

Microsoft Teams® Essentials (Second Edition) Bridge Document

From Microsoft Teams® Essentials

This bridge document is written for instructors who have used Logical Operations' *Microsoft Teams® Essentials* courseware (product number 091160), and who wish to come up to speed on the new *Microsoft Teams® Essentials (Second Edition)* courseware (product number 091181) 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: Collaborating 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.
- Working with shared files is the same.
- The OneDrive icon opens your OneDrive app. This replaces the Files icon.

- In the OneDrive app, quick access links take you to your SharePoint sites and files.

Lesson 3: 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.