

# Advanced training for Microsoft Teams

Training volume: 2h

Price: €600\*

\*or as agreed

- Trainings are recorded for subsequent viewing
- Trainings can be conducted in the environment of the customer if desired
- Training also includes a 'Questions and Answers' part
- The training plan is optional and can be adjusted to the needs of the company.
- Before the training, it is recommended to determine the exact training needs.

## 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

