



## Microsoft Teams Quick Wins

Format: 2 Hour Virtual Session: Max Capacity 4

This 2 hour delivery will take delegates through many of the useful tools that are sometimes missed in teams.

### Course Content

#### Teams Overview

- Creating a Team
- Team Management

#### Channels

- Creating/Managing/Viewing a Channel
- Adding Tabs
- MS office Files
- Power BI reports

#### Find Content

- Find Chats, Files, People
- Feed Filter
- Use Shortcuts & Search abbreviations

#### Communicating

- Formatting
- Converting Chats to Meetings
- Forward emails into a Channel
- Tips for Video & Phone
- Meetings, Calendar, Scheduling
- Use Pollbot to create internal polls
- Using the Whiteboard
- Set up and use Tags

#### Settings

- Customise Notification Settings