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# Teams – Communication

## Description

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

### Classroom Registration Price (CHF)

500

### Virtual Classroom Registration Price (CHF)

475

### 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

**Duration (in Days)**

0.5

**Reference**

MTE-12