

MS TEAMS ESSENTIALS

Non-Credit Bearing

Unlock the full potential of MS Teams—where productivity meets connection

Microsoft Teams is fast becoming the communication hub for today's digital workplace. Whether you're working on-site or remotely, this course will equip you with the essential skills to manage chats, meetings, files, and collaborations—all in one platform.

Designed for practical use, this one-day course will help you navigate the MS Teams interface with ease, organise your conversations and channels, run effective meetings, and collaborate on documents in real time. You'll also learn how to personalise settings, use built-in apps, and apply virtual meeting etiquette so you can stay professional and productive, wherever you are.

PRE-REQUISITE

Delegates must:

- Be comfortable using a Windows-based PC
- Have a basic understanding of Microsoft 365 applications
- Be familiar with working in a digital communication or remote work environment

WHO SHOULD ATTEND

- Professionals and staff at all levels in business who are new to Microsoft Teams or looking to enhance their practical skills within the platform

HOW YOU WILL BENEFIT

- Leverage the power of chats with individuals and groups
- Master the use of mentions, emojis, and GIFs to make your messages clear and engaging
- Work together with colleagues in real-time - sharing and co-editing documents effortlessly
- Schedule, join, and manage audio and video calls with ease, ensuring productive and professional interactions
- Utilise integrated apps like OneNote to keep your tasks organised and efficient
- Stay connected and manage your tasks more effectively, no matter where you are
- Personalise your settings and adhere to virtual meeting etiquette to maintain a professional presence

One-day course 08:15am-16:00pm

Tel: (031) 267 1229

sales@kznbtcc.co.za / www.kznbusinessstraining.co.za

TOPIC	WHAT WE WILL COVER
Module 1: Introduction and Basic Navigation	<ul style="list-style-type: none"> • Overview of Microsoft Teams, its purpose and benefits • Understanding the MS Teams interface and layout • Navigating between Teams, Channels, and Tabs • Setting up your profile and updating your status
Module 2: Chats, Meetings and Conferencing	<ul style="list-style-type: none"> • Starting chats with individuals and groups • Using @mentions, emojis and GIFs for clear communication • Making and managing audio and video calls • Scheduling and joining meetings • Meeting controls: mute/unmute, share screen, etc • Breakout rooms overview • Introduction to webinars, live events and audio conferencing
Module 3: Advanced Features and Personalisation	<ul style="list-style-type: none"> • Recording meetings and accessing recordings • Sharing and collaborating on files in real time • Co-authoring documents, tracking changes and comments • Using OneNote and other integrated Microsoft 365 apps • Personalising notifications and settings
Module 4: Best Practice and Etiquette	<ul style="list-style-type: none"> • Professional virtual meeting etiquette • Tips for effective online communication • Collaboration do's and don'ts

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