

# Microsoft Teams (New Interface)

This intermediate Microsoft Teams training prepares learners to navigate and adapt to the newly updated version of Teams, ensuring they aren't overwhelmed by the new layout and features. As Microsoft Teams becomes integral to modern organizations for meetings, messaging, and calls, this course helps you configure and optimize the interface for your team. This Microsoft Teams training is perfect for onboarding new admins or as a Microsoft reference resource.

[CBT Nuggets course material](#) →

## WEEK 1

### Get Started with the New Microsoft Teams!

164 min.

A Quick Tour	10
Messaging Overview	11
Voice and Video Calls	10
Online Meetings Quick Start!	11
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### Share Files in the New Teams

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Where are Shared Files Stored?	7
Share Files in a Chat	6
Do More with Shared Files!	10
Co-author on Shared Office Documents	5
Skill Challenge	5

### Manage Online Meetings in the New Teams

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Should I Schedule the Online Meeting in Teams or Outlook?	10
Overview of Webinars and Town Halls	10
Unscheduled Meetings	6
Meeting Organiser Options and Other Participant Roles	11
Whiteboard, Breakout Rooms, and Q&A	8
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### Extend Teams Functionality with Channel Tabs

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Add SharePoint Content to a Channel Tab	10

Microsoft Lists 17

**WEEK 2**

**55 min.**

The Notes Channel Tab 10

Learning Check 1

**Learn More About Messaging and Channels**

Tips to improve your Chats 10

Options for Channel Conversations 10

Team Owner Superpowers! 12

Private Channels 8

Shared Channels 3

Learning Check 1