



Stakeholder Teams Workshop

Audience

For senior managers and key stakeholders who need to make decisions on how company data should be organised, who should have access to the data and what information protection / governance measures need to be applied.

Outcomes

At the end of the session you will have a proposed structure for your current key files and folders based around how your organisation needs to collaborate and process information. All the outcomes will be documented so that it can guide the migration stage.

Course Content

- Defining the Teams required
- Assigning access to each Team
- Membership Permissions
- Agreeing naming conventions
- Life cycle of a Team
- Identify other applications to embed into Teams
- Guidelines on which application to use for in which circumstance

Duration

3 hours

Cost

£435 – maximum of 4 delegates





Introduction to Teams & Channels

Audience

For people who need to use MS Teams to share ideas, information and collaborate on live documents with different groups of people across an organisation.

Outcomes

Understand how Teams, channels and folders are related so that documents & internal posts are easy to locate and work on. You will be able to use Microsoft Teams to create, edit and share documents in the most efficient way across a team. Modify Teams so that it becomes your main internal workplace for all day to day tasks.

Course Content

- What is a Team and what is it for?
- Navigate around Teams and Channels
- Adding Tabs to Channels
- Office 365 membership & permissions
- Channel posts and announcements
- Posting in multiple channels
- Best practice of posting and replies
- Using hyperlinks in posts
- Notifications and customizing notification settings
- Sharing files and notifying colleagues
- Sending emails and attachments to Channels
- Co-authoring & Commenting on files

Duration

1 hour with time for questions and answers





Teams: Meetings & Calls

Audience

For individuals who need to host and participate in online meetings using Microsoft Teams.

Outcomes

You will be able to use Microsoft Teams to schedule a range of internal and external meetings. Be familiar with the etiquette of online meetings and how to use the different settings and associated applications to hold productive business meetings.

Course Content

- Online meeting etiquette and tips
- Meeting controls & sharing screens
- Create instant & scheduled meetings
- Inviting external delegates
- Recording the session
- Audio calls & voicemail
- Meeting Notes and Whiteboard options
- Hosting & attending a Live Event

Duration

1 hour with time for questions and answers





Teams: Chat and Contacts

Audience

For team members who work in a different location to the rest of their colleagues.

Outcomes

You will learn how to stay connected and up to date with your Line Manager, co-workers and reports using MS Office Teams.

Course Content

- Finding people and organising contact groups
- Using contact cards
- Editing your status and presence
- 1-1 chat
- Group chat
- Set delivery options
- Reactions & getting notified
- Notification settings
- Use Places, Polly and other apps
- Sharing files via chat and OneDrive
- Search and filter messages & files
- Use the command bar

Duration

1 hour with time for questions and answers





Teams - Live Events

Audience

This course is suitable for Microsoft Team users who need to organise, co-ordinate, produce or present an event using Microsoft Teams Live Events

Outcomes

The delegate will learn about Teams and learn the key elements required to schedule and run a Live Event. Each delegate will have the opportunity to produce an event for the other attendees.

Course Content

- Introduction to Live Events
- Understanding Roles
- Attendee view
- Presenter view
- The Producer window
- Scheduling a Live Event
- Starting & ending a Live Event
- Moderating Q & A
- Downloadable resources
- Best practice

Duration

3 hours with practice running your own live event

Cost

£435 – maximum of 4 delegates