Microsoft 365 – Teams

Course code: MSTEAMS

COOPERATION. In this way, we could define the MS Teams application. Nowadays, when the demands for teamwork, communication, data sharing, information, files are growing. We live in a time when technology has freed us from having to spend all our time in the office at the desk, but we are increasingly working in the field or from home. It is also often necessary to meet colleagues from another city or even another country. At such times, we need a tool that ensures effective communication, data sharing and collaboration, all remotely, with the ability to use a variety of devices and in a secure mode to prevent information leakage. Microsoft 365 is exactly such a platform and its main communication tool is the MS Teams application.In our course, participants will learn to work effectively and clearly with this powerful tool and use it for teamwork.

Affiliate	Duration	Course price	ITB
Praha	1	4 000 Kč	0
Brno	1	4 000 Kč	0
Bratislava	1	170 €	0

The prices are without VAT.

Course terms

Date	Duration	Course price	Type	Course language	Location
06.03.2026	1	4 000 Kč	Presence	CZ/SK	GOPAS Praha
02.04.2026	1	170 €	Presence	CZ/SK	GOPAS Bratislava
02.04.2026	1	4 000 Kč	Presence	CZ/SK	GOPAS Brno
19.05.2026	1	4 000 Kč	Presence	CZ/SK	GOPAS Praha
23.06.2026	1	4 000 Kč	Online	CZ/SK	Online
23.06.2026	1	4 000 Kč	Presence	CZ/SK	GOPAS Brno
23.06.2026	1	170 €	Online	CZ/SK	Online

The prices are without VAT.

Course outline
- Introduction
- Introduction to the application and its philosophy
- Relation to SharePoint platform
- Environment
- Application settings
- Notification
- Help
- Communication
- Chat
- Audiocalls
- Videocalls
- Possibilities of communication using Teams
- Meeting recording
- The name of the conversation and its pin on top - as important
- Using flags - saving a conversation - in conversations
- Conversation tracking
- How to send an email to all team members

GOPAS®

- Teams
- What does it mean?
- Channels
- Team settings
- Management of team members
- Cards - working with cards, creating new cards
- Connection with information channels - connectors
- Team conversation
- Favorite teams
- Mentions
- Tasks and planning - cooperation with Planner
- Calendar
- Appointments
- Connection with MS Outlook
- Appointment scheduling
- Files
- File sharing with colleagues and outsiders
- Real time collaboration
- Working with the list - SharePoint
- Teams mobile application
- Where and how to get it
- Setup and settings
- How to use it?
- Useful tools
- Using functions and commands
- Keyboard shortcuts
- What's new in Teams