

Microsoft Teams : Microsoft Teams

Microsoft Teams provides a collaborative, cloud-based workspace where Office 365 users can actively connect and collaborate in real time to get things done. Have a conversation right where the work is happening, whether coauthoring a document, having a meeting, or working together in other apps and services. Teams is the place to have informal chats, iterate quickly on a project, work with team files, and collaborate on shared deliverables.

Course Outcomes

Upon successful completion of this course, you will be able to:

- Using and customizing channels
- Posting messages in channels
- Managing messages and files in a channel
- Using the wiki
- Using chat and meetings
- Managing files
- Editing Office 365 profiles and team settings
- Adding apps and bots to Teams