

Microsoft Teams Training Agenda (L200)

Overview

Improve your facility with Teams by learning advanced features, leveling up your meetings, and extending your experience with apps.

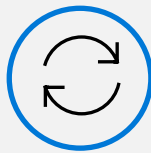
Session Summary



Engagement
deck



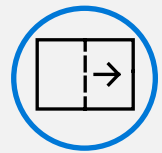
Advanced features



Meeting
Lifecycle



Customize
and extend



Next steps

Expectations

- Reinforce knowledge of Teams navigation while learning advanced features
- Learn effective strategies for creating, structuring, and managing Teams
- Improve your efficiency with advanced search and commands
- Work collaboratively with files
- Learn new feature to support the meeting lifecycle
- Extend your experience with apps

Engagement deck

- Introduction to Microsoft Teams, the place to come together to get work done
- Host engaging and inclusive group meetings from anywhere
- Quickly connect with 1:1 meetings and calling
- Stay in sync with persistent, threaded 1:1 and group chats
- Organize your team in a shared workspace
- Share files and co-author in Word, Excel, and PowerPoint
- Improve meetings and chats with ready-made apps

Advanced features

- Review the Teams interface
- Manage profile settings
 - Change theme
 - Make changes to notification settings
 - Alter presence

- Set a status message
 - Review saved messages
- Search/Command bar
 - Search current location
 - Filter results and search modifiers
 - Learn commands
- Chat
 - Add a tab
 - Use message extensions
 - Pop out a chat
 - Share your screen in a chat
- Teams
 - Standard and private channels
 - Tags
 - Send an email to a channel
 - Cross-post a channel conversation
- Manage Team
 - Owner, member, and guest permissions
 - Change team settings
 - Add or remove members of a team
 - Add guests
 - Change moderator roles and settings in a channel
 - Analytics
- Best practices for organizing Teams
- Document collaboration in a team channel
 - Overview SharePoint integration
 - Create or upload a file
 - Copy link
 - Download
 - Sync to file explorer
 - Add cloud storage
 - Change views
- Search sites, files, and conversations using Microsoft Search on Edge

Meeting lifecycle

- Pre-meeting
 - Schedule a meeting, configure options, and utilize scheduling assistant
 - Start the conversation prior to meeting start
 - Explore the pre-meeting screen
- In-meeting experience
 - Share content
 - Capture notes

- Start recording
 - Manage devices
 - Explore gallery, large gallery, and together mode
 - Utilize background effects
- Post-meeting
 - Play a meeting recording
 - Update notes and files
 - Pin a meeting conversation

Customize and extend

- App overview
 - Microsoft apps
 - Partner apps
 - Custom apps
- Where do apps show up?
 - Channels and group chats
 - Left rail
 - Messages
- Install an app
- Work with tabs
 - Add an Excel, PowerPoint, Word, or PDF file as a tab
 - Add a Microsoft app as a tab
 - Add a partner app as a tab
 - Utilize tab conversations
- Get value out of Microsoft apps
- Power Platform overview

Next steps

- Summary of topics covered
- Additional training offerings
 - Teams Meetings
 - Teams as a Platform: Integrating Apps
 - Microsoft 365 and Power Platform training
- Question and answer
- Share additional resources