Microsoft Teams Level 1

Introduction to Microsoft Teams

Microsoft Teams has taken the world by storm as we have all learned how to operate in the “new normal” of COVID-19. It’s an innovative tool that allows us to securely connect, meet, chat and share files from the comfort of our computer – whether in the office or in our home office. In this introductory class you will learn how to:

- Log in to a Meeting from Outlook or the Teams Calendar
- The New Meeting Experience
- Using Meeting Chat and Direct Chat, Understanding the Differences
- Using Chat to Make Calls and Share Files
- Using Meeting Tools, including:
  - Raise the Hand
  - Webcam Video and Virtual Backgrounds
  - The Participants Panel
  - Sharing Your Screen

You should take this class if...

- You’ve been invited to a Teams Meeting but don’t know what to do.
- You’re going to be in charge of a meeting and need to understand the tools.
- You want a better way to communicate than Skype.