



## Instructor Led Training Agenda for Microsoft Teams

Time (minutes)	Topic	Description
<b>Introductions</b>		
<b>15 Minutes</b>	Speakers & Topics	<ul style="list-style-type: none"> <li>- Introduce topics we will be covering in the training</li> <li>- Run through housekeeping items</li> </ul>
	Install & Launch	<ul style="list-style-type: none"> <li>- Ensure everyone knows how to install and launch</li> </ul>
	Intro to Teams	<ul style="list-style-type: none"> <li>- Introduce Microsoft Teams</li> </ul>
<b>Teams Demo</b>		
<b>60 Minutes</b>	Application Interface	<ul style="list-style-type: none"> <li>- Left rail functions</li> <li>- Back/Forward</li> <li>- Start a new chat</li> <li>- Search/Command</li> <li>- Profile</li> </ul>
	Chat	<ul style="list-style-type: none"> <li>- Intro to Chat               <ul style="list-style-type: none"> <li>• Persistent chat</li> </ul> </li> <li>- Start a new chat</li> <li>- Contacts               <ul style="list-style-type: none"> <li>• Create a contact</li> <li>• Create a new contact group</li> </ul> </li> <li>- Chat features               <ul style="list-style-type: none"> <li>• Tabs</li> <li>• Save a message</li> <li>• Format messages</li> <li>• More options</li> </ul> </li> <li>- File Collaboration               <ul style="list-style-type: none"> <li>• Upload files</li> <li>• Backed by OneDrive</li> <li>• Co-author a file</li> <li>• Files tab</li> </ul> </li> <li>- Group Chat</li> <li>- @mentions</li> </ul>
	<b>Check In</b>	
	Activity	<ul style="list-style-type: none"> <li>- View your notifications</li> <li>- Filtering your feed</li> <li>- My Activity</li> </ul>
<b>Meetings</b>		<ul style="list-style-type: none"> <li>- Schedule a Teams meeting</li> <li>- Join a meeting</li> <li>- Call menu and features               <ul style="list-style-type: none"> <li>• Audio/video on/off</li> <li>• Participants</li> <li>• Screen sharing</li> <li>• Meeting chat</li> <li>• Captions and transcription</li> <li>• Recording</li> </ul> </li> </ul>
	<b>Check In</b>	



	Teams	<ul style="list-style-type: none"> <li>- Intro to teams and channels</li> <li>- Join a team               <ul style="list-style-type: none"> <li>• Team owner</li> <li>• Team code</li> </ul> </li> <li>- Manage your team (for team owners)               <ul style="list-style-type: none"> <li>• Add members</li> <li>• Assign member roles</li> <li>• Generate a team code</li> </ul> </li> <li>- Channel features               <ul style="list-style-type: none"> <li>• Posts                   <ul style="list-style-type: none"> <li>○ Format a post</li> <li>○ Reply to a post</li> <li>○ Attach a file</li> </ul> </li> <li>• Files                   <ul style="list-style-type: none"> <li>○ New</li> <li>○ Upload</li> <li>○ Backed by SharePoint</li> <li>○ Co-authoring</li> </ul> </li> </ul> </li> <li>- Adding channel tabs               <ul style="list-style-type: none"> <li>• GCdocs</li> <li>• Files</li> </ul> </li> </ul>
	Planner	<ul style="list-style-type: none"> <li>- Add a task               <ul style="list-style-type: none"> <li>• Set due dates</li> <li>• Assign</li> <li>• Progress</li> <li>• Attachments</li> </ul> </li> <li>- Buckets</li> <li>- Charts</li> <li>- Schedule</li> </ul>
	Search/Command	<ul style="list-style-type: none"> <li>- Search for files or peoples</li> <li>- Filtering</li> <li>- Direct messaging</li> <li>- / commands</li> </ul>
	Profile & Settings	<ul style="list-style-type: none"> <li>- Status</li> <li>- Customize your Settings               <ul style="list-style-type: none"> <li>• Notifications</li> <li>• Display</li> </ul> </li> </ul>
	Help	<ul style="list-style-type: none"> <li>- Help tab within Microsoft Teams               <ul style="list-style-type: none"> <li>• Topics</li> <li>• Training videos</li> </ul> </li> <li>- Available resources               <ul style="list-style-type: none"> <li>• Intranet site</li> <li>• Self-paced training</li> <li>• Instructor led training</li> </ul> </li> </ul>
<b>Closing</b>		
<b>15 minutes</b>	Q&A	- Answer any remaining questions