

Getting Started with Microsoft Teams (60 minutes)

I. Meetings

- Scheduling meetings
- Instant meetings
- Connecting audio/video devices
- In-Meeting chat
- Inviting additional participants
- Non-verbal feedback and using the raise hand feature
- Changing views
- Meeting recordings
- Device settings
- Meeting options
- Camera and microphone features
- Share screen options
- Leave vs. End Meeting

II. Managing Teams

- Using the chat feature
- Creating Teams
- Calling your Team
- Adding team members
- Sharing files with your Team
- Leaving/Deleting a Team
- Team Settings
- Utilizing Team channels