



Microsoft Teams Course

A 5 Star Rated course from the
Training experts





Microsoft Teams – Using Teams as a Communication Tool Course

On this one day *Microsoft Teams - Using Teams as a Communication Tool Course*, you will learn how to get the most out of the Microsoft Teams communication tools.

Introduction

On this 1 day course, you will learn how to use MS Teams effectively and efficiently making use of all of its features and tools to help you collaborate with others and to better manage your own time.

Who would benefit from this course?

Anyone who is currently using the platform day to day on a basic level and wants to get more out of it.

This course is for beginners and is perfect for users new to Office 365. Microsoft Office experience is an advantage

Private & One to One courses

We offer private group courses and one-to-one courses throughout the UK from £690 and Online from £550. Please email or call us with your preferred venue, number of delegates and any requests.

Classroom & Virtual Classroom Courses

We offer this course as a classroom based course and as a live, interactive online course.

Our classroom courses are available in Manchester or at your offices.

Our online Virtual Classroom courses are available for people anywhere in the world with internet access. You will be able to see the trainer, their screen, be able to chat and ask questions, just like on our regular classroom courses.

No More Than 6 Delegates

5 Star Rated Course

Practice Led Learning

3 Months Online Support

Lunch Provided

Detailed Course Notes

Our interactive practical courses and learner centred approach, combined with small class sizes, provides the very best learning environment

Google

5.0 ★★★★★

I attended several courses which were all very informative, well-structured and delivered to a high standard. All questions I had during the day were answered. I left with increased knowledge and feeling confident about the specific areas

Matthew Mycock,
Haywater Healthcare



Microsoft Teams – Using Teams as a Communication Tool

Course Outline

This Course will teach you how to use the features and functions of MS Teams

Introduction to MS Teams

- The features & benefits of Microsoft
- Teams Navigation & menus
- Understanding the different client's purposes
- How to use the Activity Tab

Conversations in MS Teams

- How to use the Chat function
- Adding Contacts
- Messaging another user
- Receiving messages in Teams
- Sharing files with other users
- Editing documents in Teams

Calling

- The Calls Tab functions and controls
- Make a Team's call
- Receive a Team's call
- Adding people to a call

Collaboration

- The Teams Tab functions
- How and why set up a Team
- The Content that is available in a Team
- Working & Collaborating in a Team
- Sharing content with other users
- The Files Tab

Arranging and Organising a Teams Meetings

- Using the Calendar functions
- Difference Between Calls and Meetings
- Organising a Team meeting in Teams
- Creating a new Teams meeting via Outlook
- How to use the Scheduling Assistant to organise a Teams meeting
- Joining Meetings from within Teams

Advanced Options for Teams

- What are Microsoft Shifts?
- When & how to use Shifts
- What is Planner?
- When & how to use Planner
- Gifs, Stickers & Memes



Best Practice & Etiquette

- Understanding why and how to use the different Teams clients
- Using Search & locating files
- Etiquette on a Teams call
- Best Practice for Screen Sharing

To book please see next page

Google

5.0 ★★★★★

We all found the session incredibly useful and have been implementing some of the actions based on our learnings.

Michael Ashcroft
Nestle Health Science

For private courses the course content can be adapted to suit your requirements.
Please contact us to discuss your requirements.





Microsoft Teams Course

Why Choose M Training's Microsoft Teams Training Course

- Run by an experienced trainer
- This course is limited to 6 places, so you are guaranteed personal support throughout the day
- 5 Star Rated in Google and Facebook and post course reviews.
- Convenient location in Manchester and Online.
- Choose from public, one to one and private group courses
- Detailed course notes provided
- Lunch & refreshments provided
- Certificate of achievement

Private and One-to-One Courses

One-to-one and private group courses are available from £690 for a one day classroom course and from £550 for a private online course .

These courses are ideal if you cannot make one of the set course dates or if you want a more advanced course or different course outline/focus.

One-to-one and private group courses can be run anywhere in the UK, at our Manchester office or via Virtual Classroom online.

How to book

To book the 1 Day Microsoft Teams course, send us an email or give us a call.

Email: info@mtraining.co.uk

Call: 0161 226 6032

Or visit: www.mtraining.co.uk

We offer group booking discounts for two or more delegates.

An excellent course with content relevant to our daily roles. A great presenter who shared a lot.

Catherine Powell, NCC Group