

# 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