

Efficient interaction with Microsoft teams («MT365»)

In this one-day seminar you will learn how to work with Microsoft teams efficiently in a team, perform daily tasks and increase your productivity.

Duration: 1 day

Price: 740.–

Course documents: Digicomp CompactInfo

Content

1. Half-day: Theoretical input with practical examples

1. User interface
 - Elements of the user interface
 - Adjusting the user interface
2. Channels
 - Benefits of channels
 - Creating, modifying and deleting channels
 - Conversations
3. Document storage and management
 - Difference between OneDrive/SharePoint
 - Chat window vs. conversation section
 - Creating a folder structure
4. Chat
 - Private and group chats
 - Setting up group chats
 - File exchange
5. Brief insight: Calendar
 - Create meetings
 - Scheduling Assistant
6. Managing teams
 - Adding members and owner
 - Member permissions
 - Guest permissions
 - Settings
7. Personal account settings
 - Status settings
 - Sync with Outlook
 - Notifications
 - Audio and video settings
8. Create new team
9. Tips & Tricks

2. Half-day: Workshop, exchange, integration of Apps in Teams

1. Practice-related exchange of knowledge in creating and building teams
2. Integration of Apps in Teams
 - Planner App
 - ToDo App
 - Microsoft Forms
3. Q&A

- Efficient use of the desktop and mobile solution from Microsoft teams
- Creating, modifying and deleting channels
- Understanding of the ability to store files on OneDrive and SharePoint
- Quick planning and implementation of audio and video meetings

Methodology & didactics

This course is offered in a blended learning design. In addition to preparatory tasks, keynote speeches and practical examples, self-study is encouraged and exchange of experience with a high practical relevance is made possible. Work assignments are given between the half days in order to apply the acquired knowledge of the first half day and to present it on the second half day.

Target audience

This course is aimed at people who want to work efficiently with existing teams, exchange information and generate added value for teamwork.

Additional information

This course is aimed at Microsoft Office 365 users.

Any questions?

We are happy to advise you on +41 44 447 21 21 or info@digicomp.ch. You can find detailed information about dates on www.digicomp.ch/courses-microsoft-office/microsoft-365-apps/microsoft-teams-communication/course-efficient-interaction-with-microsoft-teams