Microsoft Teams Basics

Course Description:

Overview of Teams, benefits and how it is used by other companies.

Walk through how to use Teams including, chat, messaging and making calls. Navigating Teams, Teams within the Teams app. Working with files, sending them, opening them in Office Apps (Excel/Word etc) via Teamsand in Microsoft Apps. Why would you use each method? How OneDrive works with Teams and SharePoint.General best practices, Microsoft Ecosystem.

Duration: 2 hours, 2 sessions a day

Who should attend:
Anyone who is new to Teams will find this course helpful, especially if they are exploring the possibility of working remotely.

Prerequisites:
No prior experience of Teams is required to attend this course but the course is delivered via webinar so you will need access to a computer with an internet connection in order to participate.

Participants:
Approx. 10 per session
We advise session headcount to be kept to smaller sizes wherever possible as this allows delegates to participate more fully and ask questions.

Costings:
To request a quote resellers must contact Westcoast Cloud. To send them an email, click the logo below.