



Duration: 90 minutes - 1 day

Class size: Up to 15 people

Delivery: Online or classroom

MICROSOFT TEAMS BESPOKE TRAINING

Learn how to collaborate and communicate effectively with your team, using Microsoft's powerful platform.

With Crimson's Microsoft Teams Bespoke Training, you get a tailored programme designed to meet your organisation's unique circumstances and set up.

Crimson's Microsoft Certified experts gather your requirements together, guiding you in developing a workable training plan. We then build a training programme suited to your needs, culture and learning style. Training courses can run from 90 minutes to over a day and incorporate other Microsoft tools—such as how Teams interacts with SharePoint and OneDrive. You may wish to deep-dive into specific Teams features, such as learning tools that will help run effective meetings or projects.

Whatever your training strategy and current skill level, whether you wish to instruct champions, super users, end users or Teams administrators, Crimson has the flexibility and experience to help accelerate your organisation's use

of Microsoft's powerful collaboration platform.

TYPICAL MICROSOFT TEAMS TRAIN MIGHT INCLUDE THE FOLLOWING:

Microsoft Teams familiarisation. You will walk through the foundational concepts and features of Teams, and understand when the platform is the most appropriate tool to use. We will explore the use of chat, document sharing, and setting your status in order to effectively manage your day.

How to virtually collaborate successfully. Diving into Teams' powerful collaboration features, you will learn how to create and manage a Team, set up notifications, and create Channels to organise a collaborative workspace where you can work on files with others. You will learn how to extend Teams by using Tabs to link and interact with important external applications without having to leave the Microsoft Teams environment.

Manage meetings. Microsoft Teams provides users with an efficient way to conduct online meetings using video and audio. You will learn how to schedule meetings, discover how to collaborate with documents in real time, and record meetings. You will discover tips on how to deal with poor internet connections, bad audio, and less than ideal backgrounds when using your webcam.

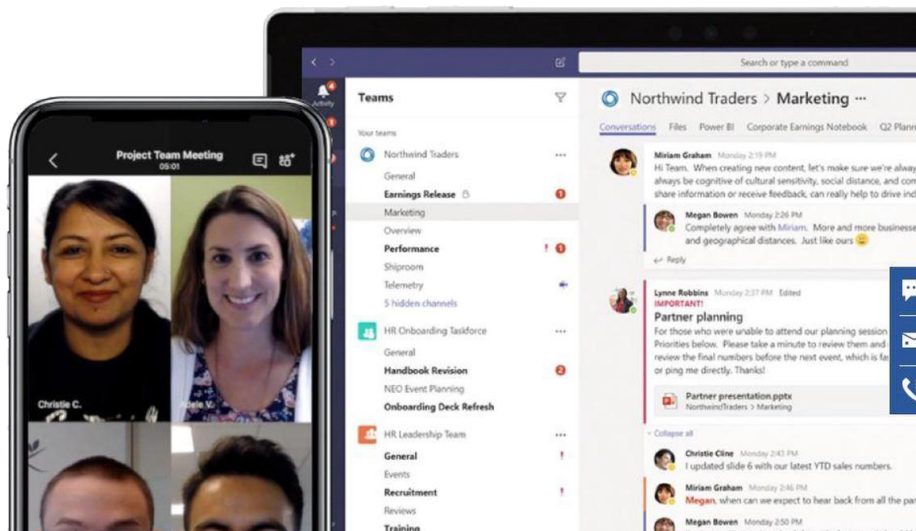
Creating live events. Do you need to broadcast a live event to a large audience? With Teams you can become the director! You will learn how to prepare and present a live, interactive event to an internal or external audience.



Quickly search for content. As you begin to realise how useful Microsoft Teams is you and your co-workers will begin to create lots of content, be it discussion threads, meeting recordings and documents. Fortunately, Microsoft Teams comes equipped with powerful search tools that minimise the time needed to retrieve content and conversations. You will learn search shortcuts so that Teams continues to enhance your productivity.

ABOUT YOUR MICROSOFT TEAMS TUTORS

Microsoft Teams training is provided by Crimson, a Microsoft Gold Certified partner with 20 years' experience implementing and supporting Microsoft technologies, ensuring maximum adoption. Since Microsoft Teams was released in 2017 the Crimson's Microsoft Certified Professionals have trained thousands of people to use Microsoft Teams effectively.



BOOK YOUR MICROSOFT TEAMS COURSE

To learn more and book your Microsoft Teams training course contact Crimson on **01675 466 477**

About Crimson

Crimson helps organisations get the most from their investment in Microsoft cloud technologies. We take an iterative and agile approach that gives you the confidence to move forward. Crimson is part of the \$1BN global IT services group, Harvey Hash.

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part of the Harvey Nash Group

training