

# Course : Microsoft Teams, administrator

Practical course - 1d - 7h00 - Ref. MTM

Price : 620 CHF E.T.

★★★★☆ 4,5 / 5

This training course will teach you how to gain agility with Teams, the central collaborative platform of Microsoft 365. You'll cover connectivity with OneDrive, Skype Enterprise and many other applications.

## Teaching objectives

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

- ✓ Create roles, rights, users, groups and teams
- ✓ Identify common Microsoft Teams use cases in Agile business environments
- ✓ Interfacing Microsoft Teams with other elements of the Microsoft ecosystem
- ✓ Integrate Skype Business with Microsoft Teams

## Intended audience

Anyone who needs to administer Microsoft Teams within their company.

## Prerequisites

Basic knowledge of the Web and Microsoft office tools. Knowledge of the Teams platform from a user perspective.

## Practical details

### Hands-on work

The course alternates between conceptual presentations and practical work.

### Teaching methods

30% lessons and 70% practice with exercises. Personalized follow-up and correction.

## Course schedule

### PARTICIPANTS

Anyone who needs to administer Microsoft Teams within their company.

### PREREQUISITES

Basic knowledge of the Web and Microsoft office tools. Knowledge of the Teams platform from a user perspective.

### 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.

## 1 Discover the potential of Microsoft Teams

- Introducing Microsoft Teams. Customizable, secure communication space.
- Microsoft 365 license for Microsoft Teams. Administrative tasks. PowerShell.
- Setting up Microsoft Teams in your organization. Implementation steps.
- Configure user settings, messaging, conversations and notifications.
- Distribution of roles and tasks within the team. Authentication and authorization. Compliance and security. Auditing.
- Introduction to teams. Channel concepts. Applications.
- Manage external access. Use existing Microsoft 365 groups.
- Team access clients: Web clients, Windows, Mac, Android, iOS, Windows Phone.

### Hands-on work

Import and create users with Azure PowerShell, Azure Active Directory PowerShell Graph and Azure Active Directory PowerShell Module.

## 2 Collaborative working in Microsoft Teams

- Share files. Handle documents. Manage communication.
- Using a Wiki, managing tabs. Use quick commands. Handling connectors.
- Introduction to chabots and bots: T-Bot, Who-Bot. Other bots available.
- Add bots to conversations and channels in Microsoft Teams.
- Search for users, messages and files.
- Set up calls and meetings. Manage messaging: status message, important messages.
- Interoperability with Microsoft 365, Skype Enterprise, SharePoint Online, OneDrive Enterprise, Exchange.

### Hands-on work

Assign roles, licenses and applications. Create and manage groups and teams. Send and receive messages. Interact with a sculpin.

## 3 Skype Business integration with Microsoft Teams

- Define a messaging strategy for messaging scenarios.
- Assign strategies to users.
- Define an interoperability strategy between Skype Enterprise and Microsoft Teams.
- Set up federation between Skype Enterprise and Microsoft Teams.
- Configure remote access numbers for audio conferencing.
- Set up messaging features for guest accounts in Microsoft Teams.

### Hands-on work

Add a tab. Share a file. Add a connector. Schedule a meeting. Invite participants.

### 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 and locations

### REMOTE CLASS

2026 : 16 June, 30 Oct.