

Microsoft 365 – Teams

Course code: MSOFF365TEAMS

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
- Application philosophy
- Environment
- Settings
- Notifications
- Help
- Communication
- Chat
- Audiocalls
- Videocalls
- Communication via Teams
- Recording of meeting
- The name of the conversation and its pinning on top - as important
- Flags, conversation saving
- Conversation tracking
- Group message
- Teams
- What is it?
- Channels?
- Team settings
- Team members management.
- Tabs
- Connections to information channels
- Team conversation
- Favourite teams
- Zmínky – Proč a jak?
- Task & planning – Planner
- Calendar
- Meetings
- Connection to MS Outlook
- Meetings planning
- Files
- Sharing
- Real-time cooperation
- SharePoint
- Teams mobile applicaton

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

Microsoft 365 – Teams

- Where to get?
- Settings
- How to use it?
- Tips and tricks
- Functions & 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