

Microsoft Teams für Anwender (O365-MT)

ID O365-MT **Price** 1,490.— €(excl. tax) **Duration** 2 days

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Course Overview

In this seminar, you will learn exactly what Microsoft Teams is and how Teams supports your everyday work. This seminar is aimed at all users who want to get started with Microsoft Teams.

Who should attend

End User

Course Content

Basics Microsoft Teams Desktop App

- Locate Microsoft Teams and Join a Team
- Getting to know the user interface
- Explore your own profile and make settings
- Understanding and correctly using the presence status
- Set notifications

Communication with Microsoft Teams

- Contacts in Microsoft Teams
- Start a chat and send messages
- Sending content such as files and links in messages
- Reply to a chat
- Start a group chat and send messages
- Rename group chat
- Add participants to the chat and share chat history

Conferences with Microsoft Teams

- Scheduling an Audio or Video Conference
- Start an audio or videoconference ad hoc
- Participating in an audio or video conference
 - Notes on the web client, the desktop app or the mobile client
- Actions during the conference
 - Add participant
 - Mute microphone

- Camera settings Send
- chat message

Collaboration with Microsoft Teams

- What are teams and channels?
- Create teams and channels
- Building a team
 - Channels and registers
- Authorizations in teams
- Add internal and external people to a Microsoft team
- Make team and channel settings
- Conversations in a team channel
- Collaborate on files in Microsoft Teams
 - SharePoint Online in conjunction with Microsoft Teams
- Manage tasks in a team with Microsoft Planner
- Integrate and use team notes, Office documents and other apps in Microsoft Teams

Further actions in Microsoft Teams

- rename, archive, delete or restore team or channel
- Determine, change or remove members or owners

Microsoft Teams mobil

- Using the Microsoft Teams mobile app on your smartphone
- Define settings
 - Rest periods, notifications
- Sending and receiving voice messages Send
- content and location
- Actions during an online meeting

About Fast Lane



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- ✓ Blended & Hybrid Learning
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