# Microsoft Teams for Business Users

**Category:** Modern Workplace & M365 | **Vendor:** Logical Operations

**Duration:** 8.00 hours (1 days) **6.5 CPD Hours** **Rating:** ⭐ 4.6 (5,878 reviews)

## Course Information

**Delivery Format:** Instructor Led - Online

## Course Overview

This course is designed to help you master Microsoft® Teams®, the key communications tool in the suite of Microsoft® 365® productivity apps. Microsoft Teams enables individuals and organizations to chat, share ideas, collaborate on files, and essentially, work together. You can use Teams to have a quick chat with a colleague, participate in a virtual meeting, make an online call, and share files and resources. The Microsoft Teams app is available in three versions: a desktop app, a web app, and a mobile app. Once you are familiar with the Teams desktop app, you can easily transfer that knowledge and work in the web and mobile apps to take advantage of connecting through Teams wherever your work takes you.

## About This Course

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## Who Should Attend

This course is designed for people who need to use Microsoft Teams to communicate, share files, and conduct online meetings with colleagues. No experience with Teams is required; however, a basic understanding of Office apps will be useful.

# Learning Outcomes

**Upon successful completion of this course, participants will be able to:**

In this course, you will use Microsoft Teams to communicate and collaborate with your colleagues.

You will:

Send messages to colleagues using Teams.

Call and meet with people in Teams.

Lead a meeting.

Configure your Teams environment.

Share files and app content.

Create and configure Teams.

# Detailed Course Outline

### Messaging Colleagues Using Teams

- Topic A: Navigate in Teams
- Topic B: Chat with Contacts
- Topic C: Post in Team Channels

### Calling and Meeting in Teams

- Topic A: Call People in Teams
- Topic B: Meet in Teams

### Leading Meetings in Teams

- Topic A: Conduct Presentations
- Topic B: Manage Meetings

### Configuring Your Teams Environment

- Topic A: Configure General Application Settings
- Topic B: Configure Notifications and Privacy Settings
- Topic C: Configure Call and Device Settings

### Sharing Files and App Content in Teams

- Topic A: Share Files
- Topic B: Add Apps and Connectors

### Creating and Configuring Teams

- Topic A: Create and Manage a Team
- Topic B: Create and Configure Channels
- Topic C: Add and Configure Channel Tabs

# Additional Course Details

Nexus Humans Microsoft Teams for Business Users training program is a workshop that presents an invigorating mix of sessions, lessons, and masterclasses meticulously crafted to propel your learning expedition forward.

This immersive bootcamp-style experience boasts interactive lectures, hands-on labs, and collaborative hackathons, all strategically designed to fortify fundamental concepts.

Guided by seasoned coaches, each session offers priceless insights and practical skills crucial for honing your expertise. Whether you're stepping into the realm of professional skills or a seasoned professional, this comprehensive course ensures you're equipped with the knowledge and prowess necessary for success.

While we feel this is the best course for the Microsoft Teams for Business Users course and one of our Top 10 we encourage you to read the course outline to make sure it is the right content for you.

Additionally, private sessions, closed classes or dedicated events are available both live online and at our training centres in Dublin and London, as well as at your offices anywhere in the UK, Ireland or across EMEA.

# Frequently Asked Questions

### Q: What delivery options are available for Microsoft Teams for Business Users?

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
- Traditional Instructor-Led Classroom Training (ILT)
- On-site delivery at your offices anywhere in United Kingdom
- Private dedicated courses customized for your team

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### Q: How many CPD hours does this course provide?

The 1-day Microsoft Teams for Business Users course provides up to 6.5 CPD hours of structured learning. CPD certificates can be provided upon request.

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### Q: What is the duration of the Microsoft Teams for Business Users training?

The training takes place over 1 day(s), with each day lasting approximately 8.00 hours including breaks for lunch and refreshments.

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### Q: Do you provide corporate training for Microsoft Teams for Business Users?

Yes, we provide corporate training, dedicated training, and closed classes for Microsoft Teams for Business Users. Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

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### Q: Why choose Nexus Human for Microsoft Teams for Business Users?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

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### Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your Microsoft Teams for Business Users training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.


## Nexus Human

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