MICROSOFT TEAMS

WHY LEARN TEAMS?

- Avoid implementation mistakes so that you have a system that is adopted and used by the team.
- Take the guess work out of the set up for Teams. Create a plan that works with your organization's structure.
- Simplify your communications so that you are not bogged down with full inboxes and unread text messages.
- Create a system for accountability and transparency for everyone on staff.
- Save hours on your week because of the productivity tips and tools available to you within Teams.
- Let go of bad habits that cost you time and money and embrace new habits that create a stronger team and more efficiencies overall.
- Build a shared filing and information system that is easily accessible and secure.
- Organize your Team with information and tasks.
- Run effective virtual meetings so that everyone has all same information that is accessible and shareable during the meeting.
- Avoid wasting time searching for meeting notes and supporting documents.
- Access your files, your notes, your conversations; anywhere, anytime and on any device.

YOU'LL LEARN HOW TO...

- Build a shared filing and information system that is easily accessible and secure.
- Avoid implementation mistakes so that you have a system that is adopted and used by the Team.
- Run effective remote meetings so that everyone has all the information they need at the right time.
- Simplify your communications with your Team so that you are not bogged down with full inboxes and unread text messages.
- Organize your Team with information and tasks.
- Create a system for accountability and transparency.
- Save hours on your week because of the productivity tips and tools available to you.
- Let go of bad habits that cost you time and money and embrace new habits that create a stronger team and more efficiencies overall.

Mission COMPUTERS
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TEAMS SUCCESS BLUEPRINT

OBJECTIVE

Learn the fundamentals of Teams and learn how to create Teams that suits your organization / business.

This training is best suited for the Managers, Department Leads or Computer savvy individuals so that they can plan the best system and processes for Teams within your organization.

Bonuses:

2 bonus modules which include teachings on **OneNote** and **Transitioning** to the Cloud.

AGENDA

In this module each participant will learn:

- how Teams fits into their organization
- how to navigate within Teams
- how to create different Teams
- how to Plan your Teams for your organization
- how to create channels
- how to invite others to the Team
- how to use Chat and Channel Posts
- how to use the Files area; upload, delete and recover files
- how to use Wiki
- how to find information with Search, Filters & Tags
- how to change your profile and settings in Teams
- how to integrate with SharePoint
- how to work with Word or Excel documents within Teams
- how to connect to OneDrive, Dropbox and other cloud apps
- the apps available in Teams
- how to create tabs for documents, tasks, notebooks, etc.
- how to use shared calendars and Outlook groups in Teams
- how to attend or run meetings in Teams
- how to invite external guests to a meeting

OUTCOMES

Participant will have clear understanding of how to setup and use Teams.
Instruction is online with recorded videos to watch and documentation to download.
This course is comprised of 4 modules with 5 to 6 lessons in each module. Each lesson is anywhere from 5 minutes to 20 minutes long. Total time is approximately 4 hours.

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