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complete classroom training manual for microsoft teams 2020 101 pages and 51 individual topics includes practice exercises and keyboard shortcuts you will learn how to create and manage teams channels and users setup and attend meetings make calls create live events and much more topics covered getting acquainted with teams 1 the teams environment 2 viewing and managing the activity feed 3 customizing settings 4 setting your status and creating status messages setting up teams and channels 1 overview of teams and channels 2 creating teams and adding members 3 ordering editing hiding and deleting teams 4 managing teams and members 5 creating channels 6 renaming deleting hiding showing and pinning channels 7 sending email to an entire channel posts and messages 1 creating and formatting posts 2 making an announcement 3 getting attention with mentions 4 posting to multiple channels at once 5 using tags 6 editing and deleting posts and messages 7 reading and saving posts and messages file sharing and collaboration 1 uploading and sharing files 2 syncing sharepoint and teams files 3 collaborating on files in channels chats and calls 1 starting and pinning chats 2 filtering hiding and muting chats 3 creating contacts and contact groups 4 adding people to your speed dial list

5 making video and audio calls 6 answering calls and using the meeting controls toolbar 7 configuring call answer rules and voicemail 8 checking call history and voicemail 9 setting up a delegate to take your calls meetings 1 scheduling a meeting and inviting attendees 2 using meet now for instant meetings 3 meeting options 4 managing and replying to meetings 5 starting and joining a meeting 6 changing the video background in a meeting 7 sharing your screen in a meeting 8 sharing powerpoint slides in a meeting 9 recording a meeting 10 raising hands spotlighting muting and removing participants 11 taking notes in meeting 12 using live captions in meetings 13 ending a meeting for everyone in attendance live events 1 scheduling a live event 2 producing a live event 3 moderating a live event 4 attending a live event exploring apps and tools 1 using apps bots and connectors 2 turing a file into a tab 3 using the wiki tab for shared information 4 using the command box

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