



REAL WORLD
TECHNOLOGY TRAINING & SOLUTIONS
"Training You Can Really Use"

Microsoft Teams for Business Users

Duration: 1 Day

Method: Instructor-Led Training (ILT) | Live Online Training

Course Description

This course provides a comprehensive introduction to Microsoft Teams®, the central communication and collaboration tool within the Microsoft 365® suite. Participants will learn how to chat, host virtual meetings, make calls, share files, and collaborate seamlessly with colleagues. They will also explore how to create and configure Teams to support specific business needs. Through practical guidance, participants will work across the desktop, web, and mobile apps, ensuring they can stay connected and productive wherever they are. By the end of the course, they will be able to confidently use Microsoft Teams to enhance communication, streamline collaboration, and improve workplace productivity.

Target Audience

This course is intended for:

- People who need to use Microsoft Teams to communicate, share files, and conduct online meetings with colleagues.

Prerequisites

To attend this course, candidates must have:

- Completed the course. *Using Microsoft® Windows® 11*, **OR** familiarity with the Windows® operating system and with using a web browser.
- A basic understanding of Microsoft 365 apps.

NOTE: *No experience with Teams is required.*



Microsoft Partner

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Course Objectives

Upon successful completion of this course, attendees will be able to:

- Communicate with colleagues in Teams.
- Call and meet with people in Teams.
- Lead a meeting.
- Configure your Teams environment.
- Share files and app content.
- Create and configure Teams.

Course Topics

Module 1: Messaging in Teams

- Navigate in Teams
- Chat with Contacts
- Post in Team Channels

Module 2: Calling and Meeting in Teams

- Call People in Teams
- Meet in Teams

Module 3: Leading Meetings in Teams

- Conduct Presentations
- Manage Meetings

Module 4: Configuring Your Teams Environment

- Configure General Application Settings
- Configure Notifications and Privacy Settings
- Configure Call and Device Settings

Module 5: Sharing Files and App Content in Teams

- Share Files
- Add Apps and Connectors

Module 6: Creating and Configuring Teams

- Create and Manage a Team
- Create and Configure Channels
- Add and Configure Channel Tabs

ACTIVITIES INCLUDED



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