

# The basics of Teams and meeting management



Education

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- » What is the purpose of Teams
- » How do I open Teams
- » Go through the menus in Teams
- » Chat 1: 1 / group chat how does it work
- » How do I book and prepare a meeting in Teams
- » How do I join a meeting?
- » News about meetings

**Target group: Beginners - suitable for those who have never used Teams before. But also for you who want to be better at handling meetings**

