

Microsoft Teams: A Self-Training and Resource List

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Five Things to Do First with Teams (2 Minute Video by Microsoft):

<https://www.microsoft.com/en-us/vidoplayer/embed/RE3eLYv?pid=ocpVideo0-innerdiv-oneplayer&postJsllMsg=true&maskLevel=20&market=en-us>

Videos by Me:

Using “Blur” and “Backgrounds” in Your Teams Meetings (Including Installing a Custom Background) 7 minute video – *tips in first 5 minutes*: <https://youtu.be/i343kzzv1bk>

Building New “Teams” and “Channels” within Microsoft Teams (12 Minutes):
https://youtu.be/JwtK07_fgMQ

Teams Tabs: Using Other Office Apps, Whiteboard, even 3rd Party Apps!
<https://youtu.be/EIA7jeDGBvY>

A (VERY) Personal Project/Event Management Example Using OneNote, OneDrive, Microsoft Excel, AND Microsoft Teams: <https://youtu.be/HhXD31zyBpQ>

Microsoft Teams: What is the Wiki??? And Why is it Useful? https://youtu.be/5QzJ43_cusg

A “Watchout” for Teams Users: Why Your Teams might be “Hanging Up” ...
<https://youtu.be/cuUqVYgWH30>

Videos by Others on YouTube:

Learn Microsoft Teams in 7 Minutes: https://youtu.be/2Ojm-SkL_zE (Recommend you watch in YouTube on a PC: **make sure** to read the description for this video – lists “timestamps” that allow you to jump to specific content/tips in the video, like Working with Tabs, File collaboration, Creating Channels and Tabs, Making Teams Calls, Sharing Content ...)

Top 20 Microsoft Teams Tips (20 Minute Video):

https://youtu.be/w_NOLTazDaQ (Recommend you watch in YouTube on a PC: **make sure** to read the description for this video – lists “timestamps” that allow you to jump to specific content/tips in the video, like Spotlight, Whiteboard, Customizing Background, Transcribing Meeting, and much more!)

How to schedule a Microsoft Teams message to be posted at a specific time (2 minutes):
https://youtu.be/_74Rllpc6u4

A step-by-step tutorial on how to schedule a Microsoft Teams message to be posted at a certain time using Outlook. It's a work-around, but useful time-saver. Schedule a Microsoft Teams message works in Gmail too.

Randy's YouTube Channel: <https://www.youtube.com/c/RandyDeantimelyman>

Running Effective Meetings on Microsoft Teams (45-minute full training video produced by Microsoft!): <https://youtu.be/bK6ArmNdseo>

Recommend anyone **running** regular meetings in Teams to watch this video – will enhance your meeting leader skills in Teams immensely

How to use Tasks in Microsoft Teams (To Do and Planner) 5 Minute Video:
<https://youtu.be/c8w6dpPGLRY>

How to Use Microsoft Teams Effectively | Your COMPLETE Guide (24 Minutes):
<https://youtu.be/z6lUiamE3-U>

*(Once again, recommend you watch in YouTube on a PC: **make sure** to read the description for this video – lists “timestamps” that allow you to jump to specific content/tips in the video, like using/setting up Teams & “Channels” (Projects/Topics) for Teams, Using Posts & Conversations (including transcripts and translation), **File & Document sharing in Teams chat** (this segment is VERY useful), using apps (including 3rd party) within Teams, and much more)*

NOTE: I will be posting this PDF on my web site at this address:
http://www.randalldean.com/Microsoft_Teams_Self-Study_Video_List.pdf

Please note that since ALL of the video links above are in the public domain, you are more than free to download and/or share this document with others. You do not need to pay for the online course to take advantage of these tips.

I will be updating this periodically, so bookmark this on your browser. It will also be part of my e-Learning course on Virtual Work & Meetings and my new Beyond Outlook course – see both course on my e-Learning Academy:

<https://randy-deans-e-learning-academy.thinkific.com/>

Life Hack: When watching training videos on YouTube or any other resource, be **READY** to use the “Pause” and “Rewind” buttons – watch most critical tips multiple times and even practice off to the side! This way, the new skills will “stick” – don’t just watch – actively TRY and TEST!

Randy’s YouTube Channel: <https://www.youtube.com/c/RandyDeantimelyman>