

# Microsoft Teams Training - Essentials

*Practical Teams training for everyday users*

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## Course Overview

Whether you're new to Microsoft Teams or just looking to use it more effectively, this course gives you a solid foundation for getting real work done. You'll move beyond the basics of sending messages and start using Teams the way it was designed—as a central hub for communication, meetings, and shared files.

The course starts with the Teams workspace itself: Activity, Chat, Calendar, Teams and Channels, Files, and Apps. From there, you'll learn how all the pieces fit together in a typical workday—when to use chat versus a channel post, how to join and work within a team, and how to keep conversations organized so things are actually easy to find later. The course reflects the current Teams interface and modern channel features, so you won't be learning workarounds for outdated behavior.

## What You'll Learn in this Teams Training Course

- Navigate the Teams interface, including Activity, Chat, Calendar, Teams and Channels, Files, and Apps
- Join teams and understand how membership works, including invited access and shared team spaces
- Know when to use chat, a channel conversation, or a meeting—and feel confident making that call
- Start and manage chats, including group chats, and escalate to calls or meetings when needed
- Work in standard, private, and shared channels and understand the difference between them
- Create and reply to posts, use announcement-style messages, and work within current channel layouts
- Organize your Teams view by showing, hiding, and pinning channels, and use tabs to surface key resources
- Schedule, join, and participate in Teams meetings from both the desktop app and the web
- Use essential meeting tools: screen sharing, PowerPoint Live, reactions, hand raise, and meeting controls
- Upload, share, and co-author files in Teams, and understand how Teams connects to SharePoint and OneDrive
- Search effectively for files, people, and messages, and use the Activity feed to stay caught up

## Why attend the Essentials Teams Training course

- Get new and intermediate users up to speed in Teams faster, with less guesswork
- Reduce confusion about where conversations and files belong
- Improve meeting participation and make meetings more productive
- Make shared files easier to find, open, and work with
- Encourage consistent collaboration habits across departments and project teams
- Help teams move away from scattered, email-heavy workflows toward more visible, shared spaces
- Build a strong foundation before advancing to topics like webinars, town halls, external collaboration, and structured channel design

## Essential Teams training topics covered

- Using Teams effectively: what Teams is, how it fits in Microsoft 365, and when to use chat, channels, meetings, or email
- Chat and personal communication: one-on-one and group chat, file sharing, escalating to calls, and organizing chats
- Teams, channels, and conversations: channel types, posts, replies, threads, tabs, and pinned resources
- Files in Teams: uploading, co-authoring, opening across Teams/browser/desktop, SharePoint and OneDrive integration, and sync basics
- Meetings and calendar: scheduling, joining, audio/video setup, screen sharing, PowerPoint Live, reactions, and meeting controls
- Search, activity, and staying organized: the Activity feed, notification settings, searching for people/messages/files, and daily habits
- Using Teams well: best practices, etiquette, choosing the right place for conversations and files, and avoiding common mistakes