Infoxchange

Digital Transformation Hub

MICROSOFT TEAMS 101: RUN MEETINGS LIKE A PRO

July 2022

Housekeeping

Acknowledgement of Country

» We acknowledge the traditional custodians of the land and pay our respects to Elders past, present and emerging.

Learning Objectives

» By the end of this webinar, you will be able to:

- Interact with other meeting participants using the chat feature
- Navigate different participant views
- Determine your preferred participant view
- Understand the difference between sharing your desktop versus sharing an App
- Share audio with your desktop
- Change your background
- Mute your sound
- Identify the source of background noise to request your fellow meeting attendee to mute.

There are Different Types of Meetings

- **Ad-hoc**
- **Project based or group focused**
- **Standalone, scheduled**
- **External webinars/events**.

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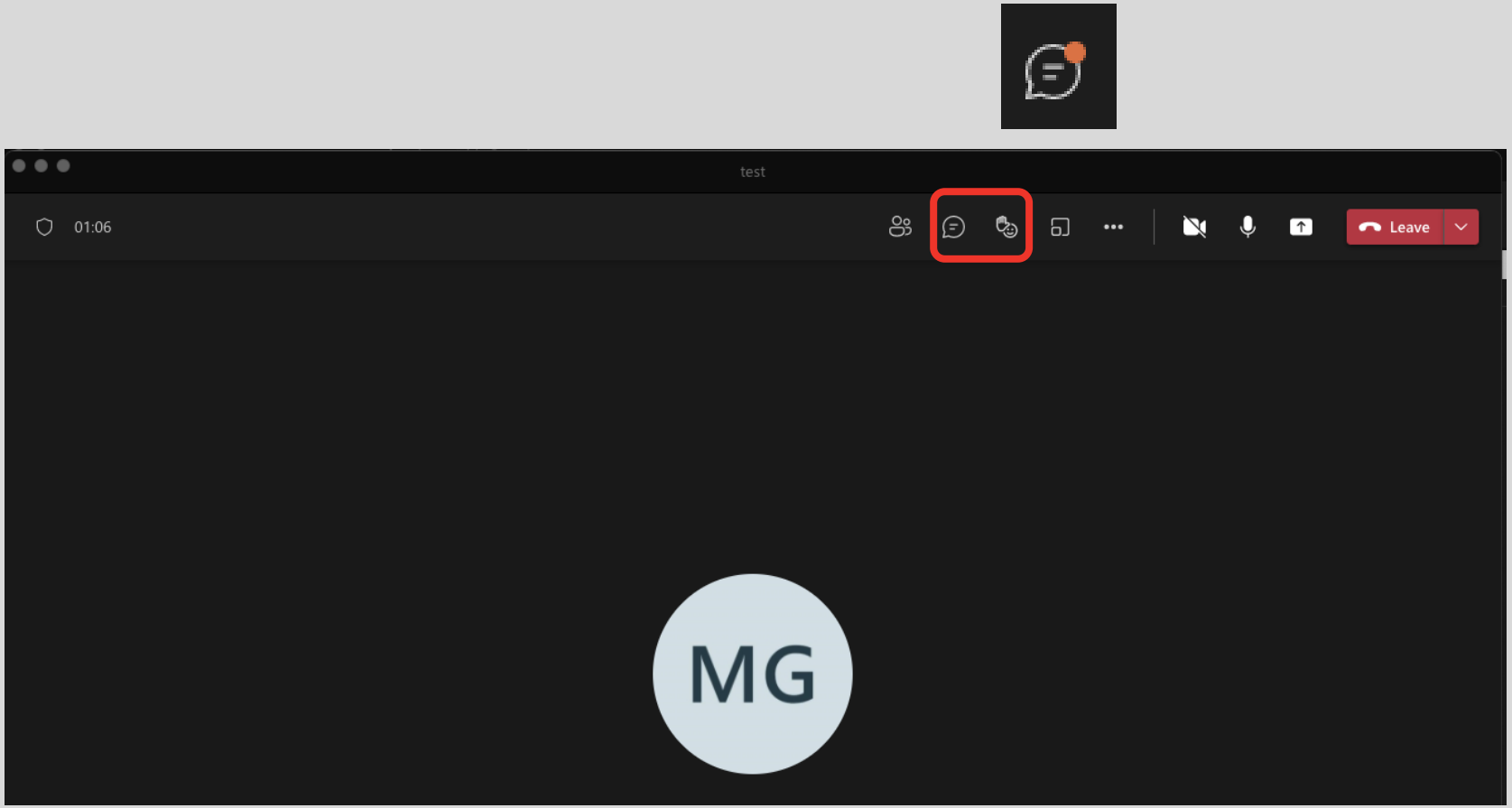
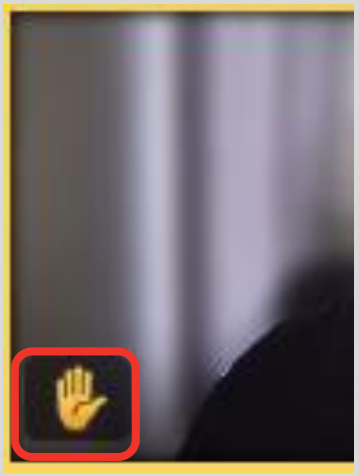
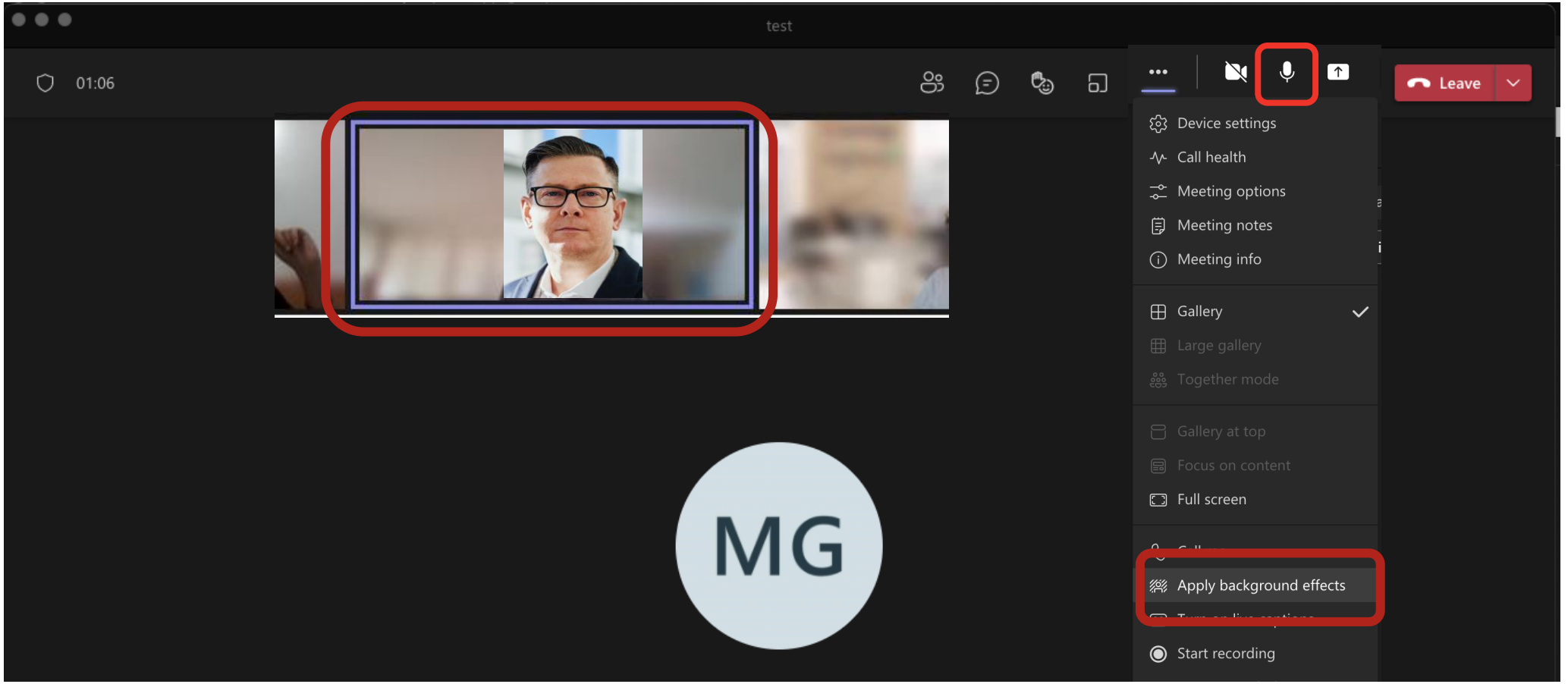
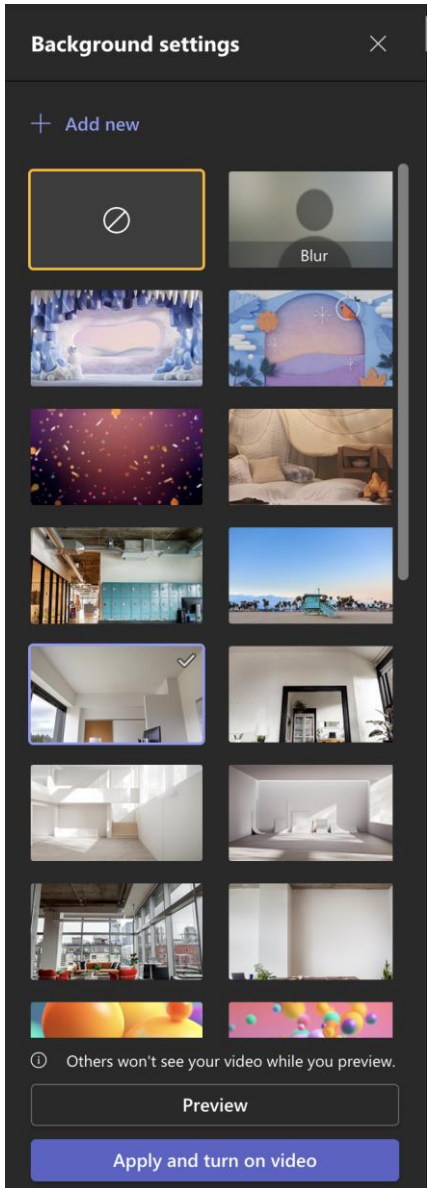
Let’s Get Started



