



Teams



Microsoft Teams is the chat-based workspace in Office 365 that integrates all the people, content, and tools your team needs to be more engaged and effective.

Course Content

- Create Teams and add members
- Sending, receiving, editing and deleting messages
 - Using chats for private messages
- Managing and deleting teams and team members
 - Scheduling a meeting
 - Sharing files



Contact Standout Education for professional learning and Office 365 support