COURSE SYLLABUS

Microsoft Teams Essentials Course

This course is designed to help you get started with Microsoft® Teams®, the key communications tool in the suite of Microsoft® 365® productivity apps. Microsoft Teams enables individuals and organizations to chat, share ideas, collaborate on files, and essentially, work together. You can use Teams to have a quick chat with a colleague, participate in a virtual meeting, make an online call, and share files and resources. The Microsoft Teams app is available in three versions: a desktop app, a web app, and a mobile app. Once you are familiar with the Teams desktop app, you can easily transfer that knowledge and work in the web and mobile apps to take advantage of connecting through Teams wherever your work takes you.

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



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Course Outline

Module 1: Messaging in Teams

- Navigate the Teams interface and understand its layout.
- Use chat to communicate with individual contacts or small groups.
- Post and reply to messages within team channels for group collaboration.

Module 2: Collaborating in Teams

- Make audio and video calls to colleagues using Teams' communication tools.
- Schedule and participate in virtual meetings.
- Share files with teammates through chat or channel posts.

Module 3: Configuring Your Teams Environment

- Adjust general application settings to fit your preferences.
- Set notification and privacy controls to manage your Teams experience.
- Configure device and call settings for seamless communication.