

Introductory Training for Microsoft Teams

Training volume: 2h

Introductory Training for Microsoft Teams up to 25 participants €900

Introductory Training for Microsoft Teams from 26 participants €1,500

- The training session will be recorded for later review.
- Trainings can be conducted in the environment of the customer if desired.
- Training includes a Q&A session
- The training agenda is flexible and can be tailored to meet the specific needs of your company.
- It is recommended to map out the specific training needs in a 30-minute pre-meeting with the trainer before the training.



Microsoft Teams is a collaboration platform that combines chat, video meetings, file storage, and application integration into one workspace.

It is designed to facilitate communication and teamwork within organizations, providing a central hub where teams can work together efficiently, regardless of their physical location.

By the end of the training, users have the basic knowledge:

- Of general recommended settings for Microsoft Teams.
- For managing teams and channels in Microsoft Teams.
- For efficient use of Microsoft Teams chat.
- About Microsoft Teams search.
- For manage meetings smartly in Microsoft Teams.

Microsoft Teams training plan:

- **General recommended settings for Microsoft Teams**
- **Principles of creating teams and channels in Microsoft Teams**
 - Teams and channels
 - Theme channels, posting, monitoring posts, and managing content
 - Working with documents
- **Microsoft Teams chat**
 - Starting a chat
 - Managing chat text:
 - Design
 - Marking as unread
 - Copying a link, etc.
 - Adding a person to a chat, i.e., group chat
 - Adding a topic/name to a chat (for easier finding later)
 - Addressing a particular person in a chat with several participants
 - Starting a vide/audio call or sharing the screen with chat participants
- **Microsoft Teams search**
- **Microsoft Teams meetings**
 - Meeting formats
 - Planning a meeting
 - Changing a meeting
 - Conducting a meeting
 - Joining a meeting
 - Call (including muting a microphone, etc.)
 - Video (including switching the camera on and off, blurring the background, etc.)
 - Screen sharing
 - Additional settings (headphones, external speakers/microphone)
 - Opening a chat on the background of a meeting
 - Taking notes during a meeting
 - Recording a meeting, sharing a recording, etc.
 - Management of meeting content after the end of the Meeting

Contact Us:

Anneli Pajus
IT Business Consultant
anneli.pajus@primend.com

