

**Advanced Microsoft Teams**

**Course Number:** TELE-110  
**Duration:** 0.5 days

**Overview**

This live, online Advanced Microsoft Teams training course teaches attendees the intermediate and advanced skills they need to maximize their productivity with MS Teams. This class is hands-on, instructor-led, and customizable to your group's needs.

**Prerequisites**

Completion of [Introduction to Microsoft Teams](file:////training/microsoft-teams-intro) or prior Microsoft Teams experience is presumed.

**Materials**

All Microsoft Teams training attendees receive a short reference handout covering the topics in the class.

**Software Needed on Each Student PC**

All attendees need a full installation of Office 365, including Microsoft Teams.

**Objectives**

* Become a Teams power user
* Leverage advanced activity options
* Use all the features of Chat
* Manage Teams and Channels
* Add Microsoft apps to a Teams site
* Manage files in Teams, OneDrive, and SharePoint, including version control and check in/check out
* Manage and conduct meetings
* Integrate Teams with SharePoint
* Use Planner
* Create and manage forms for use in Teams
* Use Power Automate (Flow) to automate Teams

**Outline**

* Becoming a Teams Advanced User
  + Settings
  + Using Keyboard Commands
  + Using Command Bar Options
* Using Chat Efficiently
  + Naming Group Chats
  + Using Pop Out Chats
  + Convert Chats to Meetings or Calls
  + Saving Chats
  + Marking Chats as Unread
  + Adding Apps to Chats, including Whiteboard and OneNote
  + Chats and OneDrive
* Taking Teams and Channels to the Next Level
  + Manage Access and Permissions
  + Manage Notifications
  + Using Private Channels
* File Management on a Team Site
  + Collaborating on Word, Excel, PowerPoint, and Other Files in Channels
  + Syncing Files
  + Managing Version Control
  + Checking In/Out Documents
  + Using SharePoint within Teams
* Adding Apps to a Team Site
  + Adding Whiteboard
  + Using OneNote within your Team Site
  + Adding Planner Tasks to your Team Site
  + Adding Other Apps
* Managing Meetings
  + Creating Meetings within Chat
  + Creating Team Meetings
  + Outlook Calendar vs Team Calendar
* Team Meetings Newer Features
  + Creating Webinars and Live Events
  + Using Breakout Rooms
  + Using Reactions
  + Advanced Meeting Settings
  + Using PowerPoint Live
* Conclusion