

MICROSOFT TEAMS 101:

RUN MEETINGS LIKE A PRO

August 2022

Acknowledgement of Country

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



Housekeeping



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.



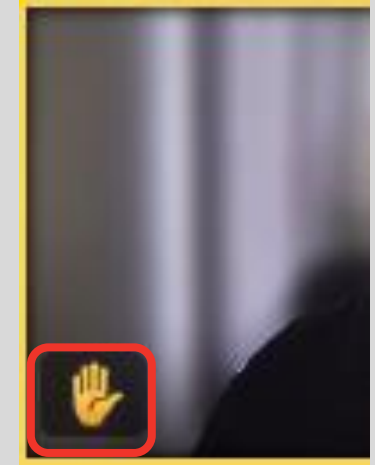
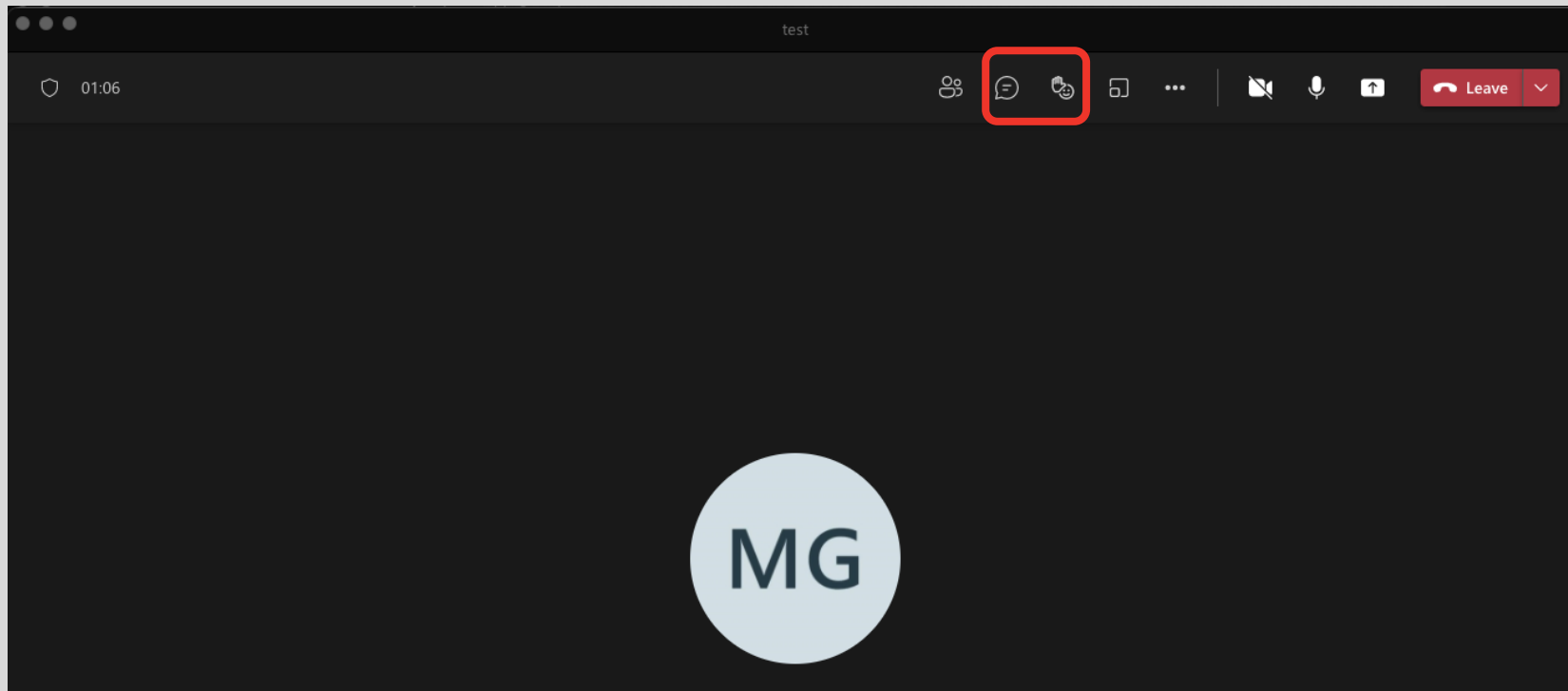
There are Different Types of Meetings

