

TEA-101-365

Master the Essential Features to Collaborate Effectively on Teams



Objectives

With this training, participants will be able to:

- Use the basic features of Teams to collaborate effectively as a team
- Apply good practices to facilitate team collaboration

Practical information

Duration	3 hours
Level	Beginner
Languages available	English - French

Prerequisites

Completion of DRI-101 training or master the basics of managing and sharing cloud-based documents using OneDrive or SharePoint

Target audience

Any individual wishing to start using Teams for team collaboration

Content

1 - Connect to Teams

- Open the Teams app
- Adjust your settings
- Overview and navigation
- Using the chat feature

2 - Collaborate as part of a team

- Participate in a group conversation
- Create and share files
- Technique to prioritize the reading of missed conversation
- Best practices for team collaboration

3 - Understand the difference between a group chat and a team in Teams

- Discover what is part of a team's channel and what can be added as a tab to facilitate collaboration
- Create a publication in a channel
- Facilitate team communication and collaboration
- Use OneNote and Planner to organize notes and task lists
- Improve team communications and collaboration

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