

**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