

# *Microsoft Teams® for Business Users (Second Edition) Bridge Document*

## *From Microsoft Teams® for Business Users*

This bridge document is written for instructors who have used Logical Operations' *Microsoft Teams® for Business Users* courseware (product number 091173), and who wish to come up to speed on the new *Microsoft Teams® for Business Users (Second Edition)* courseware (product number 091182) quickly and efficiently.

Our instructional designers work to retain sequencing and activities wherever possible, while revising course content and flow to align with the updated Teams components and features to facilitate a positive class experience.

In March 2024, Microsoft began rolling out “new Teams” to subscribers. This course reflects the changes that users will see in the updated Teams app.

This course was developed and designed to run on Windows 11; however, Windows 10 is also an acceptable operating system.

### *Overview of Changes*

The course structure remains the same in terms of the number of lessons with minor changes to lesson and content titles. The majority of changes reflect terminology and user interface changes.

#### *Lesson 1: Messaging in Teams*

- The new default theme of the Teams desktop follows the operating system theme.
- There are fewer commands available in the Command box.
- Chatting and posting in team channels works the same as always.
- Contacts are now stored in the People app.
- Contact groups are no longer available.
- In team channels, “conversations” are now called posts.
- You can no longer save posts.

#### *Lesson 2: Calling and Meeting in Teams*

- Calling and meeting in Teams works the same as always.
- “Live events” are now called Town Halls.
- You can now view a recap of meetings that occur outside of a team channel.

#### *Lesson 3: Leading Meetings in Teams*

- Sharing content during a meeting works the same as always.

- Because the meeting window background is lighter by default, the Presenter toolbar is also lighter in color.
- The Whiteboard interface is slightly different in appearance, especially the toolbar and the number of available tools.
- Participants using a web browser can now see and add annotations.
- The new Immersive Space (3D) view is briefly introduced. However, anyone using Teams in a web browser or virtual machine will not have access to this view.
- Meeting notes are now available via a Loop component that can be added to a scheduled meeting invitation.
- Recording and transcribing a meeting works the same as always; however, the Copilot in meetings feature is available as long as the Teams admin has enabled it, **and** the meeting is transcribed. This course provides a brief introduction to Copilot in relation to a Teams meeting.

#### *Lesson 4: Configuring Your Teams Environment*

- Configuring settings in Teams settings works the same as always.
- In the Settings app, the tabs and their contents have been renamed and reorganized.
- The most frequently used “Appearance and accessibility” tab now contains the theme, chat density, and accessibility settings.

#### *Lesson 5: Sharing Files and App Content in Teams*

- Working with shared files is the same.
- The OneDrive icon opens your OneDrive app. This replaces the Files icon on the left side of the Teams window.
- In the OneDrive app, quick access links take you to your SharePoint sites and files.
- At the time of development, only the Praise app can be accessed from the Command box.
- Adding apps as tabs and in meetings works the same as always.
- One difference is that all channels have a default Notes tab associated with the organization’s OneNote notebook. Each channel has a section in the notebook and the Notes tab displays the channel’s section of the notebook.

#### *Lesson 6: Creating and Configuring Teams*

- The basic process of creating a team, including adding channels, is the same.
- When it comes to using a template to create a team, instead of being presented with a list of templates, you select the **More create team options** link to select a template.