

# MICROSOFT TEAMS SUPER USER COURSEWARE (55300AC)

Course Code: 834134

Microsoft Teams is a full collaboration platform and offers facilities for peer to peer collaboration as well as full team collaboration. This course will give guidance on how to use the tools for chat, file sharing, meetings and calls. The course will also give direction on best practices for sharing files with external parties and show how to access other services available in the tenant directly from within Teams. There will be a series of labs to practice the methods taught during the course.

## What You'll Learn

Students will be able to:

- Understand how to collaborate peer to peer.
- Work within the team, sharing conversations, files, meetings and useful links.
- Utilise teams for setting up, attending and recording meetings.
- Work with files within Teams and to move files to and from other services such as OneDrive and SharePoint.
- Have an understanding of the best practices to use when working with external parties and people within the tenant.

## Who Needs to Attend

The intended audience for this course are Power Users who will need to support the user base, advise on functionality and when to use what tool for the right collaboration need.

## Prerequisites

- There are no prerequisites for this End User Course however a basic knowledge of Microsoft 365 and OneDrive for Business may be advantageous.

# MICROSOFT TEAMS SUPER USER COURSEWARE (55300AC)

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CLASSROOM LIVE

\$295 CAD

1 Day

## Classroom Live Outline

### Module 1: An introduction to Teams

- What is Teams?
- How to use Teams
- Team components
- When to use Teams
- Creating a new Team
- An introduction to Groups
- **Lab 1: Introduction to Teams**
  - ☒ Create a new Team in the web browser
  - ☒ Download the Teams desktop application
  - ☒ Download the Teams mobile app for your phone

### Module 2: Collaborating with Teams

- Joining a Team
- Team permissions
- Guest permissions
- Channels
- Private channels
- Private channel structure
- Channel posts
- @mentions
- Channel announcements
- Channel notifications
- Manage a channel
- Email a channel
- Tabs
- **Lab 1: Collaboration with Teams**
  - ☒ Add a channel to a Team
  - ☒ Add a private channel

- ☒ Have a conversation with the Team
- ☒ Respond to a conversation

### **Module 3: Chat within Teams**

- Changing your status
- Peer to peer chat
- Pop out chat
- Organising chats
- Video calls
- During a call
- Managing a call
- **Lab 1: Chat within Teams**
  - ☒ Chat with other students
  - ☒ Convert a chat to an audio call
  - ☒ Rename a group chat
  - ☒ Have a video call

### **Module 4: Meetings in Teams**

- Scheduling meetings
- Schedule a meeting from Outlook
- Schedule a meeting from within Teams
- Adding a meeting to a channel
- Options during a meeting
- Accepting external guests to a meeting
- Who can present in a meeting?
- Recording a meeting
- Benefits of saving a meeting to a channel
- **Lab 1: Meetings in Teams**
  - ☒ Schedule a meeting in Teams
  - ☒ Join a meeting
  - ☒ Take notes during a meeting

### **Module 5: Working with files**

- Files in Teams
- Adding files to a channel
- Creating new files
- Uploading files
- Chat about a file
- Co-authoring
- Moving or copy files
- Sharing files
- Share an individual file
- Share a folder of files
- Sync files
- Check out files
- SharePoint document library tab
- OneDrive in Teams

- **Lab 1: Working with files**

- ☒ Create a new document
- ☒ Have a conversation about a file
- ☒ Share documents with someone outside your Team

## **Module 6: Team settings and addins**

- Activity alerts
- My activity
- Feed
- Setting your location
- Manage notifications
- Priority access for do not disturb
- Immersive reader
- Calls
- Manage a Team
- Members
- Channels
- Settings
- Apps
- Analytics
- Bots
- Archiving a Team
- Restore an archived Team
- Search
- **Lab 1: Teams settings and addins**
  - ☒ Change notification settings
  - ☒ Add new members to your Team
  - ☒ Archive the Team

# MICROSOFT TEAMS SUPER USER COURSEWARE (55300AC)

Course Code: 834134

VIRTUAL CLASSROOM LIVE

\$295 CAD

1 Day

## Virtual Classroom Live Outline

### Module 1: An introduction to Teams

- What is Teams?
- How to use Teams
- Team components
- When to use Teams
- Creating a new Team
- An introduction to Groups
- **Lab 1: Introduction to Teams**
  - ☒ Create a new Team in the web browser
  - ☒ Download the Teams desktop application
  - ☒ Download the Teams mobile app for your phone

### Module 2: Collaborating with Teams

- Joining a Team
- Team permissions
- Guest permissions
- Channels
- Private channels
- Private channel structure
- Channel posts
- @mentions
- Channel announcements
- Channel notifications
- Manage a channel
- Email a channel
- Tabs
- **Lab 1: Collaboration with Teams**
  - ☒ Add a channel to a Team
  - ☒ Add a private channel

- ☒ Have a conversation with the Team
- ☒ Respond to a conversation

### **Module 3: Chat within Teams**

- Changing your status
- Peer to peer chat
- Pop out chat
- Organising chats
- Video calls
- During a call
- Managing a call
- **Lab 1: Chat within Teams**
  - ☒ Chat with other students
  - ☒ Convert a chat to an audio call
  - ☒ Rename a group chat
  - ☒ Have a video call

### **Module 4: Meetings in Teams**

- Scheduling meetings
- Schedule a meeting from Outlook
- Schedule a meeting from within Teams
- Adding a meeting to a channel
- Options during a meeting
- Accepting external guests to a meeting
- Who can present in a meeting?
- Recording a meeting
- Benefits of saving a meeting to a channel
- **Lab 1: Meetings in Teams**
  - ☒ Schedule a meeting in Teams
  - ☒ Join a meeting
  - ☒ Take notes during a meeting

### **Module 5: Working with files**

- Files in Teams
- Adding files to a channel
- Creating new files
- Uploading files
- Chat about a file
- Co-authoring
- Moving or copy files
- Sharing files
- Share an individual file
- Share a folder of files
- Sync files
- Check out files
- SharePoint document library tab
- OneDrive in Teams

- **Lab 1: Working with files**

- ☒ Create a new document
- ☒ Have a conversation about a file
- ☒ Share documents with someone outside your Team

## **Module 6: Team settings and addins**

- Activity alerts
- My activity
- Feed
- Setting your location
- Manage notifications
- Priority access for do not disturb
- Immersive reader
- Calls
- Manage a Team
- Members
- Channels
- Settings
- Apps
- Analytics
- Bots
- Archiving a Team
- Restore an archived Team
- Search

- **Lab 1: Teams settings and addins**

- ☒ Change notification settings
- ☒ Add new members to your Team
- ☒ Archive the Team

Aug 7 - 7, 2026 | 9:00 AM - 5:00 PM EDT

Oct 9 - 9, 2026 | 9:00 AM - 5:00 PM EDT

Dec 11 - 11, 2026 | 9:00 AM - 5:00 PM EST

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Date created: 6/27/2026 2:56:06 AM

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