

Microsoft Teams for Office 365

This Teams training course prepares learners to start using basic and advanced Teams features. After finishing this Teams for Office 365 training, you'll know how to collaborate on files as you cover skills related to Microsoft Teams for Office 365, including uploading and sharing files, controlling Microsoft Teams notifications, starting private chats, group chats, and calls, and organizing and attending online meetings.

[CBT Nuggets course material](#) →

WEEK 1

Set Up Teams and Channels in Microsoft Teams 151 min.

Introducing Microsoft Teams	6
Creating Teams	8
Managing Teams	9
Creating Channels	4
Channel Options	7

Have a Conversation in Microsoft Teams

Overview	1
Channel Conversations	8
Private Chats	6
Group Chats	5
Video and Voice Calls	9
Notifications and the Activity Feed	7

Share Files and Collaborate with Microsoft Teams

Overview	1
Sharing Files in Channels	6
Sharing Files in Chats	4
Working on Shared Files	8
Working with Wikis	7
Collaborating with Shared Notebooks	7

Meet Online with Microsoft Teams

Overview	1
Unscheduled Ad Hoc Online Meetings	5
Scheduling Online Meetings	7
Getting Ready for Your Online Meeting	7

Starting the Online Meeting	6
Sharing Content During the Meeting	8

Extend Team Effectiveness with Microsoft Teams

Overview	1
Adding More Tabs	9

WEEK 2

25 min.

Working with Shared Tasks	6
Adding More Functionality with Apps	6
Using Teams on Multiple Devices	7
IT Pro Resources	5