

Introductory (60 minutes)

1. Understand when best to create a Team, Chat, Meeting, or make a Call
- 2.

Intermediate (60 minutes)

1. Understand functionality using Teams application Tabs
2. File tab
 - a. Upload work files from SharePoint or OneDrive to a Team
 - b. post files from your OneDrive to the Team
 - c. synchronize SharePoint files to your Team
 - d. convert a work file to a File tab menu item
 - e. understand file synchronization between Teams and SharePoint and Teams and OneDrive
3. Create a Meeting within Teams
4. Making calls from Teams
 - a. make a phone or video call within Teams
 - b. who can I call from Teams?

Advanced (90 minutes)

1. Create and participate in Breakout sessions
 - a. create one session
 - b. create and move between concurrent breakout sessions
 - c. end a breakout session
2. Channels
 - a. understand difference between General and other channels
 - b. review channel Privacy
 - c. create private channel
3. Add functionality using Teams application Tabs
 - a. understand features a Tab can add to a team
 - b. create a tab in a private channel
 - c. add a video from Stream to a channel
 - d. add sample Excel budget file as tab
 - e. create and distribute polls to survey members within a chat
 - f. create and populate project plans and tasks
4. Save chats or conversations transcripts for easy search retrieval
5. Search, review and for saved or unread messages
6. Use Tags to quickly reach only certain group members
- 56 Use Teams' built-in help tools)
 - +6 Learn shortcut keys)
 - 76 Set status to Do Not Disturb)
 - /6 Keep up with new features added to Teams)
8. How to check for available Teams updates
9. Add Teams to your smartphone