

MICROSOFT TEAMS BASICS COURSE

FRIDAY, JUNE 5 | 11 AM – 12:30 PM | ZOOM

Microsoft Teams is a chat-based collaboration tool that is part of the Office 365 suite of services. Teams enables colleagues, both local and remote, to work together and collaborate through a common workspace, using features such as team chat, one-on-one chat, and document collaboration. Join us to learn how to customize your Teams environment to meet the needs of your work and project teams.

Learning Objectives

- Sign in to and navigate in the Office Teams environment.
- Learn how to customize your Teams environment to meet the needs of your work and project teams
- Host Audio, Video and Web Conferences
- Chat with anyone inside or outside your organization
- Schedule and manage meetings in the Teams environment.
- Collaborate with your peers.

**To RSVP, please email Rowanne Khafagy
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