



Free Microsoft Teams training available ahead of fall upgrade

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Starting Tuesday, July 13, 2021, Microsoft will host several first- and second-level Microsoft Teams training sessions for University of Utah community members. The training is being made available in advance of the university's migration from Skype for Business to Microsoft Teams this fall.

The training is free; however, registration will be required. To register for a specific session, please visit [this IT Knowledge Base article](#), where the registration links will be posted as soon as they are available. Dates and times (MDT) are below.

Teams L100 (introductory level)

- Tuesday, August 3, 11:00 a.m. – 12:00 p.m.
- Thursday, August 5, 1:00 p.m. – 2:00 p.m.
- Tuesday, August 10, 1:00 p.m. – 2:00 p.m.
- Thursday, August 12, 11:00 a.m. – 12:00 p.m.

Teams L200 (intermediate level)

- Tuesday, July 13, 1:00 p.m. – 2:00 p.m.
- Thursday, July 15, 11:00 a.m. – 12:00 p.m.
- Tuesday, September 7, 11:00 a.m. – 12:00 p.m.
- Thursday, September 9, 1:00 p.m. – 2:00 p.m.
- Tuesday, September 14, 1:00 p.m. – 2:00 p.m.
- Thursday, September 16, 11:00 a.m. – 12:00 p.m.

Note: Microsoft will also hold training sessions for human resources staff, finance staff, directors/managers, and project managers. Those employees will receive a separate announcement with training dates and times.

On May 8, 2021, UIT began to prompt University of Utah students, faculty, staff, and affiliates and University of Utah Health employees to migrate from Skype for Business to Microsoft Teams. The upgrade is part of [the effort to modernize the U's communication technology](#) and better meet the needs of those working, learning, and teaching remotely.

Additionally, UIT intends to retire Skype for Business, a step necessitated by Microsoft's plans to end support for the application.

Microsoft Teams features a number of collaboration tools, including instant messaging, video conferencing, file sharing, and voice calling. For more information about the Teams upgrade, please refer to [this IT Knowledge Base article](#).

Note: UIT will work directly with departments that depend on Skype for Business for voice services and conference rooms to migrate those systems to Microsoft Teams.

For additional details or support, please contact your respective help desk: UIT Help Desk (801-581-4000, option 1) or ITS Service Desk (801-587-6000).



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