

TEA-301-365

# 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

<b>Duration</b>	3 hours
<b>Level</b>	Advanced
<b>Number of participants</b>	8 participants
<b>Languages available</b>	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