

**Introduction to Microsoft Teams, Planner, and To Do**

**Course Number:** OFC-108  
**Duration:** 1 day

**Overview**

This Introduction to Microsoft Teams, Planner, and To Do training course teaches the fundamentals of Microsoft Teams and Planner, along with supporting features of other Office 365 components such as SharePoint Online, To Do, and OneDrive.

**Prerequisites**

No prior experience is presumed.

**Materials**

All Microsoft Teams training participants receive comprehensive courseware.

**Software Needed on Each Student PC**

* A full installation of Microsoft 365 with Teams, with Accelebrate’s instructor temporarily provided access to your Office 365 environment. Please also provide a login account for Accelebrate’s instructor to access your Microsoft 365 environment.

**Objectives**

* Use Teams and Channels in Microsoft Teams
* Use Chat and Calls in Teams
* Schedule Calendar Meetings in Teams
* Manage files in Teams
* View and Navigate the SharePoint Site
* Create and assign tasks in Planner
* Use To Do
* Interact with other Microsoft 365 apps

**Outline**

* Introduction
* Getting Started with Microsoft Teams
  + What is Microsoft Teams?
  + The Microsoft Teams Interface
* Using Teams & Channels
  + Joining Public Teams
  + Creating a New Team
  + Managing Access to Your Team
  + Adding Members to Your Team
* Using Channels
  + About Channels
  + Creating a Channel
  + Channel Notifications
  + Posting Messages
  + Managing Files in a Channel
* Using Chat & Calls
  + Starting a Chat
  + Replying to a Chat Message
  + Using Chat Message Features
  + Starting Audio or Video Calls
* Using Calendar Meetings
  + Creating Meetings in Outlook vs Teams
  + Sending Invitations
  + Managing Meetings
  + Joining Meetings
  + Conducting Meetings
* Managing Files in Teams
  + Using OneDrive within Teams
  + Viewing Files
  + Managing Files
* SharePoint Integration
  + View and Navigate the SharePoint Site
  + Discuss Teams Site vs SharePoint Site
* Adding Tabs to a Channel
  + Adding One Note
  + Adding Planner
* Using Planner
  + What is Planner?
  + Planner Settings
  + Creating and Assigning Tasks
  + Creating Buckets
  + Completing Tasks
  + Planner Views
  + Interaction with other Microsoft 365 apps
* Using To Do
  + What is To Do?
  + To Do Settings
  + Using the Navigation Pane
  + Creating and Working with Tasks
  + Interaction with Outlook
  + Interaction with other Microsoft 365 apps
* Conclusion