Manage meetings efficiently with Teams in Microsoft 365

Duration: 0,5 day
Audience: Pour tous

Who is this training for?

Any Teams user who has to host meetings on Teams

Training objectives

- Create a collaborative space to manage meetings
- Gain knowledge on the essential tools in Teams for effective meetings

Summary

We live in a world of rapid change and multiple communications. When you need to be more efficient and faster in reaching your employees for an instant or scheduled meeting, Microsoft Teams offers several options to help you organize and manage your meetings. Whether your role is organizing or participating in meetings, this training is for you!

Course outline

How to structure Teams for meetings

- Structure your TeamsStart meetings in a channel or in chat

Manage a meeting

- Invite via Outlook or Teams
- Create virtual or video meetings in Teams
- Record meetings and share them

How a meeting works

- Share its content with meeting members
- Use the whiteboard
- Use polls

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- Divide a meeting into small groups

Understanding Teams Online Meetings vs. Teams Meetings with the Desktop App

Distinguishing the difference between

- Teams Meeting
- Webinar
- Live Event

Approach and methodology

- Lectures
- Demonstrations
- Guided and individual exercises

Prerequisites

- Windows - User or equivalent content
- Have a minimum knowledge of Microsoft 365 tools or equivalent content

Recommendations

Knowledge of the Microsoft 365 environment (including OneDrive and Teams) is highly recommended.

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