

Workshop Name: Navigating Microsoft Team

Method of Teaching:

Online training that uses Official Microsoft Video Content for the Different Modules, supported By instructor-led facilitation for further demonstration, clarification, client customisation and Q&A

Duration: 2 hours

Number of Candidates: Limited to 10 per class

Cost: P2,000 per class (excl. VAT)

Workshop Outline:

1. Welcome to Microsoft Teams
 - a. Where to Find and How to Access Microsoft Teams
 - b. Desktop and Mobile Access
 - c. Overview of Microsoft Teams
2. Setup and Customise Your Team
 - a. Setup and Get Your Team Running
 - b. Guide For Team Owners
 - c. How to Organise your Teams List
3. Collaborate in Teams and Channels
 - a. Overview of Teams and Channels
 - b. Create and Use Private Channels
 - c. Show and Hide Channels
 - d. Work in Channels
 - e. Work on a File Together
 - f. Create a Plan with Planner
4. Work with Posts and Messages
 - a. Create and Format a Post
 - b. Post a Message to Multiple Channels
 - c. Get Attention with @Mentions
 - d. Save a Post or Message
5. Upload and Find Files
 - a. Upload and Share Files
 - b. Find and Filter Files
6. Start Chats and Calls
 - a. Start and Pin Chats
 - b. Make Calls
 - c. Hide chats, Delete Message
 - d. Set up a delegate to take your calls
7. Manage Meetings
 - a. Join a Teams Meeting

- b. Create instant meetings with Meeting MeetNow
 - c. Meet in a Channel
 - d. Manage Meetings
 - e. Show your Screen During Meetings
 - f. Move around during a team's meeting
8. Setup and Attend Live Events
- a. Plan and schedule alive event
 - b. Produce a Live Event
 - c. Attend a Live Event
 - d. Moderating Q&A
9. Manage Your Activity Feed
- a. Filer your activity feed
 - b. Manage notification settings
10. Teams on The Go
- a. Activity on the Go
 - b. Join a Meeting on the Go