



Teams

Collaboration for Team Owners

Duration: 2 Hours

Who should attend:

This course is for team owners in Microsoft Teams who will be managing teams of people and controlling access to the team resources. This would typically be suitable for departmental managers or project managers.

You will learn how to create and manage channels within your teams. You will learn how to add tabs to the top of your channels to make resources quick and easy to access. You will learn how to create new teams and manage access to those teams, including the management of external users. Finally you will learn how to manage the various team settings and schedule meetings for those teams.

Pre-requisites:

Delegates should be familiar with working in Teams as can be gained from our Teams Collaboration for Users course.

Content

Channels

Creating Channels

Private Channels

Creating Private Channels

Managing Private Channel Members

Advanced Channel Management

Setting Channel Moderation

Managing the General Channel

Managing who can Email a Channel

Channel Tabs

Understanding Channel Tabs

Adding Office 365 Files as Tabs

Adding PDF files as Tabs

Adding Apps as Tabs

Managing Channel Tabs

Creating Teams

Creating Teams From Scratch

Creating Teams from Other Teams

Creating Teams from Templates

Team Naming

Managing Team Membership

Adding Team Members



Teams

Collaboration for Team Owners

Removing Team Members
Adding Guest Users to a Team
Creating Team Codes for Joining
Using Links for Team membership

Managing Guests

What are Guests?
What can Guests Do?
Adding Guest Users to a Team

Managing Team Settings

Adding a Team Pictures
Managing Member Permissions
Managing Guest Permissions
Managing the Fun Stuff

Tags

Creating Tags in a Team
@Mentioning a tag
Managing who can create Tags

Meetings for Teams

Scheduling a Meeting for a Team
Understand Meeting Recordings