

MS554

MICROSOFT SHAREPOINT

Collaborating by using Microsoft Teams

 Laboratory course**DURATION**
0.5 DAYS**REGULAR FEE**
255 \$**PREFERENTIAL FEE**
230 \$

Objectives

To provide the knowledge and skills required to know how to effectively use Microsoft Teams.

Targeted audience

Anyone.

Prerequisite

None.

Content

- Introduction to Microsoft Teams
- Creating Teams
- Adding members
- Using team conversations
- Using private chats
- Sharing documents
- Creating and effectively using tabs
- Creating Channels
- Meetings in Microsoft Teams: planning a meeting, audio/video meetings, screen sharing and note sharing using OneNote
- Using Search
- Using Bots
- Teams client settings

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<http://www.technologia.com/en/information-technology/microsoft-microsoft-sharepoint/collaborating-by-using-microsoft-teams/>

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Select the training date*

Quebec City	September 13 2019
Montreal	September 20 2019
Montreal	January 17 2020
Quebec City	April 17 2020
Montreal	May 13 2020