

Teams – Communication

Description

This training focuses on good communication practices in Teams to collaborate more effectively with this tool.

Course Content

Module 1: What is Microsoft Teams?

- Help, Training and Support content for Teams
- Presence status and status message
- Teams Settings

Module 2: Chat

- Start a group chat
- Format a message
- Send a file, picture or link
- Add people to a conversation
- Share your screen in a chat

Module 3: Calls

- Start and answer a call
- Manage your call settings
- Add someone to a call

Module 4: Teams meetings

- Schedule a Teams meeting
- Join a Teams meeting
- Choose your audio and video settings
- Manage your audience
- Share content during the meeting

Lab / Exercises

- Practical exercises will be proposed during and/or at the end of each modules

Documentation

- Quick guide Teams

Participant profiles

- Any Teams user who wants to learn best practices for communicating in Teams

Prerequisites

- No prerequisites

Objectives

- Optimize your interactions with Teams
- Effectively use the different communication tools in Teams (chat, team chat, calls)

Niveau

Fondamental

Classroom Registration Price (CHF)

500

Virtual Classroom Registration Price (CHF)

475

Duration (in Days)

0.5

Reference

MTE-12