

Course Title	Teams Training for End Users
Course Code	TEAMS_ENDUSER-042019-001
Target Audience	End User
Overview	Teams is the chat-based workspace in Office 365 that builds on existing Microsoft technologies. Teams is designed for teamwork and flexibility. Powered by the cloud, Teams brings together everyone to collaborate into a single workspace for working with people, managing conversations, maintaining files, and integrating Office 365 applications, so everyone has instant access to all document and informations.
Duration	3 Hours
Time	10.00 am to 1.00 pm (break for 10 minutes)
Venue	Customer's Office or Microsoft Singapore Office
Class Size	Up to 30 attendees, Seminar Style
Technology	Microsoft Teams
Notes to Attendee	Attendee has to bring your own laptop (Windows 7 and above) for this workshop. Attendee has to ensure that the internet browser software is updated to the supported version with SharePoint 2013/2016 server. http://technet.microsoft.com/en-us/library/cc263526(v=office.15).aspx Attendee has to ensure that this laptop is able to connect to wifi network.

Topics	Microsoft Teams <ul style="list-style-type: none">• Touring the interface• Creating teams and adding members• Sending, receiving, editing, and deleting messages• Using chats for private messages• Managing and deleting teams, channels, and conversations• Scheduling a meeting and inviting attendees• Sharing files• Audio & Video Call• Customizing channel tabs• Using apps and connectors to add extra functionality• Adjusting user settings• Using the mobile app for iOS and Android• Teams Tips & Trick• Switching from Skype for business to Microsoft Teams• Hands on Session with Uses Cases (1 hours)
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Note:

- 1 Free 14-days of email support/enquiry with Training Facilitator from last day of the class.
- 2 Trainee agreed to provide the feedback form on the last day of the class.
- 3 Trainee agreed that this feedback form will be shared with the company of the trainee (if sponsored by the company), Microsoft upon request for verification/validation purpose.