# Productive and more Collaborative Workspace with Microsoft Teams
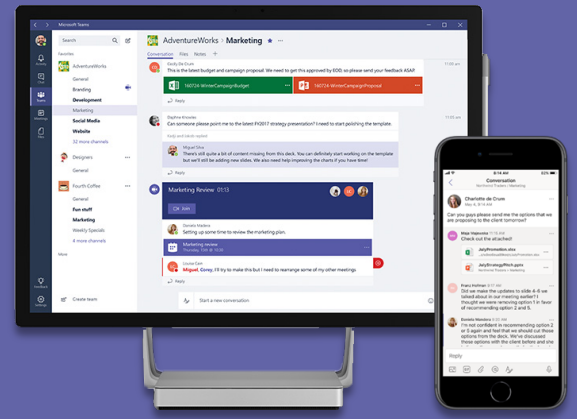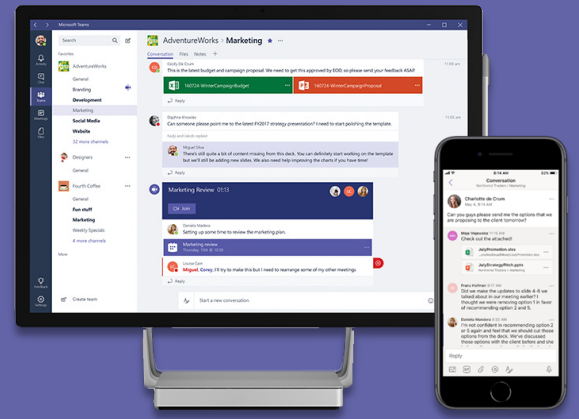
## Training Modules

**Topic Outline**

# Productive and more Collaborative Workspace with Microsoft Teams

## Module 1: Overview of the Microsoft Teams Platform

In this module, participants will learn the different capabilities of the Microsoft Teams. These concepts will serve as a foundation for understanding how it can open many possibilities in making the organization's day-to-day business processes more efficient

**Topics Covered:**

1. Introduction to Teams as a hub for teamwork
2. How Teams can work for you

## Module 2: Getting Familiar with Microsoft Teams

In this module, participants will learn how to set up Teams on PC and mobile devices to allow for effective communication, coordination, and collaboration among individuals and organizations. Participants will also learn how to create, organize, and navigate through specific teams, channels, and tabs as well as how to maximize the use of chat, calls, and meeting functions.

**Topics Covered:**

1. Installing Microsoft Teams on your desktop and mobile devices
2. Starting a private and a group chat
3. Creating a Team
4. Configuring teams and channels
5. Adding members and configuring access

## Module 3: Scheduling Meetings, Meet Now, and Scheduling Assistant

In this module, participants will learn how to turn team conversations into a quick meeting with the Meet Now function. Participants will also learn how to schedule a timely and productive meeting in Microsoft Teams with scheduling assistant as well as learn about meeting tools that are available in Microsoft Teams such as Meeting recording, notes, screen sharing and more.

**Topics Covered:**

1. Scheduling a meeting and utilizing Scheduling Assistant
2. Starting an audio or a video call
3. Creating instant meetings with Meet Now
4. Recording a meeting and taking notes

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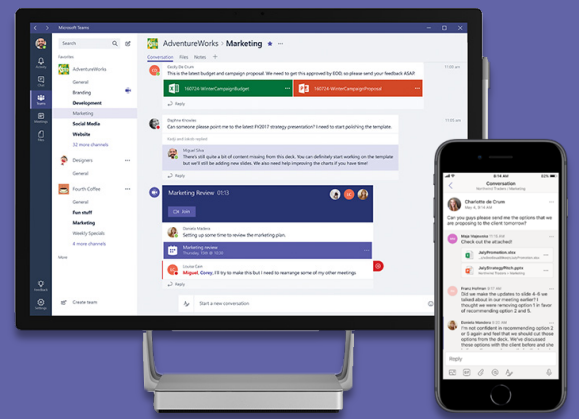
## Module 4: Creating Conversations with your Team

In this module, participants will explore features of the compose box and how it can be used to deliver different content to their colleagues. This module focuses in using text options, mentions, creating important and urgent messages as well as adding personality to their message by using emojis, GIFs, stickers, and memes.

