

Teams for Microsoft 365 (Classic)

This Teams for Microsoft 365 (Classic) training covers how to use Teams for Microsoft 365 to its fullest extent, collaborating and communicating rapidly and streamlining your workflow.

[CBT Nuggets course material](#) →

WEEK 1

Get Started with the New Microsoft Teams!

152 min.

Introducing Teams	10
Where does Teams fit in?	3
Conversations and Chats	12
Voice and Video Calls	10
Online Meetings	11
Next Steps	1

Improve Collaboration with Teams

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Share Files	13
Manage Shared Files	6
Co-Edit Office Documents	8
Use Loop in Chats	8
Visualise Teamwork and Assign Tasks	10
Add a Shared Notebook	4

Teams Online Meetings

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Scheduling Meetings	11
Unscheduled Meetings	6
Participant Roles	14
Whiteboard, Breakout Rooms, and Q&A	12
Tips for Participating in Teams Meetings	9

WEEK 2

1 min.