COURSE SYLLABUS

Microsoft Teams Bootcamp Course

This bootcamp is designed to help you master and get started with Microsoft® Teams®, the essential communications tool in the Microsoft® 365® suite. Microsoft Teams enables individuals and organizations to chat, share ideas, collaborate on files, and work together seamlessly. You can use Teams for quick chats, virtual meetings, online calls, and sharing files and resources. The app is available in desktop, web, and mobile versions, and once you're familiar with the desktop app, you can easily transfer that knowledge to the web and mobile apps, allowing you to connect through Teams wherever your work takes you.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://sdfm.graduateschool.edu/courses/microsoft-teams-bootcamp



CustomerRelations@graduateschool.edu •
(888) 744-4723

Course Outline

Module 1: Messaging in Teams

- Navigate the Teams interface and understand core layout and components.
- Initiate one-on-one and group chats with contacts.
- Use posts and replies in team channels for collaborative communication.

Module 2: Calling and Meeting in Teams

- Make audio and video calls using Teams' built-in tools.
- Schedule, join, and conduct online meetings.
- Collaborate during meetings using chat, screen sharing, and reactions.

Module 3: Leading Meetings in Teams

- Conduct professional presentations within the Teams platform.
- Manage meeting participants, roles, and settings effectively.
- Utilize meeting tools such as whiteboards, breakout rooms, and recordings.

Module 4: Collaborating with Files and Apps

- Share files in chats and team channels.
- Co-author documents using Office apps directly within Teams.
- Integrate and manage apps, bots, and connectors to extend functionality.

Module 5: Configuring the Teams Environment

- Customize general application preferences and appearance settings.
- Set up notification alerts and privacy configurations.

- Configure call options, audio/video devices, and accessibility settings.

Module 6: Creating and Managing Teams

- Create and manage new teams aligned with projects or departments.
- Set up and configure channels for different workflows or topics.
- Add and manage tabs for fast access to apps, files, and tools.