

# Course : User teams

Collaborate remotely with Teams

Practical course - 3.5 hours - Ref. 9TE

Price : 370 € E.T.

★★★★☆ 3,8 / 5

This training course will teach you the features of Teams, the central collaborative platform in Microsoft 365. You'll cover the different ways of communicating and scheduling a videoconference.

## Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Communicating via Teams
- ✓ Planning and participating in a videoconference
- ✓ Use other functions

## Intended audience

Anyone who needs to use Teams within their company.

## Prerequisites

Basic web skills for the online version.

## Practical details

### Teaching methods

Active teaching based on examples, demonstrations, experience sharing and case studies.

## Course schedule

### 1 Communicating via Teams

- Communicating in teams or in conversations.
- Format a message, apply importance "high".
- Enrich a message with additional information: attachments, document approval, etc.
- Initiate file co-editing from Teams.

### Hands-on work

Converse within a team and privately, using all the possibilities offered by Teams: format, transmit a document and co-edit a document in a tab.

### PARTICIPANTS

Anyone who needs to use Teams within their company.

### PREREQUISITES

Basic web skills for the online version.

### TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

### ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

## 2 Planning and participating in a videoconference

- Start a team meeting or conversation.
- Create and lead sub-groups.
- Schedule a meeting from Teams or Outlook.
- Take part in a videoconference meeting.

### Hands-on work

Schedule and configure a remote meeting in the Teams or Outlook calendar, start an unscheduled meeting, configure and participate in it: raise your hand, change the background, share a document, share your screen.

## 3 Use other functions

- Search for a message, file or person.
- Install and launch applications in Teams: Whiteboard, Planner, Wiki page, Klaxoon.
- Use notifications.
- Get help with Teams and keep up to date with what's new in Teams.

### Hands-on work

Search for a contact or message, set up notifications, check for updates and launch a Microsoft tutorial.

### TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

### TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

### ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at [psh-accueil@orsys.fr](mailto:psh-accueil@orsys.fr) to review your request and its feasibility.

## Dates

### REMOTE CLASS

2026 : 5 June, 18 Sep., 27 Nov.