



MICROSOFT TRAINING

Teams Online Microsoft

*Master Microsoft Teams for seamless online collaboration, meetings, and project management.
Boost your team's productivity and connectivity.*

DURATION

2 hours

LEVEL

Intermediate

FORMAT

Instructor-Led

- Globally Recognized Certification

- Expert-Led Hands-On Training

- Flexible Scheduling

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COURSE OVERVIEW

This intensive 2-hour 'Teams Online Microsoft' course, tailored for intermediate users, dives deep into leveraging Microsoft Teams as a central hub for communication and collaboration within any modern workplace. You will explore advanced features beyond basic chat and calls, learning to orchestrate effective online meetings, manage project files seamlessly, and integrate essential Microsoft 365 applications directly within Teams. This course is designed to transform your understanding of Microsoft Teams from a simple communication tool into a powerful productivity platform.

By mastering the intricacies of Teams Online, you will significantly enhance your personal and team productivity, streamline workflows, and foster a more connected and efficient work environment, whether in a traditional office or a remote setup. Graduates will gain the confidence to lead productive virtual meetings, manage team projects with greater ease, and maximize their investment in Microsoft 365, ultimately becoming a Teams power user within their organization. This skill set is invaluable for anyone looking to improve digital collaboration and drive successful team outcomes.

Duration	2 hours
Level	Intermediate
Vendor	Microsoft

COURSE CURRICULUM

01 Module 1: Mastering Team & Channel Organization

- Advanced Team creation and settings (public vs. private)
- Optimizing channel structures for different workflows
- Managing channel notifications and alerts effectively
- Utilizing private channels for sensitive discussions

02 Module 2: Advanced Communication and Collaboration

- Leveraging posts and announcements for team engagement
- Efficient use of @mentions and activity feed management
- Co-authoring documents directly within Teams
- Integrating external apps and connectors into channels

03 Module 3: Productive Online Meetings & Webinars

- Scheduling and managing advanced meeting options (roles, lobbies)
- Utilizing breakout rooms for focused discussions
- Implementing polls, Q&A, and reactions for engagement
- Recording meetings and accessing transcriptions

04 Module 4: File Management and Data Sharing

- Understanding Teams-SharePoint integration for file storage
- Advanced file sharing and permissions within Teams
- Version history and document recovery
- Accessing and synchronizing Teams files with OneDrive

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **Virtual Team Lead / Project Coordinator**
- > **Digital Workplace Specialist**
- > **Remote Collaboration Facilitator**

FREQUENTLY ASKED QUESTIONS

Q: What prior experience with Microsoft Teams is recommended to benefit most from this intermediate course?

This course is designed for individuals who have a foundational understanding of Microsoft Teams, including basic navigation, initiating chats, and joining meetings. While we'll briefly review some core concepts, the curriculum primarily focuses on advanced features and best practices for optimizing collaboration and productivity, assuming you're comfortable with the basics.

Q: How will the skills learned in this course directly contribute to my career growth in a remote or hybrid work environment?

Mastering 'Teams Online Microsoft' positions you as an invaluable asset in today's remote and hybrid landscapes. You'll gain the expertise to efficiently manage virtual projects, facilitate seamless team communication, and conduct highly engaging online meetings. This proficiency translates into enhanced leadership potential in virtual teams, improved project delivery, and a reputation as a highly organized and technologically adept professional, crucial for roles like project coordinator, team lead, or administrative professional.

Q: Beyond core Teams features, what specific integrations with other Microsoft 365 services will be covered to enhance workflow?

This course extensively covers how Microsoft Teams integrates with key Microsoft 365 services. You will learn how Teams leverages SharePoint for robust file management, integrates with Outlook for seamless calendar and meeting scheduling, and connects with OneDrive for personal file synchronization. We will also touch upon integrating common Microsoft apps like Planner and Forms directly into your Teams workflow to centralize project tasks and data collection.

ABOUT COMPUTER PRIDE



East Africa's Premier IT Training Center

With over 15 years of excellence, Computer Pride delivers globally recognized certification programs from leading technology vendors. Located on Kenyatta Avenue in Nairobi's CBD, our state-of-the-art facilities and expert instructors have empowered thousands of professionals across East Africa.

15+

Years of Excellence

10,000+

Professionals Trained

50+

Vendor Certifications

READY TO ENROL?

Take the next step in your technology career.

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