



Formation Microsoft Office 365 - Microsoft Teams in Geneva, Zurich, Huston, San-Antonio, Dallas, Los Angeles, San Diego, New York, Washington, Chicago, San Francisco and anywhere in Switzerland, USA, Great Britain and Germany.

ID : 1125

Goal : Learn how to collaborate on tasks and micro projects simply with Microsoft Teams 365. Whether you work in teams or remotely, you can schedule meetings, hold public or private conversations, share document, and view content history at any time. You can also post a mail in the thread, find public teams and perform many other actions.

Audience : This training is intended for both Office 365 users and managers (however it is not

recommended for developers and IT administrators) that wish to participate or collaborate on micro-projects.

Prerequisites : Have the habit of working with Skype (or have already worked with instant messaging tools or competing video conferencing tools). Also have solid knowledge of SharePoint libraries (having followed OneDrive training or equivalent) and if possible also other Office 365 tools (Planner, To Do, Power BI, Wiki, Word, Excel, PowerPoint, etc.).

Goals :

- Introduction
- Microsoft Teams VS Microsoft Outlook VS Skype VS Kaizala
- Availability of Microsoft Teams in which subscription and major differences between subscriptions?
- Pros and Cons of the tool
- Install the Microsoft Teams Desktop + Mobile App
- Sign in to Microsoft Teams
- Understand the user interface
- Use the Online Help
- Create / Delete / Edit / Join / Sort a Team and Consequences in Office 365 Groups
- Remove / Add a team to Favorites (mobile version)
- Add / Remove / Edit Members
- Create / Delete / Edit Hide / Unhide Channels
- Create / Delete (and restore!) / Edit messages (initiate discussions)
- Use Microsoft Loop components
- Send e-mail to a channel
- Set up a Team (forbid the deletion / modification of messages, define a logo, allow gifs or memes)
- Consultation of the Activities section related to Discussions
- Mention a member in a message
- Formatting messages
- Like messages and consult who has "liked"
- ...

Pedagogical method : Training based on improvised examples based on the particular needs of learners. The course consists of 95% practice and 5% theory.

Suggested duration for presentiel training (days) : 2

Suggested duration for on-line training (days) : 2.4

Daily price in face-to-face : 275 CHF

Daily price in remote : 132 CHF

Daily price in remote for students : [contact us](#) (only if student card!)

Daily price in remote (with recording) : 1375 CHF

Prices are per day per trainee without course material, without certificate, without evaluation, without exam, without training room or computer (these are each optional and must be requested in addition in the contact form for the establishment of the quote).

Tags : office 365 training, office 365 course, office 365 project management, microsoft teams, microsoft teams training, microsoft teams course, projects communication, Office 365, discussions, meetings, chats.

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