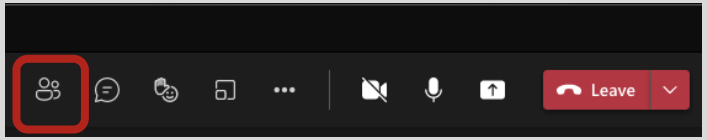


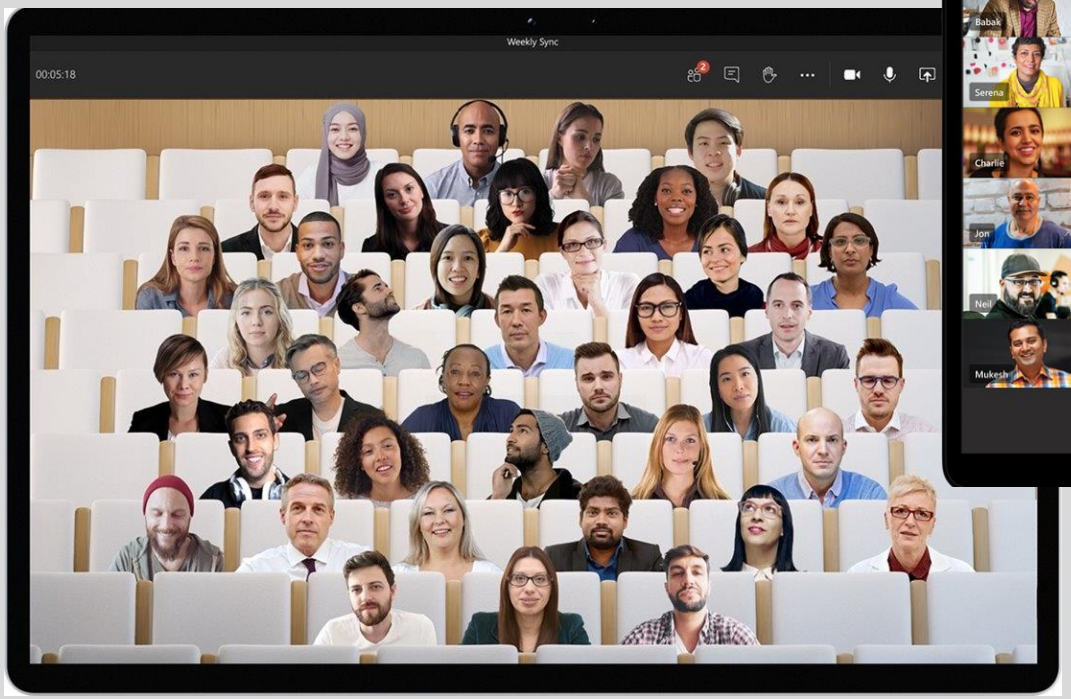
Audio and Camera Options



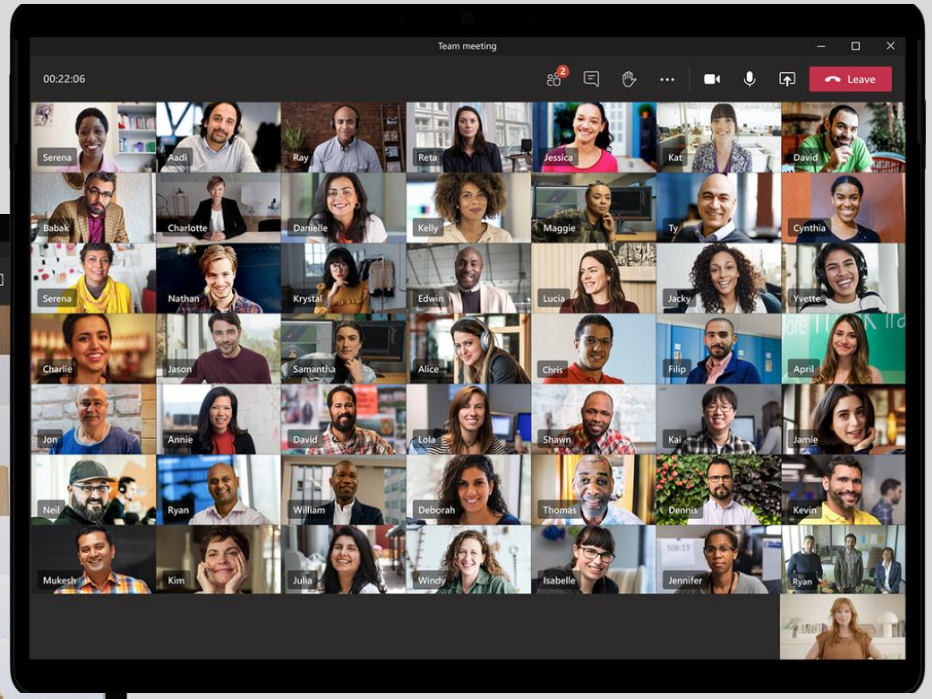


Participant Views



