COURSE SYLLABUS

Microsoft Teams for Business Users Course

This course is designed to help you master 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-for-business-users



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Course Outline

Module 1: Messaging in Teams

- Navigate the Teams interface and understand its core layout.
- Initiate chats with individual contacts or groups.
- Engage in conversations within team channels using posts and replies.

Module 2: Calling and Meeting in Teams

- Make voice and video calls to contacts using Teams' built-in calling features.
- Schedule, join, and conduct meetings within Teams.

Module 3: Leading Meetings in Teams

- Conduct professional presentations within Teams meetings.
- Use Teams tools to manage participants, settings, and collaboration during meetings.

Module 4: Configuring Your Teams Environment

- Adjust general application settings for user preferences.
- Set up notification preferences and privacy configurations.
- Manage device and call settings for optimal communication.

Module 5: Sharing Files and App Content in Teams

- Share files during chats, meetings, or through team channels.
- Integrate third-party apps and connectors to extend functionality.

Module 6: Creating and Configuring Teams

- Create new Teams tailored to specific projects or departments.
- Configure and organize team channels for structured collaboration.
- Add and customize channel tabs for quick access to key tools and content.