Mindluster Platform

About the course Tasks in microsoft teams for beginners

Tasks in microsoft teams course, in this course will explore the various functionalities of Tasks in Teams, including creating, assigning, tracking, and collaborating on tasks. From organizing task lists to setting deadlines and priorities, participants will learn how to streamline task management processes and improve team productivity. Additionally, the course covers integration with other Microsoft 365 tools, such as Outlook and Planner, to enhance task management capabilities. Whether you're a team leader, project manager, or team member, this course equips you with the skills needed to leverage Tasks in Microsoft Teams for efficient task coordination and collaboration. Join us as we delve into the world of task management in Teams and unlock new possibilities for team productivity and success.

Computer Softwares Category's Courses

Course Lesson(21)

Lesson 1 : **Getting Started in Microsoft Teams MS Teams Tutorial**

Lesson 2 : **Microsoft Teams Tutorial Create and Manage Channels**

Lesson 3 : **Microsoft Teams Tutorial Manage Teams and Members**

Lesson 4 : **Microsoft Teams Tutorial Join an Existing Team**

Lesson 5 : **Microsoft Teams Tutorial Send a Private Message in Teams**

Lesson 6 : **Microsoft Teams Tutorial Video and Audio Calls on Demand**

Lesson 7 : **Microsoft Teams Tutorial Schedule a Live Event in Teams**

Lesson 8 : **Microsoft Teams Tutorial Schedule a Meeting in Teams**

Lesson 9 : **Microsoft Teams Tutorial Create a Team and Add Team Members**

Lesson 10 : **Ten Steps to Get Started in Microsoft Teams Microsoft Teams Tutorial**

Lesson 11 : **How to Share a OneNote Notebook OneNote Tutorial**

Lesson 12 : **Video Conference in Teams Microsoft Teams Tutorial**

Lesson 13 : **How to Use Microsoft Teams Breakout Rooms**

Lesson 14 : **How to Use the Lobby Microsoft Teams**

Lesson 15 : **How to Control Participants Microphones in Microsoft Teams**

Lesson 16 : **How to Use the Meet Now Button in Microsoft Teams**

Lesson 17 : **How to Use Microsoft Teams Meeting Recap**

Lesson 18 : **How to Use Tasks in Microsoft Teams**

Lesson 19 : **How to Schedule a Meeting in Microsoft Teams 2021 Update**

Lesson 20 : **How to Record a Meeting in Microsoft Teams 2021 Update**

Lesson 21 : **Microsoft Teams Tips and Tricks Get the Most out of MS Teams**

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