



## Microsoft Teams

Microsoft Teams is rapidly becoming the de facto communications tool for Business, the Enterprise and Education. In this 4 hour session you'll become skilled in effective techniques for communication, collaboration, scheduling meetings and managing the barrage of notifications that are coming your way. On all your devices. Working smarter, not harder.

Because every organisation implements Teams precisely for their own needs, we conduct a pre-training consultation to ensure our course is tailored for your teams' needs.

**Duration: 4 Hours**

**Cost:**

**Group Training - R990.00 pp\***

**Personal Training - R2499.00 pp**

## Course Topics:

### Microsoft Teams Basic Settings to buttons

- Introduction Microsoft Teams and navigating the interface.

### Effective Search Methods

- Find files, people and conversations, whether they were posted in a Chat, a Channel or a Meeting.

### Notification Preferences

- Manage your notifications by channel, by time, by device, and make sure your colleagues are kept apprised of your status.

### File Management

- Understand the differences between Files posted to Chats and Files posted to Channels.
- OneDrive, SharePoint and 3rd party cloud providers.

### Collaboration

- Collaborate on documents simultaneously, while still messaging your colleagues – wherever they are.

### Meetings

- From ad-hoc meetings to scheduled meetings with colleagues or external participants, you'll learn how to take effective notes, collaborate with whiteboards, take polls for consensus and create breakout rooms. Learn how to retrieve your notes and conversations once the meeting is over.

## Course Details:

**Duration:** 4 Hours

**Cost:** Group Training (\*min. 3 attendees required) - R990.00 per person incl. VAT  
Personal Training - R2499.00 per person incl. VAT

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