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

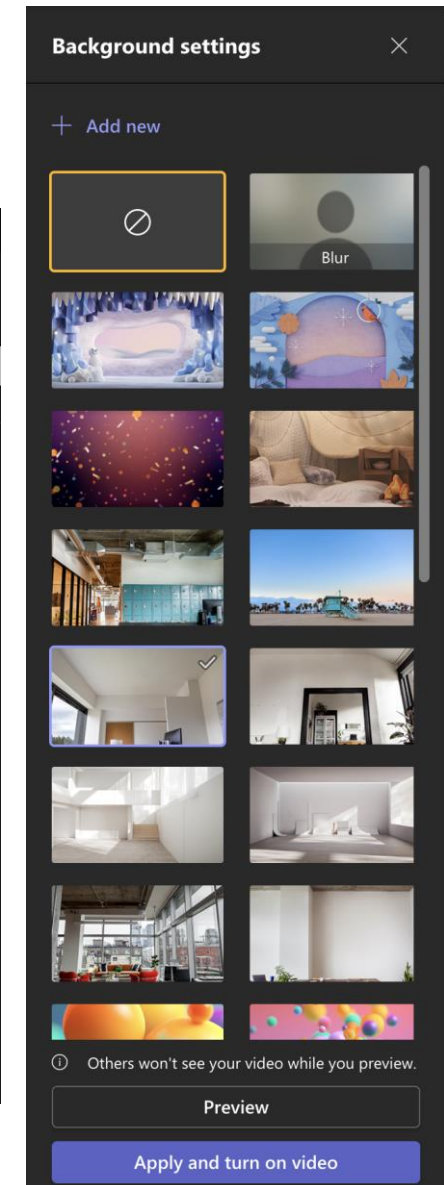
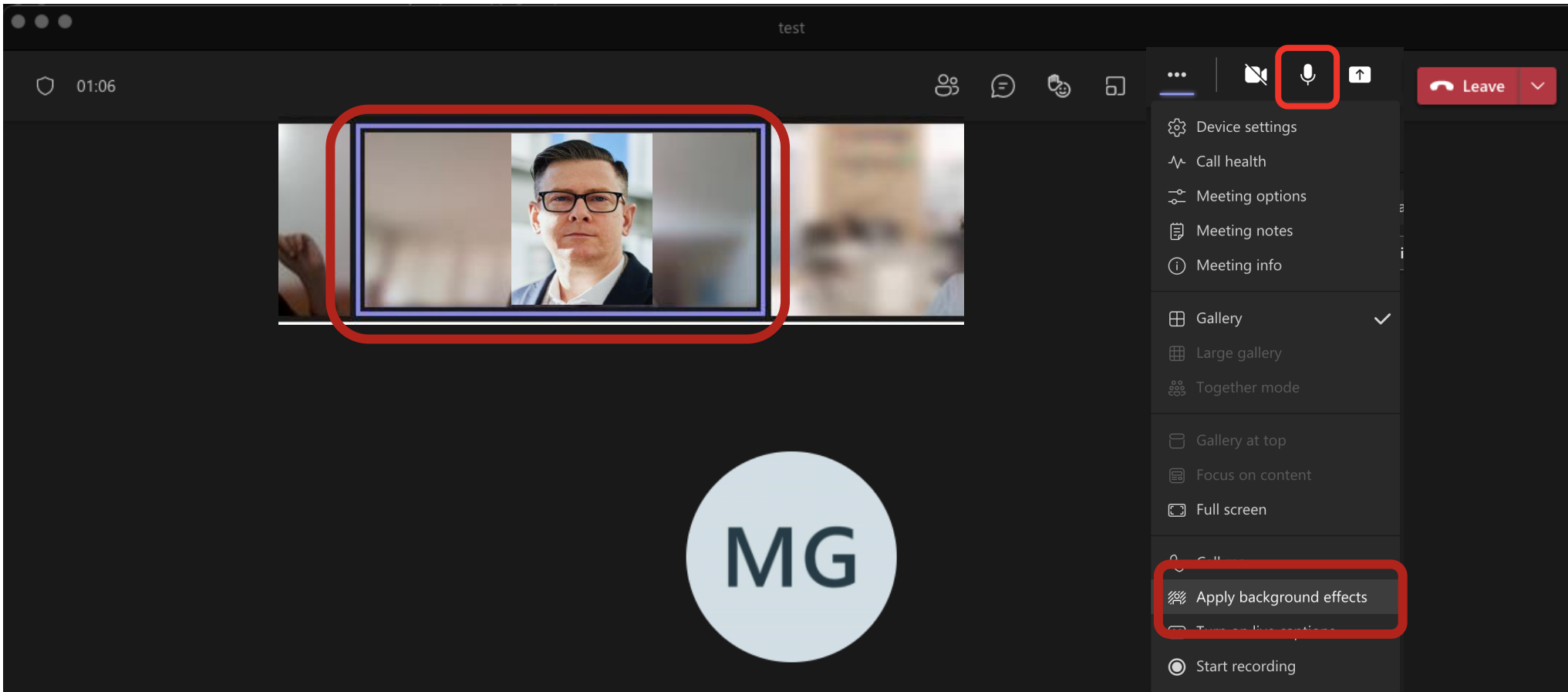


