

How-to Join & Participate in a Meeting

1. Where is my Teams app?
2. Overview of features in The University of Akron's Microsoft 365 subscription
3. Join an existing Meeting
4. Navigate in the Teams application
5. Using the Meeting Dock to participate in a meeting
 - a. adjust video and audio settings
 - b. turn on Live Captions
 - c. apply a background during a Meeting
 - d. record a meeting
 - e. get the organizer's attention using the new Raised hand feature
 - f. ask a question using meeting chat
 - g. use the rich text editor
 - h. add notes to a meeting
 - i. share your screen
 - j. view participant list
6. The meeting is over...where does it go?
 - a. locate the meeting record
 - b. locate the file of a recorded meeting

Create & Manage Your Team

1. Understand when best to create a Team, Chat, Meeting, or make a Call
2. Create a Teams Meeting within Outlook
 - a. set date and time
 - b. add Teams location and participant link
 - c. set meeting options
3. Locate an existing Team
 - a. locate public Teams
 - b. locate private Teams
4. Create a Team
 - a. choose from starter or existing Team templates
 - b. understand Team privacy and use case
 - c. add members
5. Delete a Team
 - a. what happens to files from a deleted Team?
 - b. mark for deletion
6. Manage team members and permissions
 - a. understand differences between Owner, Member and Guest roles
 - b. control Member and Guest role permissions
 - c. change role assignments
7. Chats vs conversations
 - a. What's the difference?
 - b. create and invite others to a chat
 - c. share your screen during a chat
 - d. pop-out a chat window
 - e. edit a chat message after it's posted
 - f. use emojis to quickly respond to chat
 - g. post a conversation to Teams channels
8. Create Team channel
 - a. understand channel privacy and use case
 - b. create a Standard channel
9. Use Team File Tab
 - a. understand features a Tab adds to a team
 - b. open and edit files shared with the Team
 - c. pin a file to top for easy reference

How-to Add New Capabilities to Your Team

1. Understand functionality using Teams application Tabs
2. File tab
 - a. Upload work files from SharePoint or OneDrive to a Team
 - b. post files from your OneDrive to the Team
 - c. synchronize SharePoint files to your Team
 - d. convert a work file to a File tab menu item
 - e. understand file synchronization between Teams and SharePoint and Teams and OneDrive
3. Create a Meeting within Teams
4. Making calls from Teams
 - a. make a phone or video call within Teams
 - b. who can I call from Teams?
 - c. work in Teams during call
5. Search Teams for messages, people & files
 - a. use powerful filters to narrow results
 - b. preview results in Teams
6. Set status to prevent accidental interruptions
7. Monitor your Teams by changing Notification settings

Create & Manage Breakout Rooms

1. Create and participate in Breakout sessions
 - a. create one session
 - b. create and move between concurrent breakout sessions
 - c. end a breakout session
2. Channels
 - a. understand difference between General and other channels
 - b. review channel Privacy
 - c. create private channel
3. Add functionality using Teams application Tabs
 - a. understand features a Tab can add to a team
 - b. create a tab in a private channel
 - c. add a video from Stream to a channel
 - d. add sample Excel budget file as tab
 - e. create and distribute polls to survey members within a chat
 - f. create and populate project plans and tasks
4. Save chats or conversations transcripts for easy search retrieval
5. Search, review and for saved or unread messages
6. Use Tags to quickly reach only certain group members
7. Use Teams' built-in help tools
 - a. Learn shortcut keys
 - b. Set status to Do Not Disturb
 - c. Keep up with new features added to Teams
8. How to check for available Teams updates
9. Add Teams to your smartphone