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 Mirosoft 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.

Dates and locations

REMOTE CLASS
2026 : 16 June, 30 Oct.