

# Microsoft Teams Starter Kit

Are you new to using Microsoft Teams or looking for ways to improve your platform usage? Insight's '**Microsoft Teams Starter Kit**' will provide you with everything you need to get up and running on the platform, whether you're an existing user or considering moving over to Teams within your Office 365 suite.



## The Smarty Pants Guide to Microsoft Teams

Insight's Smarty Pants Guide is designed to help you get the most out of your Microsoft Teams, offering advice on how to get started through to top tips for utilising the application.



## Webinars:

### 1. An Overview of Teams

Find out how to create a shared workspace with Microsoft Teams.

### 2. Finding Your Way Around Teams

Learn how to access Teams via the Office 365 online portal and desktop app as well as navigate around your workspace.

### 3. Creating and Managing Teams

Establish how to create a new team or group as well as manage team membership and settings.

### 4. How to Personalise Your Teams

Find out how to create and customise new channels within your workspace.

### 5. Collaborating with Others In Teams

Learn how to share files with your teammates, message in the platform and work on files together for the ultimate collaboration experience.

### 6. Scheduling and Attending Meetings in Teams

Discover how to set up video and audio meetings within your workspace portal.

## 'How To' video library:

Access the Microsoft Teams video library for guidance on functionality, features and step-by-step instructions for users.



## Need more help or have questions?

Get in touch with the Insight Team to discuss how we can support you with Microsoft Teams today. Unleash the power of Microsoft Teams in just five days with [Insight Smart Start for Microsoft Teams](#).