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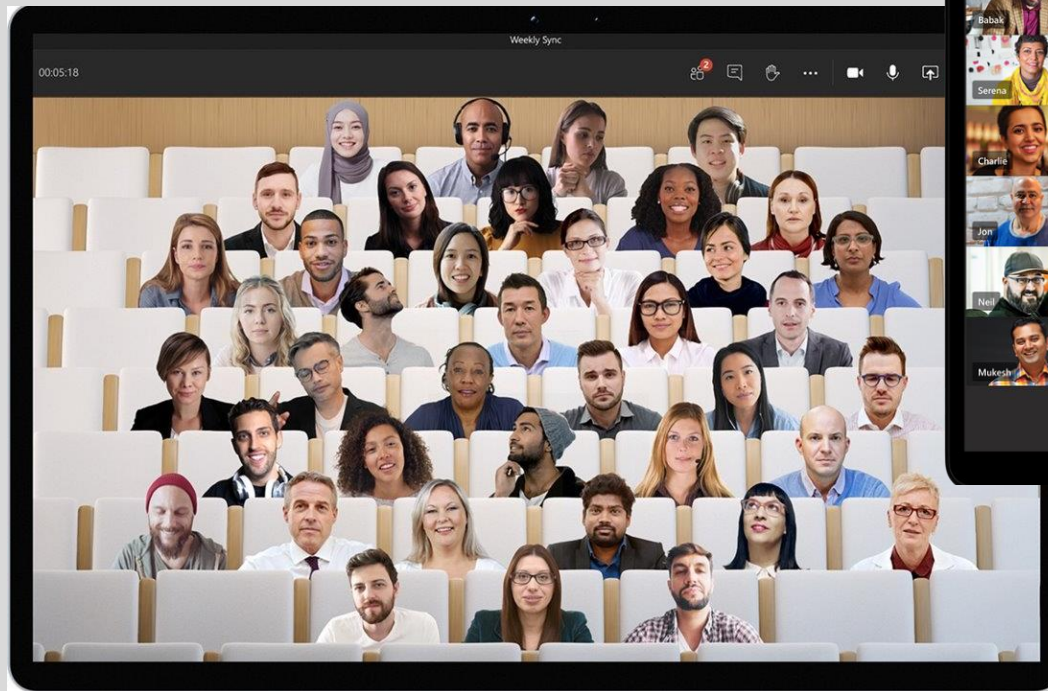
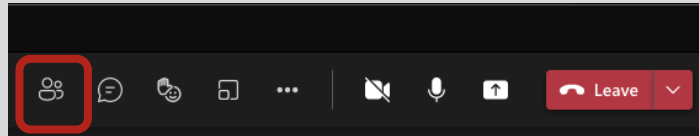
Let's Get Started



