

TEA-301

Become an expert in creating and configuring Microsoft Teams



Objectives

With this training, participants will be able to:

- Understand the information architecture of Teams (Microsoft 365 Groups, Team Sites, SharePoint, etc.)
- Apply best practices for team management in Teams
- Explore advanced features in Teams

Practical information

Duration	3 hours
Level	Advanced
Number of participants	7 participants
Languages available	French - English

Prerequisites

Completion of the TEA-101 training or master its content

Target audience

Anyone acting as a team owner or administrator in Teams

Content

1 - Teams information architecture (50%)

- Overview of Microsoft 365 Groups
- Overview of Microsoft 365 Team sites
- Organizing and saving files in SharePoint
- Structure of Team Notebook in Teams

2 - Effective team creation in Teams (40%)

- Good practices for team creation
- Adjust team settings
- Add relevant tabs
- Add and manage external members (guests)
- Create team models

3 - Explore advanced features in Teams (10%)

- Add applications
- Add connectors
- Add bots

Included with your training



Complete manual with
step-by-step explanations



Exercise worksheets
seen in class



Training
Certificate



Recognition Badge that you can
share on your LinkedIn page



Post-training follow-up
offered for 6 months