

**Step 1 of 10:**  
Start by clicking on the blue button on your main dashboard page.

Start Your Training Now

### Guides

- View: How to Take an IT Course
- View: How to Take a General Employee Course
- View: How to Launch and Take an IT Hands-On Lab
- Play: 3 Things to Know

**Step 2 of 10:**  
If you are ready to start now, click "Yes, Start Training Now".

**Are you sure?**

Starting today, you will have 14 days to complete your course(s). Remember, a typical course only takes 1-3 hours to complete and during this 2-week period, you can take that course any way you like (15 minutes here, 1 hour there, etc.).

Click "Yes" if you would like to proceed.

Yes, Start Training Now      No, Start Training Later

Your 14-day session is now in progress  
**Click To Access Course Library**

Jul 6   Jul 7   Jul 8   Jul 9   Jul 10   Jul 11   Jul 12  
Jul 13   Jul 14   Jul 15   Jul 16   Jul 17   Jul 18   Jul 19

### Guides

- View: How to Take an IT Course
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**Step 4 of 10:**  
At the top of the landing page click, "The Library"

SKILLSETS of SILICON VALLEY

The Library

Enable Web Accessibility (What is Web Accessibility?)

Content Language English (All)

My Profile

**TO BEGIN, READ BELOW (Important!)**

On the next page, you will find access to either our [course menus](#) or [HANDS-ON LABS](#). If you are an **IT PROFESSIONAL**, you can select the menu "IT FOCUSED TITLES" or the "HANDS-ON LABS". You will see topics like Microsoft, VMware, Cisco, etc.

If you are **NOT** an IT professional, we recommend you select "END USER TITLES" or "BUSINESS TITLES". You will see topics like Excel, Outlook, Teams, Business topics, etc.

**NEXT STEP:** Click "[The Library](#)" at the top of this page to access these menu choices.

SKILLSETS of SILICON VALLEY

The Library

Want HANDS-ON LABS? Select From Below:

IT Infrastructure HANDS-ON LABS

Want Online Courses? Select From Below:

IT FOCUSED COURSES (Microsoft, VMware, Cisco, etc.)

GENERAL EMPLOYEE COURSES (Professional Development)

GENERAL EMPLOYEE COURSES (Productivity & Collaboration)

**Step 5 of 10:**  
From the course menu options, click on "IT FOCUSED COURSES"

**IT FOCUSED TITLES (Microsoft, VMware, Cisco, Oracle, etc.)**

Search this category

Categories

- VMware
- EC-Council
- ISACA
- (ISC)?
- Security Analyst to Security Architect
- Penetration Tester to SecOps Engineer
- Microsoft Windows Server
- Microsoft Windows
- Microsoft 365
- Microsoft Azure

**Step 6 of 10:**  
Click the main category you want.

**IT FOCUSED TITLES (Microsoft, VMware, Cisco, Oracle, etc.)**

Search this category

Sub-categories

- #MS266: MS-300: Deploying Microsoft 365 Teamwork Level 1
- #MS267: MS-300: Deploying Microsoft 365 Teamwork Level 2
- #MS268: MS-300: Deploying Microsoft 365 Teamwork Level 3
- #MS302: MS-700: Managing Microsoft Teams Level 1
- #MS307: MS-700: Managing Microsoft Teams Level 2
- #MS271: MS-200: Planning and Configuring a Messaging

**Step 7 of 10:**  
Click on the Sub-category you want.

IT FOCUSED TITLES (Microsoft, VMware, Cisco, Oracle, etc.) > Microsoft 365  
> #MS302: MS-700: Managing Microsoft Teams Level 1

## #MS302: MS-700: Managing Microsoft Teams Level 1

**Courses**

	<a href="#">MS-700 - Managing Microsoft Teams: Upgrading to Teams</a>	<b>LAUNCH</b>
Course: 2 Hours, 4 Minutes	Expertise Level: Intermediate	
	<a href="#">MS-700 - Managing Microsoft Teams: Configuring Network Settings</a>	<b>LAUNCH</b> ⋮
Course: 2 Hours	Expertise Level: Intermediate	
	<a href="#">MS-700 - Managing Microsoft Teams: Governance &amp; Lifecycle Management</a>	<b>LAUNCH</b> ⋮
Course: 1 Hour, 50 Minutes	Expertise Level: Intermediate	
	<a href="#">Managing Microsoft Teams: Enabling Guest Access</a>	<b>LAUNCH</b> ⋮

**Step 8 of 10:**  
From the Sub-category,  
select the title you want  
and click "LAUNCH"

### Course Pre-Test

This course contains a pre-test. Taking the pre-test allows you to evaluate your knowledge of the content before taking the course. You can only take the pre-test once, before starting the course.

[Take Pre-Test](#) **Start Course**

**Step 9 of 10**  
You may choose to take the Pre-Test  
to have a score measuring your  
knowledge of the course subject  
before starting instruction.

The screenshot shows the course menu for "MS-700 - Managing Microsoft Teams: Configuring Network Settings" (2 Hours). The menu items are: Completion Status, Table of Contents, Course Test, About, General Settings, Take the Tour, and Help. A red arrow points to the "Course Test" item. A callout box contains the following text:

**Step 10 of 10:**  
After completing the pretest, click on "Table of Contents". This will give you links to each other topics covered in the course you are taking.

The screenshot shows the "Table of Contents" page. The table lists the following topics and their durations:

Topic	Duration
Course Overview	2 Minutes
The Network Planner Tool	8 Minutes
Adding a Network Plan Using the Network Planner Tool	6 Minutes
Creating Custom Personas	6 Minutes
Adding Network Sites Using the Network Planner Tool	10 Minutes
Creating Reports Using the Network Planner Tool	8 Minutes
Analyzing Reports Using the Network Planner Tool	7 Minutes
Working with the Network Testing Companion	7 Minutes
Steps to Optimize Network Experiences	6 Minutes