**Topics Covered:**

1. Create and format a post
2. Get someone's attention with @mentions
3. Saving a post or a message
4. Creating an important or urgent message
5. Sending a GIF or creating your own sticker/meme
6. Adding reaction to a message

## Module 5: Collaboration and more Productive Workspace with your Team

This module focuses on having a more collaborative and productive workspace anytime and anywhere with Microsoft Teams. Participants will learn a few online collaboration tricks with Office apps as well as other Office 365 services.

**Topics Covered:**

1. Understanding file uploads in Microsoft Teams
2. Using Office in Microsoft Teams
3. Collaborating using online and desktop office applications
4. Adding inline comments to a document
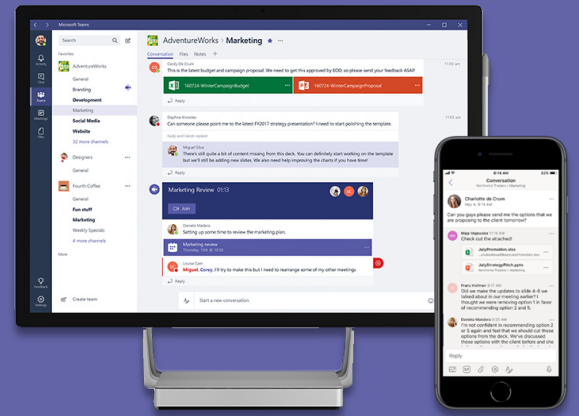
## Module 6: Organizing teams in Teams

This module gives an overview of the roles and capabilities of Teams to build, organize, and manage teams. This will enable users within the organization to utilize it the way they are meant to be used.

**Topics Covered:**

1. Understanding the different roles in Teams
2. Learning its capabilities in Teams
3. Learning to build and organize teams in Teams

# Productive and more Collaborative Workspace with Microsoft Teams

## Module 7: Maximizing the use of Teams with people in and out of the organization

This module gives an overview of the different structures in Teams to enable them to make the right decision in using one – from creating org-wide and project-based teams to allowing conditional access to external or guest users in the platform. Participants will also learn how to take advantage of collaboration tools in Teams and how to integrate other apps into the platform for creating greater efficiencies and for maximizing workflow.

**Topics Covered:**

1. Understanding Teams platform structure
2. Understanding the difference between private/group chat, team and channel
3. Understanding the difference in sending files between group chat and channel
4. Learning about collaboration inside the Teams platform
5. Learning of integrating other applications inside the Teams platform

## Module 8: Extending Microsoft Teams capabilities

This module will discuss the extensibility feature of Teams – how third-party applications such available as Bots and Connectors can be used to allow for seamless interaction and communication within and across teams.

**Topics Covered:**

1. Adding apps as tab to a chat or channel
2. Pinning a file as a tab to a chat or channel
3. Adding bot to a channel
4. Using other Office 365 apps within Microsoft Teams

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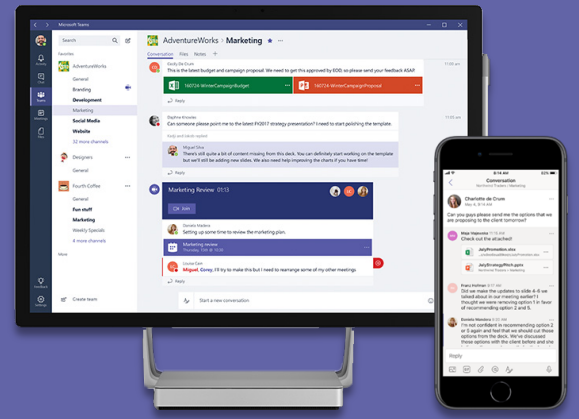
## 1-day Training Agenda
**Microsoft Teams Training Outline**

| Day 1 |
|---|
| **Module 1:** Overview of the Microsoft Teams Platform |
| **Module 2:** Getting Familiar with Microsoft Teams |
| **Module 3:** Scheduling Meetings, Meet Now, and Scheduling Assistant |
| **Module 4:** Creating Conversations with your Team |
| **Module 5:** Collaboration and more Productive Workspace with your Team |
| **Module 6:** Organizing teams in Teams |
| **Module 7:** Maximizing the use of Teams with people in and out of the organization |
| **Module 8:** Extending Microsoft Teams capabilities |
| **Demo and Hands-On:** Exploring the capabilities of Microsoft Teams |