

# Microsoft Teams

## QuickStart Webinars

## Introducing Microsoft Teams

Empower remote work with your hub for team files, conversations, and meetings. All in one place, wherever you and your team are.



## Training Soundbites

Our QuickStart Webinars are designed to help guide organisations towards new and better ways of working. We highlight the main features and benefits of Microsoft 365's collaboration and communication tools, discuss use cases, and show you in live demos how these tools can support remote working, empower teamwork, and help to make your people and your organisation more productive.

### Teams: Discovery

**Learn about Teams and discover how it can help**

- Why do we need Teams?
- Using Teams to improve Meetings
- Using Teams to improve Teamwork
- Using Teams to support mobile & remote working
- Using Teams to improve information management

### Teams: Collaboration

**Effective working with teams and files**

- A single space for working together
- Configure each Team around a team
- Stay focused with Channels
- Bringing together content and conversation
- Improving information sharing

### Teams: Communication

**Connecting with chat, meetings, video and audio**

- Running effective Meetings
- Discovering Meetings
- Video, Audio and Screensharing
- When to chat and when to post
- Communicating with external parties

### Teams: Governance

**Best practice for Teams set up and management**

- Creating new Teams and Channels
- Private vs Public
- Controlling Gifs and Emojis
- Guest access
- Deleting or expiring old Teams

QuickStart Webinars are one hour in duration and are delivered over Microsoft Teams. Attendance for each session is limited to a maximum of five participants to enable interaction and questions. All sessions include a pre-delivery consultation call to qualify the focus and main areas of interest.

QuickStart Webinars are also available for Microsoft 365 and SharePoint.

**Contact us** now to book your session.