

Microsoft Teams



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Microsoft Teams is a unified communications platform that combines persistent workplace chat, video meetings, file storage, and application integration. The service integrates with the company's Office 365 subscription office productivity suite and features extensions that can integrate with non-Microsoft products.

This course is run on a bespoke basis, giving you the opportunity to tailor the course to your exact requirements. To provide a starting point, we'd recommend you use the suggested course outline as a guide only.

The course runs from 9.30 am to approximately 4.30 pm.
Duration: 1/2 day.

Touring the interface

Creating teams and adding members

Manage Team

Creating Channels

Meetings & Chats

Connections to other O365 apps

Mobile app

QandA

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