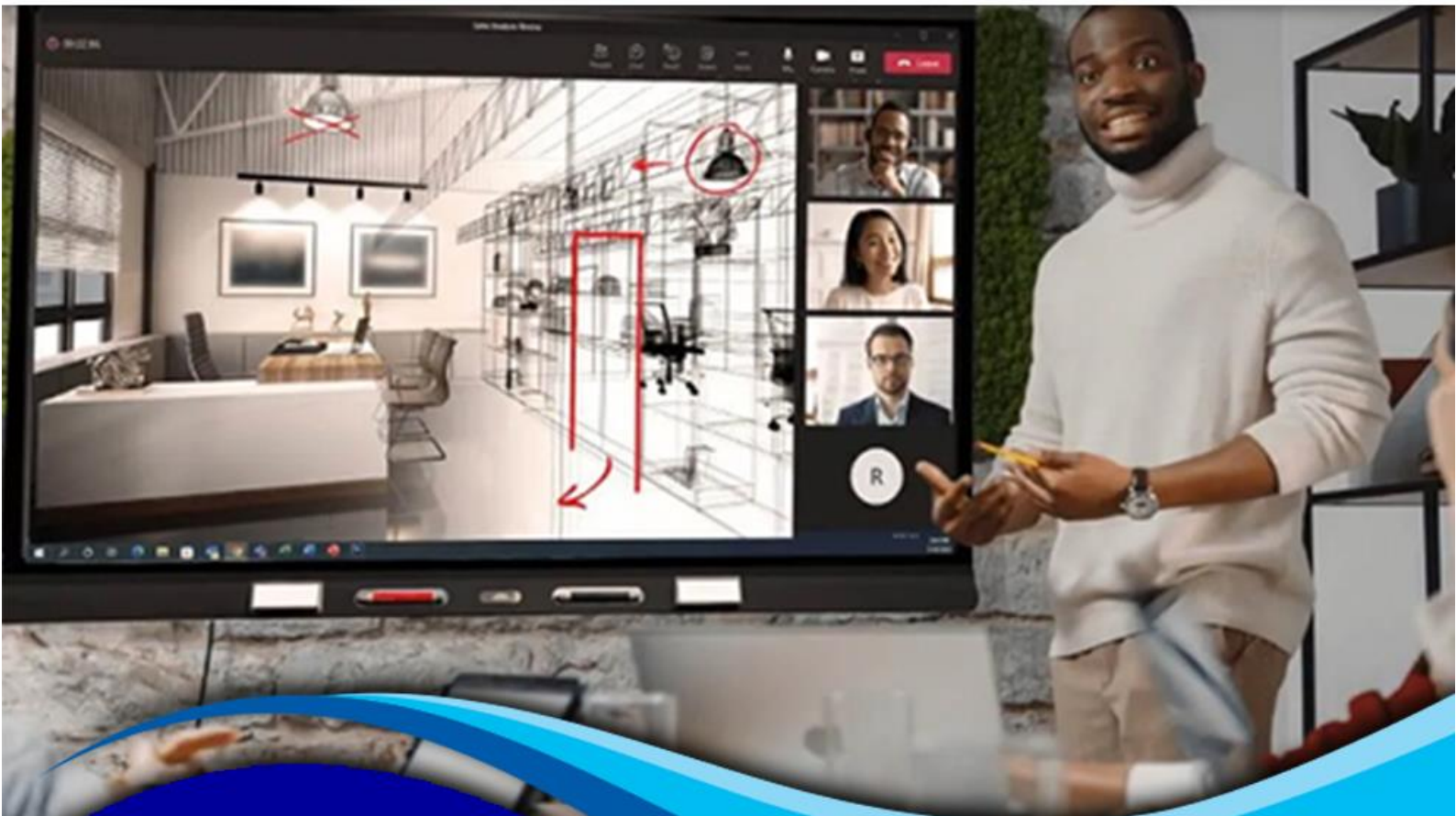




**African Helix
Training**

In Pursuit of Excellence and Beyond...



Microsoft
Teams
Fundamentals

Course Content

- +27 87 265 1521
- +27 68 647 2330
- info@africanhelix.com
- alvin@africanhelix.com
- www.africanhelix.com



Overview

The 2-day training is designed to provide you with the foundational knowledge and practical skills to effectively use Microsoft Teams for communication, collaboration, and project management. This course will equip you with the tools needed to integrate Teams into your daily workflow.



Course Prerequisites

Comfortable navigating a computer, including file management and internet browsing. Familiarity with Microsoft 365: Basic understanding of Office applications such as Word, Excel, and Outlook.



Target Audience

Office Workers & Professionals, Project Managers & Team Leads, HR, Training, Administrative Staff, Educators & Trainers



Course Outline

Please note that due to the dynamic nature of Office 365/Microsoft 365 some content may change without notice.



Duration

In Class/Virtual Class: 2 Days

(08:30 – 15:30)



Delivery Methods

- On-Site
- At designated location
- Virtual Live



What You Get

- Certificate of Completion



Outcomes and Objectives

- Confidently use core features such as Teams, Channels, Chats, and Meetings.
- Create, organize, and manage teams and channels for efficient collaboration.
- Utilize chat, meetings, and calls for seamless communication within and across teams.
- Share, collaborate, and manage documents in real-time with Office 365 integration.





Day 1: Introduction & Core Functions

Session 1: Introduction to MS Teams

- Overview of MS Teams and its role in remote collaboration
- Understanding the MS Teams interface: Dashboard, Channels, and Navigation
- Setting up your profile, notifications, and preferences

Session 2: Team Creation and Management

- Creating and managing teams and channels
- Adding and managing team members
- Best practices for organizing teams and channels

Session 3: Conversations, Chats, and Meetings

- Starting and managing chats, group conversations, and threaded discussions
- Scheduling and starting meetings using MS Teams Calendar
- Managing meeting settings (muting, recording, screen sharing)

Session 4: Meeting Tools and Features

- Using in-meeting tools: video, audio, chat, and reactions
- Sharing files, screens, and presentations during meetings
- Breakout rooms and their use for team collaboration

Day 2: Advanced Features & Integration

Session 5: Collaboration Tools in MS Teams

- Sharing and co-editing documents in real-time
- Using the Files tab and integrating with OneDrive and SharePoint
- Managing files, versions, and permissions



Session 6: Integrating MS Teams with Other Applications

- Integrating third-party apps and connectors into MS Teams
- Using Planner, Forms, and other Microsoft 365 apps within Teams
- Workflow automation with Power Automate

Session 7: Task Management and Productivity Tools

- Assigning and tracking tasks with Planner
- Creating and using To-Do lists within Teams
- Using MS Teams for project collaboration and management

Session 8: Best Practices, Security, and Q&A

- Ensuring security and privacy in MS Teams
- Best practices for effective team collaboration
- Open Q&A, review, and tips for maximizing productivity with MS Teams

Wrap-Up and Certification

- Recap of key topics covered
- Final Q&A
- Certification of completion



For More Details and to Register, Please Contact

Course Coordinator

Alvin Mlambo

Phone: +27 (0) 87 265 1521

Cell: +27 (0) 68 647 2330

Email: alvin@africanhelix.com

Website: www.africanhelix.com

Course Leader

Lynnett Ndhlovu

Phone: +27 (0) 83 278 2344

Cell: +27 (0) 73 114 3092

Email: lynnett@africanhelix.com

Website: www.africanhelix.com