

Introduction to the Microsoft Teams Training

Getting to Know Microsoft Teams

- Overview of the Teams interface
- Properly setting up your account

Communicating with Teams

- Overview of the application
- Availability status
- Notification settings
- Individual and group chat
- Online calls and meetings
- Collaborating with Teams

Sharing Files in a Conversation

- Microsoft 365 Teams and Groups
- Team channels
- Channel posts
- Channel files (SharePoint)
- Channel wiki

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