

Teams – Communication

Description

Communication within modern teams relies on efficient digital tools. This Microsoft Teams training course helps professionals collaborate more effectively in their daily work. Through a practical and accessible approach, you will learn to fully leverage Teams' messaging, calling, and meeting features. The goal is simple: communicate faster, clearer, and more efficiently.

Learn to master communication in Teams

Microsoft Teams has become a central tool for business collaboration. Yet, many users only know the basics. This Teams training will help you gain confidence and productivity. You will learn how to manage conversations, organize meetings, and share information smoothly — all while applying the best communication practices.

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

- This course includes hands-on exercises designed to reinforce your knowledge and apply your skills in real-world professional scenarios.

Documentation

- Quick guide Teams

Participant profiles

- Employees wishing to improve their internal communication
- Assistants and team coordinators
- Project managers and team leaders
- Regular users of Microsoft 365 or Teams

Prerequisites

- No prerequisites

Objectives

- Understand how teams work in Microsoft Teams
- Configure communication statuses and settings
- Use individual and group chats effectively
- Share files and screens within a chat
- Manage and customize Teams calls
- Schedule and host Teams meetings

Description

Microsoft Teams Training – Communication

Niveau

Fondamental

Classroom Registration Price (CHF)

500

Virtual Classroom Registration Price (CHF)

475

Duration (in Days)

0.5

Reference

MTE-12