - Manage Sharing and Permissions of Documents Yourself



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COURSE OUTLINE

รายละเอียดหลักสูตรอบรม

Different Security Levels of Sharing Links

Changing Permissions

Review Documents you Have Shared

Stop Sharing your Documents

Section 3 – Collaborating on Your Documents

Work with Your Documents Online

Work with Your Documents Using Desktop Applications

View outline in Word