REMOTE TEAM WORKING USING
MICROSOFT OFFICE 365
MICROSOFT TEAMS (2 HOUR WEBINAR)

This webinar is designed to give a comprehensive overview of how it is possible to work remotely as a team using Office 365, specifically using Microsoft Teams. It is especially relevant now, as many must work from home but must still be productive and must function effectively as part of a team.

This is a basic level 2-hour introduction. We will cover the essential functionality of MS Teams.

- → An overview of MS Teams
- → The MS Teams environment
- → Teams and Channels
  - ■ Creating / Editing a Team / Adding Members and Guests
  - ■ Creating Channels within a Team / Private Channels
- → Conversations / Posts
  - ■ Team Channel Conversations / Posts / @mention
  - ■ Notifications / The Activity Feed
  - ■ Conversation Options – Subject Line – Formatting
  - ■ Managing / Editing / Deleting / Saving Conversations
- → Hiding / Showing / Pinning Team Channels
- → Chats
  - ■ 1-1 and Group Chats
  - ■ Pining chats and Group Chats
- → Other communication
  - ■ Audio Calls
  - ■ Video Calls
  - ■ Configuring Voicemail
- → Meetings in MS Teams
  - ■ Using Meet Now / Meet Now in a Channel
  - ■ Meeting Options – Blur Background / Chat / Meeting Notes / View participants pane
  - ■ Share your screen
  - ■ Schedule a meeting
  - ■ Integration with MS Outlook
- → Manage User Profile Settings
- → Working with Files:
  - ■ Attach/Share Files
  - ■ Upload Files
  - ■ Create Links to Files
  - ■ Edit / Collaborate on Files
- → Searching for content
- → Sending an email to a MS Teams Channel.