NORTHWEST
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Microsoft Teams Desktop App
Course Outline
1-Day   9:00 am – 4:00 pm

Course Description: Microsoft Teams is a communication and collaboration program that combines video meetings/calls, file storage, document collaboration, chats, and application integration. Teams provides the means to communicate virtually with colleagues. This course covers the features of the Teams Desktop App. Microsoft 365 Apps for business or Microsoft 365 Apps for enterprise both include this full version.

Module 1: Microsoft Teams Overview
- What is Microsoft Teams?
- The Microsoft Teams Interface
- Microsoft Teams Desktop and Mobile Apps

Module 2: Creating and Managing Teams
- Creating a New Team
- Public vs Private
- Join/Favorite a Team
- Creating a New Team from an Existing One
- Adding Members to Your Team
- Changing Teams
- Leaving a Team
- Managing Your Teams Profile
  - Updating Your Profile Picture
  - Changing Your Status
  - Changing Your Teams Settings
  - Logging Out of Teams
- Editing the Team
- Accessing Advanced Team Settings
- Managing Team Members
- Managing Channels, Settings, and Apps
- Deleting the Team

Module 3: Using Channels
- Creating a Channel
- Private Channels
- Viewing Channels
- Marking a Channel as a Favorite
- Following and Unfollowing a Channel
- Accessing the Channel Email Address and Link
- Renaming and Deleting Channels
- Adding & Managing Tabs
  - Adding an Uploaded Excel File to a Tab
  - Interacting with a Tabbed File
- Accessing the Team's SharePoint Page
- Using Tab Conversations
- Adding and Removing Connectors
- Changing Connector Settings

Module 4: Using Chat
- Chats Vs Conversations (Posts)
- One to One, Group and Private Chat
- Starting a Chat
- Replying to a Chat Message
- Posting a Message
- Adding Files to a Message
- Editing & Deleting Messages
- Adding Other Users to the Chat
- Message the Team
- Screen Sharing
- Using @mentions
- Mute/Hide Chats
- Scheduling a Meeting from a Chat
- Starting Audio or Video Calls

Module 5: Video Meetings and Audio Calls
- Meetings and Conference Calls
  - Scheduling and Joining Meetings
  - Inviting and Adding people to Meetings
  - Adding Guests
  - Meet Now Instant Meetings
  - Editing and Canceling Meetings
- Meeting options and controls
- Using Meeting tools
- Share Desktop
- Using a OneNote notebook

Module 6: Managing Files in Teams
- Using the Files Tab in Teams
- Viewing Files
- Creating a New File
- Uploading a File
- Managing Files

Module 7: Searching
- Find Chats, Files, People
- Using Filters
- Search Commands/Modifiers

Module 8: Apps and Help
- Installing an App
- Using Apps
- Managing and Removing Apps
- Using the Help Center