

Microsoft® Teams® Essentials Bridge Document for 2.0 Edition

This bridge document is written for instructors who have used Logical Operations' *Microsoft® Teams® (Desktop and Browser)* Edition 1.0 courseware (091160) and want to quickly and efficiently identify the significant changes in the 2.0 edition of this course, which has been renamed to *Microsoft® Teams® Essentials*.

Since the release of the 1.0 edition of the course in 2020, Microsoft has made numerous changes in Teams, necessitating significant changes to the content. To take best advantage of the need to re-align the material with the Teams technical environment, we used the update as an opportunity to make other improvements. In fact, our instructional designers determined a need for two different courses to better meet the requirements of business professionals using Teams in different contexts.

1. The new one-day *Microsoft® Teams® for Business Users* (091173) course was created for business users who need to create their own teams and conduct meetings using Teams.
2. The *Microsoft® Teams® Essentials 2.0* Edition courseware is a subset of that course, intended to provide students with a first exposure to Teams, with a focus on the skills necessary to communicate with colleagues and participate in meetings.

The following sections describe the substantive changes that have been made to this new version of the half-day course.

Overview of Changes

In the new *Microsoft® Teams® Essentials* course:

- The content has been adjusted to fit more realistically within a half-day delivery timeframe.
- The content has been tailored to address the primary requirements of users who need to communicate with colleagues and participate in meetings.
- Based on customer input, more advanced content (including meeting-management features and team creation) was transferred to the new *Microsoft® Teams® for Business Users* (091173) course.
- Activities and other content have been updated to reflect changes in Teams and Microsoft 365.
- The slides have been updated with a wide screen layout, more graphics, and color.

Content Changes

The following table compares the general outline of the 1.0 and 2.0 editions of the course.

1.0 Course Edition	New 2.0 Course Edition
Lesson 1: Communicating with Microsoft Teams Topic A) Navigate in Teams Topic B) Chat with Contacts Topic C) Post in Team Channels	Lesson 1: Messaging Colleagues Using Teams Topic A) Navigate in Teams Topic B) Chat with Contacts Topic C) Post in Team Channels
Lesson 2: Calling and Meeting in Teams Topic A) Use the Teams Call Feature Topic B) Meet in Teams Topic C) Share Your Screen and Record Calls and Meetings	Lesson 2: Collaborating in Teams Topic A) Call People in Teams Topic B) Meet in Teams Topic C) Share Files
Lesson 3: Sharing Files and App Content Topic A) Share Files Topic B) Add Apps and Connectors	Lesson 3: Configuring Your Teams Environment Topic A) Configure General Application Settings Topic B) Configure Notifications and Privacy Settings Topic C) Configure Call and Device Settings
Lesson 4: Creating and Configuring Teams Topic A) Create a Team Topic B) Create Channels Topic C) Add Tabs for files, Wikis, and Websites	
Appendix A: Customizing Teams Topic A) Customizing Your Teams Environment Topic B) Use the Teams Mobile App	

Major changes from the 1.0 edition of the course are described below.

- Topic C of Lesson 2 was transferred to 091173 and expanded into a lesson.
- Topic B of Lesson 3 was transferred to 091173.
- Lesson 4 was transferred to 091173.
- Topic A of Appendix A was converted to a lesson and expanded to cover customer-requested content.
- Topic B of Appendix A was removed by customer request.