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# MS teams course content

Lesson 1: Getting Started

TOPIC A: Getting Started with Microsoft Teams

What is Microsoft Teams?

Launching Microsoft Teams

The Microsoft Teams Interface

Creating a New Team

Adding Members to Your Team

Changing Teams

Leaving a Team

Using Microsoft Teams Desktop and Mobile Apps

Activity 1-1: Getting Started with Microsoft Teams

TOPIC B: Using Channels

About Channels

Viewing Channels

Creating a Channel

Marking a Channel as a Favorite

Following and Unfollowing a Channel

Activity 1-2: Using Channels

TOPIC C: Posting Messages

Posting a Message



Expanding the Compose Box

Editing a Message

Replying to a Message

Adding Files to a Message

Deleting a Message

Activity 1-3: Posting Messages

TOPIC D: Getting Help with Microsoft Teams

Using the Help Center

Using T-Bot

Viewing New Features

Viewing Keyboard Shortcuts

Using Slash Commands

Activity 1-4: Getting Help with Microsoft Teams

Summary

Review Questions

Lesson 2: Communicating in Channels

TOPIC A: Managing Messages

Identifying New Messages

Marking Messages as Read and Unread

Liking a Message

Saving a Message



Activity 2-1: Managing Messages

TOPIC B: Doing More with Messages

Using Mentions

Using Announcements

Viewing Your Activity

Searching in Teams

Activity 2-2: Doing More with Messages

TOPIC C: Managing Files in a Channel

Viewing Posted Files

Creating a New File

Uploading a File

Managing Files

Moving Files

Adding Cloud Storage

Activity 2-3: Managing Files in a Channel

TOPIC D: Using the Wiki

Viewing the Wiki

Creating Wiki Content

Creating Sections and Pages

Navigating Through the Wiki

Accessing Section Options

Accessing Page Options



Activity 2-4: Using the Wiki

Summary

Review Questions

Lesson 3: Using Other Communication Tools

TOPIC A: Using Chat (Part 1)

Starting a Chat

Replying to a Chat Message

Continuing a Chat

Adding Other Users to the Chat

Using Chat Message Features

Activity 3-1: Using Chat (Part 1)

TOPIC B: Using Chat (Part 2)

Scheduling a Meeting from a Chat Message

Starting Audio or Video Calls

Overview of Chat Tabs

Managing Chats

Activity 3-2: Using Chat (Part 2)

TOPIC C: Managing Meetings

Using the Meetings Tab

Using Agenda View

Scheduling a Meeting



Editing a Meeting

Joining a Meeting

Cancelling a Meeting

Activity 3-3: Managing Meetings

TOPIC D: Managing Files in Teams

Using the Files Tab in Teams

Viewing Files

Managing Files

Adding and Managing Cloud Storage

Activity 3-4: Managing Files in Teams

Summary

Review Questions

Lesson 4: Customizing Channels

TOPIC A: Customizing Channels

Renaming a Channel

Accessing the Channel Email Address and Link

Accessing the Team's SharePoint Page

Deleting a Channel

Activity 4-1: Customizing Channels

TOPIC B: Adding Tabs to a Channel



Adding a Tab

Using Tab Conversations

Renaming a Tab

Removing a Tab

Activity 4-2: Adding Tabs to a Channel

TOPIC C: Adding Connectors to a Channel

Adding a Connector

Changing Connector Settings

Changing Connector Accounts

Removing a Connector

Activity 4-3: Adding Connectors to a Channel

Summary

Review Questions

Lesson 5: Customizing Your Teams Experience

TOPIC A: Managing Your Teams Profile

Updating Your Profile Picture

Changing Your Status

Changing Your Teams Settings

Logging Out of Teams

Activity 5-1: Managing Your Teams Profile

TOPIC B: Managing Teams



Editing the Team

Accessing Advanced Team Settings

Managing Team Members

Managing Channels

Managing Settings

Managing Apps

Deleting the Team

Activity 5-2: Managing Teams

TOPIC C: Adding Apps and Bots

Opening the Store

Installing an App

Using Apps

Managing Apps

Removing Apps

Using Bots

Activity 5-3: Adding Apps and Bots

Summary





Lesson Labs

Lesson 1

Lesson Lab 1-1

Lesson Lab 1-2

Lesson 2

Lesson Lab 2-1

Lesson Lab 2-2

Lesson 3

Lesson Lab 3-1

Lesson Lab 3-2

Lesson 4

Lesson Lab 4-1

Lesson 5

Lesson Lab 5-1

Lesson Lab 5-2



# F S M

ACHIEVING THE IMPOSSIBLE





## ABOUT US

### Who We Are:

We the FSM have remained a premier provider of business transformational solutions, assisting our valuable clients to completely revolutionize their customer management activities. Backed by extensive experience with similar architectures, we are skilled at anticipating potential risks and developing risk mitigation plans. Successful planning and implementation of an enterprise-level contact center and UC project deliveries has our track record. What sets us apart from the competition and makes us an ideal partner for your support requirements? – It is the pursuit of excellence in providing:

- Enhanced Technical Capabilities
- Experience and Proven Success
- Reduced Costs

### Why Consulting Us?

As a leading institution for IT network training in the country, headquartered in Bangalore, we started our program in the year 2014. The center has been providing training across multiple CISCO systems including Security, Collaboration, Routing & Switching, Data Center, Wireless, Service Provider, UCCX, UCCE, CVP ETC, and Microsoft Skype for Business 2015. The labs, equipped with the latest technology hardware equipment, are open around the clock for the students.

We provide the most sought after programs in IT – the prestigious Cisco powered Unified Communication (Cisco Spark & Microsoft Skype for Business), and CCIE training and

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Certification. The training provides holistic knowledge and practical experience resulting in creating the best engineers in networking industry.

Our pool of certified trainers with a total of 25+ years of industry experience has been proved efficient and successful time and again by the numbers of students placed. We maintain uncompromised commitment of ensuring that every student is job-ready at the end of the course.

