

Interactive meetings and workshops with Microsoft Teams («MTMWIG»)

In this Microsoft Teams course, you will learn how to use Teams meeting experience to plan and conduct online meetings, webinars as well as workshops in an efficient, interactive, lively and targeted way.

Duration: 1 day

Price: 740.–

Course documents: Digital Digicomp courseware

Content

1. Overview Microsoft Teams
2. Schedule, change, delete appointments
 - Create meetings via Microsoft Teams
 - Create meetings via Outlook
3. Special events
 - Setting up and managing webinars
 - Setting up live events for big occasion
4. Virtual backgrounds
5. Audio & Video
6. Use resources purposefully
 - Whiteboard
 - Meeting minutes
 - Recordings
 - Presence
 - Adding other apps
7. Breakout rooms
8. Polls and reactions in meetings
9. PowerPoint Live
10. Dynamic views
11. Meeting options
 - Allocation of roles
 - Communication options
 - Presentation options
 - Waiting room
 - Lock meeting
12. Differences in the Teams WebApp
13. Teams mobile app
14. Tips & Tricks
 - Technical preparation
 - Interactivity between participants

Key Learnings

- Getting to know the possibilities of the Microsoft Teams meeting experience
- Understanding about the structured and efficient planning of meetings and workshops with MS Teams
- Planning and conducting big events with the webinar and live event option
- Efficient use of breakout rooms (group rooms), surveys and other tools

Exercises on PC with practical examples

Target audience

This course is aimed at people who use Microsoft Teams for corporate meetings and want to plan and run thoughtful and interactive meetings. Additionally, teachers, speakers, and workshop leaders who want to use Microsoft Teams to plan and conduct classes and workshops in a varied and efficient way can profit from this course aswell.

Any questions?

We are happy to advise you on +41 44 447 21 21 or info@digicomp.ch. You can find detailed information about dates on www.digicomp.ch/courses-microsoft-office/microsoft-365-apps/microsoft-teams-communication/course-interactive-meetings-and-workshops-with-microsoft-teams