

# Microsoft Teams, Part 1 of 2: Fundamentals

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**Meet the expert:** I'm Kari Hoiem. I have a Bachelors degree in Business and Accounting from Concordia College in Moorhead, I was a CPA and went on to get my Masters in Education Technology from Pepperdine in Malibu, California. I have been working as a trainer and consultant for Microsoft Office products for more than 20 years and I've helped clients in almost every industry in a wide range of different capacities and applications. I have taught thousands of people how to use Microsoft Office apps (Excel, Access, Outlook, PowerPoint etc). I have done stand-up classroom style training, virtual training, on-demand training, self-paced training, executive training, one-on-one training &ndash; you name it &ndash; I've probably done it. I LOVE teaching people how to use these everyday programs better, ways to save time so you can work SMARTER and have more time for the things that you love. Thanks so much for allowing me to help you learn.

**Prerequisites:** none

**Runtime:** 01:27:51

**Course description:** Microsoft Teams is the answer to video chat, collaboration and storage all in one location. This course discusses an overview of Microsoft Teams as well as channels, how to initiate meetings, make a call and use Files.

## Course outline:

### Overview

- Introduction
- Overview of Teams
- Who Uses Teams
- Best Practices
- Versions
- Summary

- Files
- Demo: Files
- Downloads
- Files Options
- Access Files in Team
- Files Outside Team
- Collaborate on a File
- Live Collaboration
- Share from Onedrive
- Summary

### Channels

- Introduction
- What is a Team
- Demo: Define a Team
- Demo: Create Teams
- Team Settings
- What is a Channel
- Demo: Channels
- Summary

### Chats, Meetings and Calls

- Introduction
- Chats and Posts
- Demo: Chats and Posts
- Translate
- Popout
- Notifications
- Announcement
- Meetings
- Demo: Meetings
- Calls
- Demo: Calls
- Summary

### Files

- Introduction