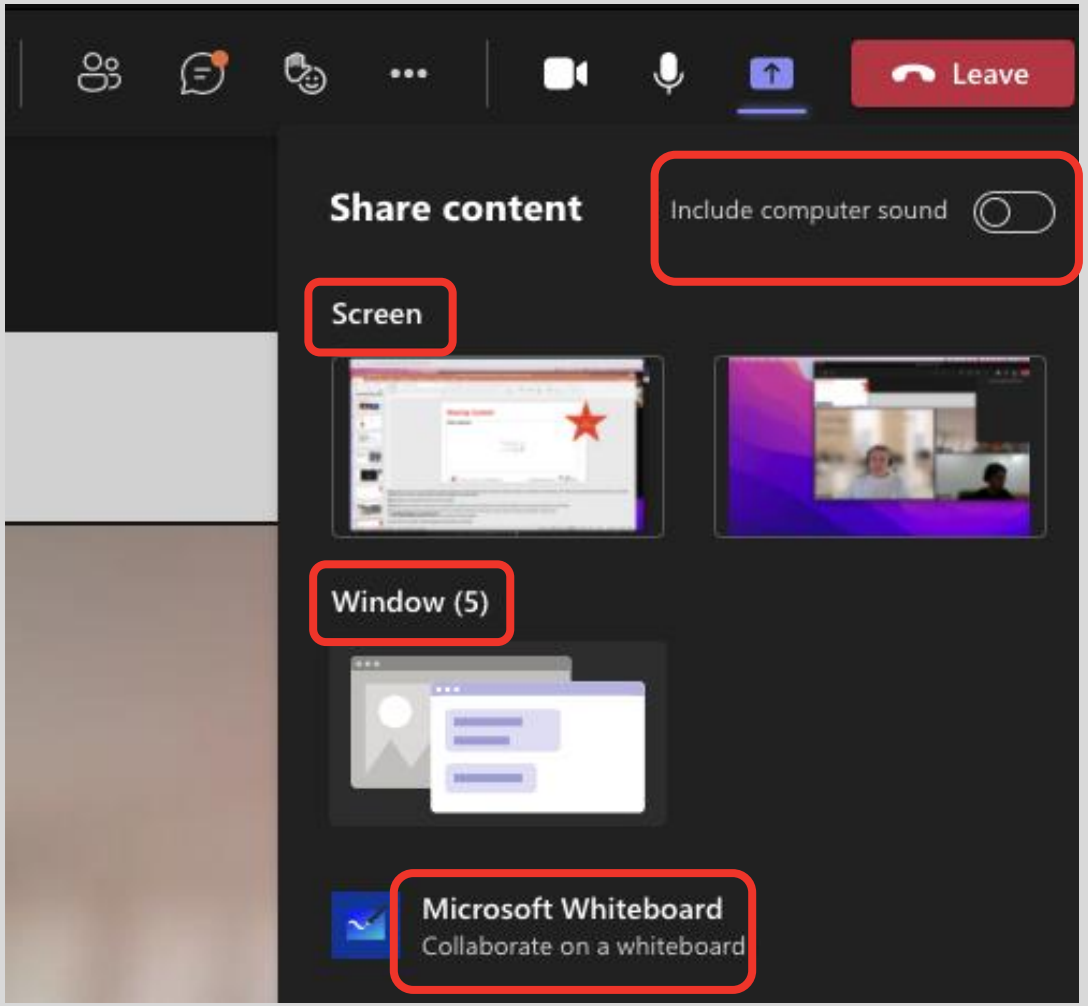


Together Mode



Large Gallery Mode

Sharing Content



Q&A SESSION

Resources

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THANK YOU!