Becoming a Microsoft Teams and Microsoft 365 Champion

Duration: 5 half-days
Audience: Pour tous

Who is this training for?

- Team leader who wants to improve collaboration
- Employee looking to learn about the main tools of Microsoft 365
- Help desk employee who wants to better understand the user experience

Training objectives

The modules offer complementary content that aims to gradually deepen the knowledge of the tools so that you can, at the end of the course, be in a position to confidently determine the most relevant tools for your needs and those of your team.

Summary

Microsoft 365 offers more than cloud tools. Microsoft 365 offers opportunities to improve your efficiency and transform your traditional ways into modern collaboration practices. In addition to allowing anytime, anywhere access to your crucial information through mobility, it simplifies business processes and the management of your daily activities. In this journey, you'll learn, step-by-step, how to take advantage of the many Microsoft 365 tools built into Teams. Plus, you'll learn how to foster collaboration with tools like OneDrive, team sites, Teams, and OneNote. You'll experiment with new personal and team management tools like Planner and To Do and we'll show you how to take advantage of mobile tools in your travel and remote work.

Course outline

Modules 1: Collaborate effectively with Microsoft 365 and Teams

- Understand the Microsoft 365 collaborative structure
- Document management: distinguish the difference between: OneDrive (personal space) Teams and collaboration sites (team space) Communication sites (corporate space)
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How and why to use OneDrive

- Find faster in Microsoft 365
- Understand Microsoft Online versus the Office client
- Quickly save files from the client
- How to use Teams
- Create a team
- By committee, by project, by department
- Work with two or more people in Teams versus OneDrive
- Create and manage channels
- Effective team chat and how to reduce emails
- Team files
- Essential tabs: OneNote, Planner
- Teams chat
- Understanding the file tab and the SharePoint library associated with it
- Finding and managing the trash in SharePoint
- Viewing version history
- Sharing in Teams via SharePoint
- Using the SharePoint team site associated with Teams
- Organizing the team library
- Copying and moving files - best practices
- Why and how to follow the collaboration site

Module 2: Manage meetings effectively with Teams in Microsoft 365

- How to structure Teams for meetings
- Structure your Teams: Start meetings in a channel or in chat Manage a meeting Invite via Outlook or Teams Create virtual or video meetings in Teams Record and share meetings
- How a meeting works

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- Share its content with meeting members
- Use the whiteboard
- Use polls
- Divide a meeting into small groups
- Understand Teams online meetings versus Teams meetings with the desktop app
- Distinguish the difference between: Teams meeting Webinar Live event

Module 3: Manage team and project tasks with Microsoft Teams, Planner and To Do

- Planner in the Microsoft 365 ecosystem
- Team collaboration with Teams and Planner
- Manage project conversations
- Collaborate on project-related documents
- Create a work plan in the project channel
- Build a Planner dashboard
- Track task progress
- Set milestones in the project calendar
- Assign Project tasks
- Create project meetings in Teams
- Manage tasks in To Do

Module 4: Optimize the SharePoint team site connected to Teams

- Understand the Microsoft 365 ecosystem and its components
- Individual space (OneDrive)
- Collaboration space (Teams)
- Communication, publishing and dissemination space
- Role of SharePoint and Teams in the ecosystem
- Plan and create an effective basic collaborative structure integrating SharePoint and Teams
- Modern management Governance and security in SharePoint

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- The different forms of security management: In team sites In communication sites
- Sharing between team sites
- Site hubs (SharePoint site hubs)
- Understanding document management and its challenges
- Document management and metadata
- Managing library views
- Creating a custom list
- Modern SharePoint component
- Microsoft 365 team/group site and Teams
- Microsoft 365 team/group site
- Microsoft 365 team site/group Communication
- Modern site pages
- New must-have Web Parts
- Modern search engine

Module 5 : Transform your communications by mastering Forms, Sway, Stream and Viva Engage (Yammer)

Forms: Questionnaires and polls

- Access the Forms app
- Create a form
- Create a survey from an Excel file
- Create a survey or questionnaire from the Forms app
- Build and edit the Forms form
- View the survey results
- Adjust Form Settings

Share Sway Form: Create Dynamic Presentations

- Create a Sway Presentation

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- Create a Sway from a Template
- Create a Sway from an Existing Document
- Edit a Sway
- Understand the Elements of a Sway
- Embed Elements in a Sway Like a Poll
- Adjust Sway Settings
- Manage Sharing a Sway
- Embed a Sway in a Stream into a communication Site

Stream : Streaming videos

- Create a Stream channel
- Post videos
- Post Stream videos to Yammer
- Embed a video in a communication site or Sway
- Explore content access

Viva Engage (Yammer): Engaging and Collaborating

- Access Viva engage (Yammer)
- Converse and collaborate in Yammer
- Start a new conversation
- Reply to an existing conversation
- Indicate playback of a new one
- Learn other possible interactions

Approach and methodology

Our small group training strategy aims to:

- Allow you to interact with the trainer
- Give you the ability to experiment with all the tools without restriction

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The course of the modules is highly interactive which allows:

- To increase the level of engagement of the participants.
- To share and learn from the experience of other participants
- To use concrete examples that are easily transferable to the workplace

Prerequisites

Be a user of Microsoft cloud tools, including Teams, with a desire to improve your knowledge of Microsoft 365 collaboration and sharing tools.

Recommendations

Knowledge of the Microsoft 365 environment (including OneDrive and Teams) is highly recommended.

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