



# Teams Collaboration for Users

**Duration: 3 Hours**

## **Who should attend:**

This course is for business users of Microsoft Teams who will be using the Teams aspect of Microsoft Teams to store files and to have discussion with colleagues.

You will learn what teams are used for and how to manage the various teams you belong to. You will learn how to work within channels and how to post effectively in a channel. Finally you will learn how to upload, work on and manage the files within a channel effectively.

## **Pre-requisites:**

No Knowledge of Microsoft Teams is assumed.

## **Content**

### **Teams**

- What is a Team?
- Understanding the Role of Teams
- Teams and Activity
- Joining a Team
- Managing Your Teams

### **Channels**

- What is a Channel?
- The General Channel
- Pinning Channels

### **Posting in Teams**

- Posting in Channels
- Replying to Posts
- Liking Posts
- Using @Mentions
- Making Announcements

### **Advanced Channel Posting**

- Controlling who can reply to posts
- Posting across multiple channels
- Emailing a Channel

### **Channel Notifications**

- What Notifications will I get?
- Managing Channel Notifications

### **Files in Teams**

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# Teams Collaboration for Users

Uploading Files to Teams  
Creating Folders  
Editing Files  
Collaborating on Files  
Checking a File Out  
Moving a File or Folder