Microsoft 365 – Teams

Course code: MSTEAMS

COOPERATION. In this way, we could define the MS Teams application. Nowadays, when the demands for teamwork, communication, data sharing, information, files are growing. We live in a time when technology has freed us from having to spend all our time in the office at the desk, but we are increasingly working in the field or from home. It is also often necessary to meet colleagues from another city or even another country. At such times, we need a tool that ensures effective communication, data sharing and collaboration, all remotely, with the ability to use a variety of devices and in a secure mode to prevent information leakage. Microsoft 365 is exactly such a platform and its main communication tool is the MS Teams application. In our course, participants will learn to work effectively and clearly with this powerful tool and use it for teamwork.

Course outline

- Introduction
- Introduction to the application and its philosophy
- Relation to SharePoint platform
- Environment
- Application settings
- Notification
- Help
- Communication
- Chat
- Audiocalls
- Videocalls
- Possibilities of communication using Teams
- Meeting recording
- The name of the conversation and its pin on top as important
- Using flags saving a conversation in conversations
- Conversation tracking
- How to send an email to all team members
- Teams
- What does it mean?
- Channels
- Team settings
- Management of team members
- Cards working with cards, creating new cards
- Connection with information channels connectors
- Team conversation
- Favorite teams
- Mentions
- Tasks and planning cooperation with Planner
- Calendar
- Appointments
- Connection with MS Outlook
- Appointment scheduling
- Files
- File sharing with colleagues and outsiders
- Real time collaboration
- Working with the list SharePoint

GOPAS Praha

Kodaňská 1441/46 101 00 Praha 10 Tel.: +420 234 064 900-3 info@gopas.cz GOPAS Brno Nové sady 996/25 602 00 Brno Tel.: +420 542 422 111 info@gopas.cz

GOPAS Bratislava

Dr. Vladimíra Clementisa 10 Bratislava, 821 02 Tel.: +421 248 282 701-2 info@gopas.sk



Copyright © 2020 GOPAS, a.s., All rights reserved

15.11.2024 09:34:10

Microsoft 365 – Teams

- Teams mobile application
- Where and how to get it
- Setup and settings
- How to use it?
- Useful tools
- Using functions and commands
- Keyboard shortcuts
- What's new in Teams

GOPAS Praha

Kodaňská 1441/46 101 00 Praha 10 Tel.: +420 234 064 900-3 info@gopas.cz
 GOPAS Brno

 Nové sady 996/25

 602 00 Brno

 Tel.: +420 542 422 111

 info@gopas.cz

GOPAS Bratislava

Dr. Vladimíra Clementisa 10 Bratislava, 821 02 Tel.: +421 248 282 701-2 **info@gopas.sk**



Copyright © 2020 GOPAS, a.s., All rights reserved

MSTEAMS - Page 2/2