CLD267: Welcome to *Enabling Teamwork with Microsoft Teams*

Course Prerequisites

This course is designed for users who have:

- Experience administering Office 365 for an organization.

Course Objectives

After completing this course, students will be able to:

- Enable users for Microsoft Teams
- Configure Microsoft Teams
- Configure audio conferencing with Teams.
- Describe Best practices for using Microsoft Teams.

Course Outline

Week 1 – Module 1: Teams Fundamentals

- Teams Explained
- Deploying Teams
- Getting Started with Teams
- Teams and Channels
- Apps in Teams
- Module Assessment exam

Week 2 – Module 2: Advanced Teams Administration

- Authentication and Access
- Compliance and Security
- Module Assessment exam

Week 3 – Module 3: Meetings and Phone Calling in Teams

- Meetings in Teams
- Audio Conferencing
- Phone System
- Module Assessment exam

Week 4 – Module 4: Advanced Networking and Monitoring

- Networking
- Management and Reporting
- Module Assessment exam

Coursework and Grading

There is a graded assessment exam at the end of each module as well as at the end of the course. This course also includes hands-on labs to assist you in your learning effort, but you will not be graded for performing the labs.

You are graded on the following:

- **40% of total available points - Midterm assessment exams.** There will be a short quiz at the end of each module that covers just the material from that module. There will be 10 questions in each module exam. You will have one attempt to answer each module assessment question correctly.

- **40% of total available points - Course final exam.** This is the final exam at the end of the course that has 20 questions covering all modules. You will have one attempt to answer each course assessment question correctly.

- **20% of total available points – Graded activity.** There is a gradable lab after the course that tests your ability to apply the skills you have acquired.

You need to score 70% or better cumulatively on graded elements to pass this course.

Discussion

To get help with the course, click the **Discussion** tab and post a question. While the Discussion forum is not being regularly monitored by Microsoft, this is an excellent opportunity to network with your peers from around the globe. We strongly encourage you to use the Discussion forum to introduce yourself and start a conversation regarding any questions that you have related to the course.

To get help with a technical problem, click **Help** to send a message to edX Student Support.