STEUART SNOOKS
www.steuartsnooks.com.au

Lingford Consulting
Personal Productivity Specialists

Microsoft Teams
Productivity Training

Microsoft Teams Productivity Training

Microsoft Teams is a comprehensive Digital Workspace or Hub that helps you work more productively with others in your team wherever they are and whoever they are. Unfortunately, most people simply use Microsoft Teams for video meetings and chat. And it does that very well of course. But in this session, you will quickly learn that Microsoft Teams can do more than that....in fact, a whole lot more than that! I

This Microsoft Teams Training Program will show you some clever ways you can use Teams to collaborate and communicate more effectively with others in your team as you work from anywhere. This program integrates well with OneNote & Outlook.

One x 120-minute training session
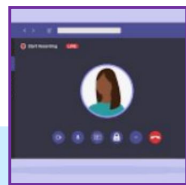
Online and interactive

Program Content

- Understanding OneDrive & SharePoint
- Tips to organise and navigate MS Teams easier
- Using Teams Chat effectively
- Working with your Team in Channels
- Conducting effective Conversations in Channels
- Moving internal conversations out of Outlook into Teams via Channels
- Chat or Channel conversations? The when the why

- Working with files inside Teams
- Co-Authoring and collaborating with your team
- Working with other Apps in Teams
- Using Microsoft Planner to manage Team tasks (The basics)
- Managing your Teams Status
- Managing your Teams Notifications
- Using "Saved" and "Search" to find important Chat/Conversations
- Using Teams on your Mobile Phone

Times / Dates / Rates

Flexible delivery options

All upcoming dates can be found on the following link or by using the QR code below:

www.emailproductivity.com.au/product-category/4-digital-training-package/

Cost to Attend

$175 (inc GST) per person

Presented by Geoff Prior

Book an in-house program for your company at a date and time that suits your team