

Microsoft Teams Quickstart (£850 plus VAT)



OFFICE 365: PLAN E

Microsoft Teams is the innovative collaboration tool that is changing the way teams and even businesses work and communicate.

Teams is a central hub for collaboration, communication and teamwork, with a stream for conversations, a tab for files and the ability to embed a number of Microsoft and external applications within a team or channel.

With the announcement that Skype for Business' calling and meeting functionalities will be integrated into Microsoft Teams, there's no better time to get yourself clued up on using the platform.

Our one-day quickstart session will give you an introduction to Teams and show you the key functionalities, as well as setting up a proof of concept example that is unique to your business.

Day 1



Morning:

- Introduction to Microsoft Teams in Office 365
- How Teams links to SharePoint, Planner and other apps
- Creating channels within teams
- Conversations within teams
- Structure, features and typical uses
- Creating a team and adding members
- Using files in teams
- Wiki section within teams

Afternoon:

- Setting up a proof of concept example – let's solve a real business problem of yours!

