# Advanced Training for Microsoft Teams

## Training volume: 2h

Advanced Training for Microsoft Teams up to 25 participants    €900
Advanced 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 team-work 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 advanced knowledge:

- For managing Teams settings and personalization options.
- Of good practices and recommendations for managing teams and channels in Microsoft Teams.
- For efficient use of Microsoft Teams meetings.
- Of useful tips and tricks that make using Microsoft Teams convenient and support collaboration.

## Microsoft Teams training plan:

- **Detailed overview of Microsoft Teams settings and personalization options**
  - Notification settings in Teams

## Good practices and recommendations for management of:

**Teams and Channels in Microsoft Teams:**

- Strategy for creating Channels
- Copying of Channels
- Rights and notifications for Channels
- Private Channels
- Adding external users
- Sending e-mails to Channels
- Ordering of groups / marking of favourite Channels
- Archiving policy

**Microsoft Teams meetings**

- Settings
- Raising a hand and other emojis
- How to create a video background
- Different meeting types

**Tips and tricks for making using Microsoft Teams more convenient and fun**

- Forms – feedback and tests
- Planner – task management
- Lists – e.g., inventory list
- Praising a colleague
- Polly – quick polls
- Use insights of own groups
- Keyboard shortcuts
- Quick commands
- Translating a Chat

**Contact Us:**

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bm certification
ISO 9001
ISO 27001
System certification