



Microsoft Teams Training

Empower Your Remote Workforce for Microsoft Teams Collaboration



Due to the massive transition to **“Work from Home” (WFH)**, understanding how Microsoft Teams works can be a valuable weapon in your telecommuting arsenal. Whether you’re new to Microsoft Teams, a Power User, Virtual Trainer, or an IT Administrator, these remote classes are a quick and convenient way to help end-users become more productive using Microsoft Teams.

As a Premier Microsoft Solutions Partner, Yorktel’s IT Managed Services training experts have the technical resources to help and guide organizations along in their collaboration journey to include user adoption of new technologies.

Choose from the following interactive training options with live Q&A or customize your own with one of our Microsoft Subject Matter Experts!



For Beginners:
**Day-to-Day
Communication**



For Power Users:
**Microsoft Teams
Collaboration**



For Trainers:
**Microsoft Teams
Virtual Training**



For IT Administrators:
**Managing
Microsoft Teams**

Train With The Right Partner

As a Premier Microsoft Solutions Partner, Yorktel experts are exceptionally qualified to deliver Microsoft Teams training. Leverage Yorktel's 35 years of experience delivering enterprise video solutions.

Looking for help
with your remote
workforce program?

Ask about our enterprise
WFH Consulting Bundles &
Webcasting Services.



For Beginners: Day-to-Day Communication

Service Description (1/2 day)

Microsoft Teams is the hub for teamwork in Office 365. This course will provide a general, high-level overview of the Microsoft Teams landscape, how to use features within Teams such as chat, online meetings, calls and more.



For Power Users: Microsoft Teams Collaboration

Service Description (1/2 day)

This course provides a more in-depth review of Microsoft Teams for individuals who are Power Users. Learn about Teams setting, options for posts and files, customizing the Teams Environment, managing meetings and appointments, working with members outside of your organization as well as working with SharePoint and OneDrive.



For Trainers: Microsoft Teams Virtual Training

Service Description (1/2 day)

This course is specific to "Training the Trainer." Leverage Teams online meeting features to host virtual trainings. Understand how to schedule trainings, invite attendees, join the training and use all the meeting controls. Learn how to manage participants, present, record and access resources after the training.



For IT Administrators: Managing Microsoft Teams (MS-700)

Service Description (5 days)

The Managing Microsoft Teams course is designed for those who are aspiring to the Microsoft 365 Teams Admin role. Microsoft Teams admins configure, deploy, and manage Office 365 workloads for Microsoft Teams that focus on efficient and effective collaboration and communication in an enterprise environment. This course will prep you for Microsoft Exam MS-700.

Contact your Yorktel Subject Matter Expert at WFH@yorktel.com to learn more.

Contact us

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About Yorktel

For over 35 years, Yorktel (www.yorktel.com) has been a leader in helping enterprise, healthcare, education and public sector customers plan, navigate and successfully execute their digital workplace transformation initiatives. Our global team works with yours to ensure all aspects of these initiatives, including systems evaluations, network preparedness, technology assessments, change management planning, device and network management and monitoring have been addressed. We then design, integrate and manage the communication and collaboration solutions that enable your connected workforce. Follow Yorktel on Twitter: [@yorktelcorp](https://twitter.com/yorktelcorp).