

Teams in three steps:

1 step:

Creations and management meetings in teams:

- *Introduce Microsoft teams shortly
- *How to create meetings from outlook?
- *Meetings management options:
 - Recording
 - Options of share screen
 - Raising hand, muting participants, subscriptions
 - Invite participants inside and outside the organization
 - Chat in the meeting

2 step:

Collaboration work inside teams- video, chat, files

- *Organizations chat like WhatsApp
- *Create video\audio call with a participant from the organization
- *Work on a shared file on chat
- *Emojis, Giff, stickers
- *Create a group chat
- *Praise

- *Introduce the side menu
- *Activity
- *A basic introduction to the calendar that syncs with outlook
- *Teams
- *Calls
- *Change of languages

3 step:

Teams and 3rd application

- *Difference between chat and teams
- *Create a team
- *Manage a team
- *Threads
- *Files capabilities
- *SharePoint environment
- *Add an app (Planner, OneNote..)
- *Help