

## Teams - Teamwork with Microsoft 365 (v3) (with practical exercises)



This module provides educational videos of a total duration of 2:14h.

### Overview

- Introduction to Teams in the Microsoft 365 environment
- About the Teams interface
- Good practices when using Teams

### Teams and channels

- Team membership and creation
- Editing and deleting a team
- Team setup
- Managing team members
- Channel management
- Managing tabs
- Channel posts
- Attachments and fun stuff
- Announcements and compliments
- Cross-posting
- Replying and managing messages
- Using mentions and tags
- Closing a team
- Good practices: team goals, identity and management
- Good practices: structuring the team into channels
- Good practices: facilitating and closing the team
- Module 2 Exercise Statement - Teams and channels
- Module 2 Exercise Solution - Teams and channels

### Chats and calls

- The chat
- Audio and video calls
- Good practices for chats and calls

### Teamwork with files

- Reaching the files
- Uploading, creating and editing a file in a channel
- Managing channel files and folders
- Teamwork with files
- Notebooks
- Good practices for teamwork around files
- Module 4 Exercise Statement - Teamwork and files
- Module 4 Exercise Solution - Teamwork and files

### Organising and taking part in remote meetings

- Creating and accessing an instant meeting
- Taking part in a meeting
- Scheduling a meeting
- Breakout rooms

Meeting minutes and attendance report

- Recording a meeting
- Good practices for organising and taking part in remote meetings

**Becoming more efficient**

- Finding content and people
- Status, notifications and workflow
- Managing the Teams settings
- Good practices to improve personal efficiency