
Microsoft TEAMS



What You Will Learn?



Teams Overview

Purposes of Teams

Navigate Teams Interface

Basic Settings

Planning a Team

Create a Team/Channel

Messaging in Channels

Apps, Files & Tabs

Teams & Channel Settings

Chat Features

Creating a Chat

Editing features

Saving messages

Files, Screen Sharing and Apps

Calendar & Meetings

Creating a new event

Screen sharing

Meeting settings

AV Settings

Files & Apps

Working with Apps

Opening/Editing files

Downloading files