

Microsoft Teams – Meetings and Events

Course Code : SSA4023

Duration : 3 hours

Format : Virtual

Overview

With Microsoft Teams on your PC or mobile device, you can use meetings to collaborate and communicate in real time, use webinar features to track registration and attendance at events and schedule and produce live events that stream to large online audiences. This 3-hour course is designed to assist users to gain an understanding of the meeting, webinar and live event functionality available in Microsoft Teams.

Course Objective

By the end of this course, users should be comfortable using the Teams app for Meetings, Webinars and Live Events.

Course Content

Lesson 1: Getting Started with Microsoft Teams

- What is Microsoft Teams?
- Launching Microsoft Teams
- Navigating the Microsoft Teams Interface
- Getting Help with Microsoft Teams

Lesson 2: Meetings and Webinars

- Scheduling a Meeting
- Changing Participant Settings for a Teams Meeting
- Joining a Meeting
- Participating in a Meeting
- Sharing Content in a Meeting
- Starting an Instant Meeting
- Recording a Meeting

Lesson 3: Webinars

- Scheduling a Webinar
- Publicising a Webinar
- Viewing a Webinar Registration Report
- Changing or Cancelling a Webinar
- Viewing and Downloading a Webinar Attendance Report

Lesson 4: Live Events

- Planning and Scheduling a Live Event
- Inviting Attendees
- Producing a Live Event
- Presenting in a Live Event
- Moderating a Q&A
- Generating an Attendee Engagement Report

Prerequisites

It is assumed that delegates on this course are familiar with Microsoft Windows and Microsoft Office.

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- Managing Events Recording and Reports
- Attending a Live Event