

Microsoft Teams Mastery

An interactive workshop on using the Microsoft Teams application.

2 Days

How You Will Benefit

In this workshop, we will introduce you to MS Teams' highly collaborative work environment and discover how to leverage these collaboration tools to maximize your team's productivity.

Workshop Description

Setting up Your Teams

- What is Microsoft Teams?
- Understanding the Microsoft Teams interface
- Discover the various ways in which you can create a new team
- Managing your teams

Managing Channels

- What are channels?
- Creating Standard & Private channels
- Managing your team channels
- Setting-up channel notifications

Posting Messages inside Channels

- Working with messages
- Using Mentions & Tags
- Making Announcements
- Managing your Activity Feed

Working with Files

- Uploading Files & Folders in your channels
- Files Management options
- Setting file access permissions in the Teams SharePoint site
- Seeing the file version history in SharePoint

Using the Chat

- Starting a new one on one chat

- Starting a new group chat
- Adding people to an existing chat
- Managing your Chats
- Creating Contact groups

Managing Meetings

- Scheduling a Meeting in Outlook & Teams
- Managing Teams meetings
- Sharing Content in Meetings
- Setting up Breakout rooms

Working with MS Teams Apps

- Adding and removing Apps in your channels
- Working with Tasks by Planner & To Do
- Working with the Approvals App
- Creating approval templates for your organization

Searching in Teams

- Explore the various search options in Teams
- Using Slash commands
- Using Teams commands shortcuts

Teams Settings

- Managing your Teams Profile
- Changing your Status settings
- Setting Member & Guest permissions
- Setting-up Teams Notifications

Algonquin College Corporate Training specializes in industry-focused training solutions that equip employees with the knowledge, skills and expertise needed to succeed in their day-to-day work, to advance in their careers and to build organizational capacity.

For more information, contact us at (613) 727-7729 or visit algonquincollege.com/corporate

Attend This Workshop If You Want to:

- Run Teams meetings like a pro
- Streamline team communications
- Improve file sharing and collaboration
- Leverage the power of Teams

By the end of this workshop, you will be able to:

- Understand the benefits of using MS Teams to work collaboratively with your teams from anywhere and across a variety of devices.
- Streamline communications: make effective use of Teams chat based communication to share information in real time.
- Collaborate on content: share files, meeting notes, track and manage teamwork with tools like Planner and much more.
- Foster teamwork by centralizing team related activities and discussions.
- Organize & participate in Teams meetings

How to Register

- Call (613) 727-7729
- Email training@algonquincollege.com
- Register online:
www.algonquincollege.com/corporate
- Location for Open Enrolment Courses:
 - Algonquin College Learning Centre
 - 700 Sussex Drive, Ottawa, Ontario K1N 1K4
 - Time: 8:30 a.m. to 4:00 p.m.
 - Check-in, coffee and muffins start at 7:45 a.m. Afternoon refreshment provided.
 - Group size is limited to 20.
- Dedicated sessions are available at our site or at your location.

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