

Ref. : EBTEAV1

Teams

Teamwork with Office 365 (v1)

Aim

Learn to work as a team in the Office 365 environment using **Teams**: create teams and channels, discuss and communicate instantaneously, create and take part in online meetings, work together by sharing files and co-editing them.

Target audience

Any user who would like to efficiently use Teams' different features.

Level required

Essential to intermediate

Estimated time to complete the essential modules

2 hours and 20 minutes (videos lasting 2 to 5 minutes on average)

Course content

Teams (v1)



MEDIPlus
eLearning

This module offers interactive training consisting of 19 training videos, 19 exercises and 1 additional resource.

Discover Teams, manage a team and its channels

- You need to know: Introduction to Teams in the Office 365 environment
- About the Teams interface
- Membership and team creation
- Editing and deleting a team
- Team settings
- Managing team members
- Managing channels
- Searching for content and people
- Notifications and activity display

Managing conversations and chats

- Creating and taking in part in channel conversations
- Creating chats
- Using mentions
- Managing messages
- Creating and taking part in an online meeting
- Planning an online meeting
- Calls

Managing and sharing your files

- Managing files and folders
- Teamworking with files
- Using Wiki pages
- Adding custom tabs