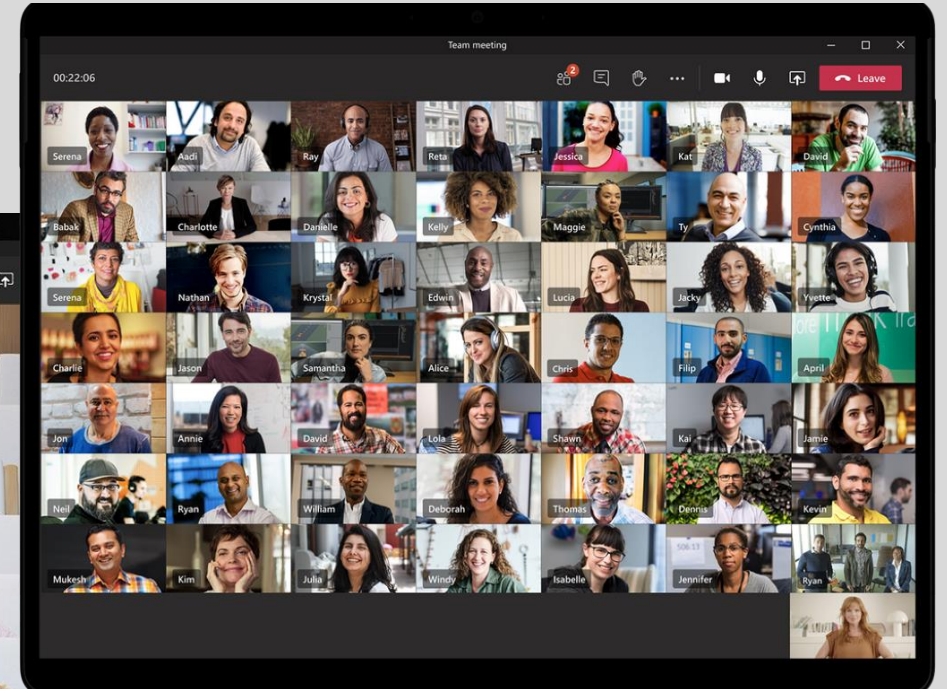
Audio and Camera Options



Participant Views

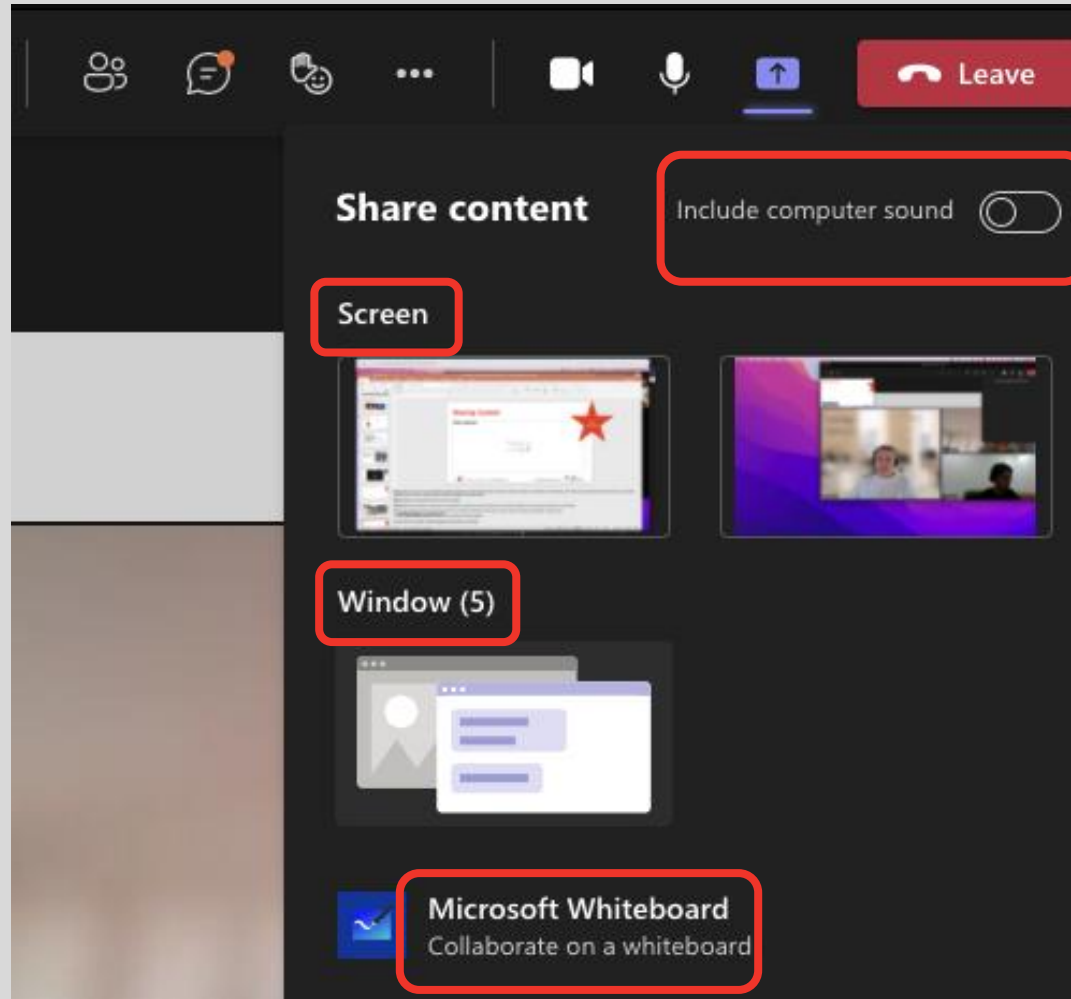


Together Mode



Large Gallery Mode

Sharing Content



Q&A SESSION

Resources





THANK YOU!