

Teams

Collaboration for Users

Learn how to:

- Understand what Teams can do
- Manage your Team membership
- Understand Channels
- Post effectively in channels
- Manage Channel Notifications
- Manage and share files in Teams

Pre-Requisites:

Delegates should be familiar with working in Windows.

Duration:

3 hours

Teams

What is a Team?
Understanding the Role of Teams
Teams and Activity
Joining a Team
Managing Your Teams

Channels

What is a Channel?
The General Channel
Pinning Channels

Posting in Teams

Posting in Channels
Replying to Posts
Liking Posts
Using @Mentions
Making Announcements

Advanced Channel Posting

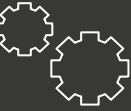
Controlling who can reply to posts
Posting across multiple channels
Emailing a Channel

Channel Notifications

What Notifications will I get?
Managing Channel Notifications

Files in Teams

Uploading Files to Teams
Creating Folders
Editing Files
Collaborating on Files
Checking a File Out
Moving a File or Folder



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Have any questions?

Give one of our expert staff a call.

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