365

OutlookTeams101 - Version: 1

🕐 5 days Course

Description:

Optimal group size - 12 participants

Intended audience:

Prerequisites:

Objectives:

Optimal group size - 12 participants

Each group will have 4 sessions of 90 minutes each

Between sessions, assignments for self-practice and a short final project will be given

Topics:

Microsoft Teams - Introduction

- Familiarization with Teams and user interface
- Chats, calls, and file sharing
- Guided practice

Microsoft Teams - Advanced

- Meetings, conference calls, and task management
- Using Teams on mobile
- Tips, tricks, and integrations
- Guided practice

Knowledge Management and Sharing in Teams

- Creating Team Sites for projects and departments
- Using Tabs and app windows
- Organizing and searching content in Team Sites
- Optimal file and document sharing
- Using Teams Wiki for knowledge documentation
- Examples and success stories from the organization
- Practice: Building a sample Team Site

Microsoft Outlook

- Familiarization with the Outlook interface
- Efficient inbox management, creating messages
- Managing calendar and tasks
- Using Outlook on mobile
- Guided practice

Final Project

- Self-practice in Teams based on scenarios
- Self-practice using Outlook
- Final project: Setting up a Team Site in Teams for a project or organizational unit and inviting relevant team members