



Teams Communications

Duration: 2 Hours

Who should attend:

This course is for business users of Microsoft Teams who will be using the application to participate in, organise, and manage meetings

You will learn how to participate in meetings including managing your camera and your view. You will learn how to schedule meetings and set the correct meeting options for your meeting requirements. You will learn how to manage meeting participants and share resources such as presentations, screens, and applications during a meeting. Finally you will learn how to record and playback a meeting.

Pre-requisites:

Delegates should be familiar with working in Windows and should have attended our Teams Communications course.

Content

What to do in Meetings

- Joining a meeting
- General meeting etiquette
- Managing your camera and microphone
- Blurring your background
- Raising your hand
- Seeing others in a meeting (gallery)

Organising Meetings

- Scheduling a meeting in the calendar
- Inviting others to meetings
- Using the scheduling assistant
- Responding to meeting requests

Understanding Meeting Roles

- Setting meeting options

Managing a Meeting

- Viewing meeting participants
- Managing the Lobby
- Managing meeting participants
- Muting meeting attendees
- Inviting people to a meeting midway through

Sharing Resources in a Meeting

- Sharing a presentation in a meeting
- Sharing a document in a meeting



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Sharing a video in a meeting

Sharing a webpage in a meeting

Recording a Meeting

Considerations when recording a meeting

Start recording

Stop recording