Microsoft Teams Collaboration

Microsoft Teams is not just another app but a new experience that brings together people in a digital, open environment that makes work visible, integrated, and accessible across the team so everyone can stay in the know. Conversations and content allow team members to easily collaborate and achieve more. The natural integration with familiar Office applications, especially Outlook, provides both a tremendous opportunity and a modern interface for how you and your teams get work done.

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**Topic A: Overview of Microsoft Teams**

* Teams App
* Teams
* Channels and Tabs
* Conversations
* Calls and Meetings
* Collaboration with Office 365 Apps
* Teams Mobile
* Assessing Microsoft Teams

**Topic B: Converse and Share in Teams**

* Conversations in Teams
* Post Creation
* @mentions
* Save Options
* File Discovery and Sharing
* Profile
* Settings
* Notifications
* Activity Feed
* Follow and Favorite
* How to Converse and Share in Teams
* Configuring Your Teams Profile
* Conversing and Sharing in Teams

**Topic C: Call and Meet in Teams**

* Calling in Teams
* Meet Now
* Meeting Scheduling
* Call and Meeting Controls
* Persistent Meeting History
* Call and Meeting Management Tools
* Working While Meeting
* How to Call and Meet in Teams
* Initiating a Call in Teams
* Meeting in Teams
* Scheduling a Meeting in Teams