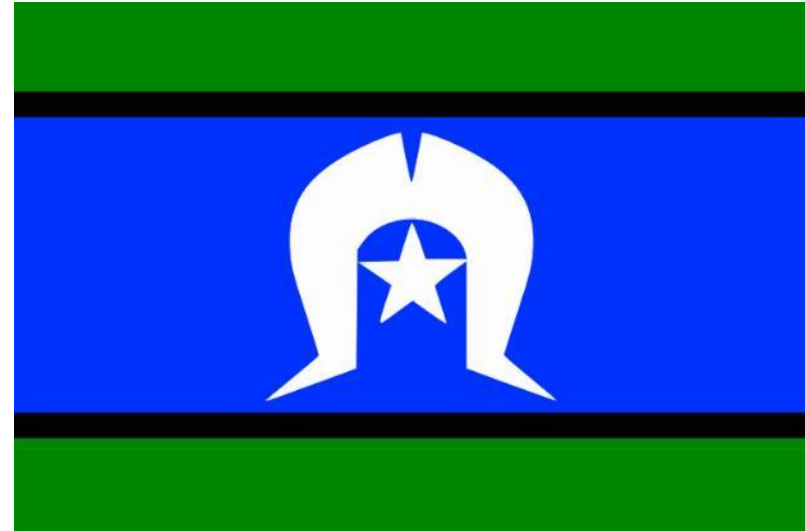


HOW TO RUN AN EFFECTIVE MEETING IN MICROSOFT TEAMS

22nd November 2021 – Julia Clinch
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We acknowledge the traditional custodians of the land and pay our respects to Elders past, present and emerging.



Learning Objectives

- » Default Teams setup
 - » On-board volunteer
 - » Collaborate on files together
 - » Communicate updates together
 - » Stay informed in conversations
 - » Have fun!
-
- » ***If we have time:***
 - Search for file
 - Schedule tasks in planner
 - Conduct a poll



MS TEAMS COLLAB DEMO



Resources

- » [What every not-for-profit should expect from MS 365](#)
- » [Microsoft Teams for everyday use](#)
- » [Best practices for file management in Microsoft teams](#)
- » [Book an Expert - Hub](#)





THANK YOU!