

# MS Teams Overview (Classroom Course)

## MS Teams Overview

### *Description:*

MS Teams is a continually evolving communication tool that provides a way to work together remotely and allows information to be shared easily. Within MS Teams you can instantly message and video call colleagues in different locations, share images, documents, hold meetings and training events.

### *Suitable for:*

New staff who will be using MS Teams as part of their working day. Existing staff who want to update their knowledge of MS functionality.

### *Learning outcomes:*

- Understand Microsoft Teams and its features
- Know the difference between Teams, Channel & Chat.
- Be able to login.
- Know how to send a message.
- Be able to create and use a group chat.
- Be able to format your message and send attachments.
- Understand Message notifications
- Manage your messages – favourite contacts/pin/hide/mute.
- Be able to voice and video call.
- Know how to join a Teams meeting and navigate the call lobby – microphone/camera/backgrounds/sound.
- Know how to schedule a Teams Meeting via Teams/ Outlook/NHS Mail.
- Be able to share your screen (Screenshare).
- Give control of your screen to another participant or request control.
- Know how to file share within a channel or chat.
- Know how to manage the file tab - turn a file into a tab and how to pin a file.
- Understand how to access and update a shared spreadsheet via the file tab.

### **Training information:**

The training will take place on MS Teams: Course time 1 hr 15 mins

### **Course Booking:**

[https://elearning.cornwall.nhs.uk/?p=site/tas/tas\\_site\\_loader.html&courseid=133](https://elearning.cornwall.nhs.uk/?p=site/tas/tas_site_loader.html&courseid=133)

**Guidance:** [N365 - Teams \(cornwall.nhs.uk\)](#)

Online URL: <https://elearning.cornwall.nhs.uk/site/kb/article.php?id=320>