



MOUSELITERATE

Teams Introduction Course Outline

A basic understanding of PCs and familiarity with the layout of a PC style keyboard, mouse and Windows is required

Session One

Introduction to Teams

- The components of Microsoft Teams
- When is Microsoft Teams used?

Using Chat

- Starting a chat
- Changing status
- Adding another person to the chat
- Pinning and organizing chats
- Changing a chat to a call

Teams

- Creating a team
- Managing a team
- What is a channel?
- Creating a channel
- Conversations on channels
- Private channels
- Hiding channels

Session Two

Meetings

- Scheduling meetings
- Outlook versus Teams
- Adding and saving meetings to channels
- Joining meetings
- Meetings options
- Recording meetings
- Changing backgrounds

Files

- Adding files to a channel
- Sharing files and folders
- SharePoint document library

Settings

- Managing notifications
- Using other Apps

