

Communication: Introduction to 365 and Teams Part One

Microsoft 365 and Teams are a game changer when you fully understand how to use them. This course will impact on your personal productivity and improve how you communicate with your team and colleagues.



What you will learn:

- What Microsoft 365 is and how to use it
- What Microsoft Teams is and the key benefits
- How to message your colleagues in Teams with 1:1 messaging and group chats
- How to schedule a Teams meeting
- How to host a Teams meeting, how to maintain control and run an effective session
- How to customise your Teams settings, such as notifications, messages and content
- How to communicate and collaborate using Team sites and Channels

Session Overview:

- Remote Session
- Live instructor led
- Up to 15 Delegates
- 90-minute session
- Interactive session with live Question and Answers and exercises
- £395 + VAT

