



Note :

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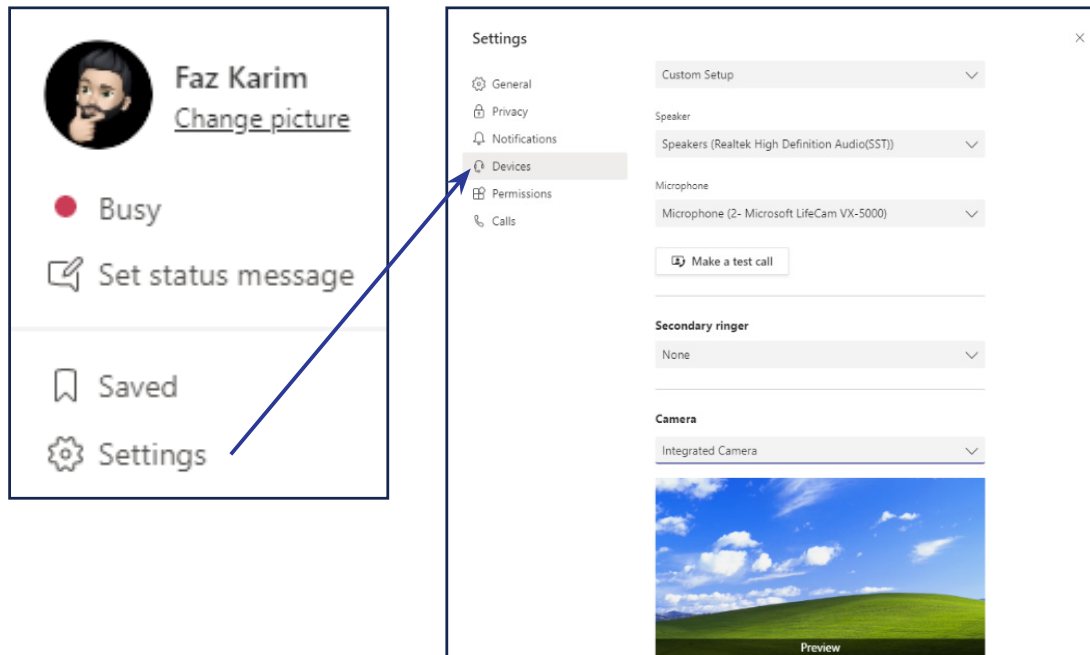


Course Reference Handout

MICROSOFT TEAMS - FOR TRAINERS

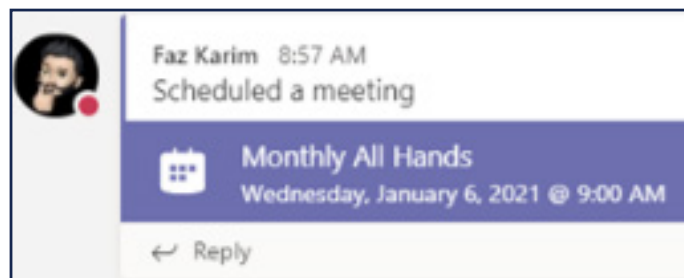
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Setting up Default Audio and Video Settings:



From your Teams Profile you can set a default camera and microphone that is connect to your device for all meetings and make a test call to ensure your device settings are perfect before even joining a meeting.

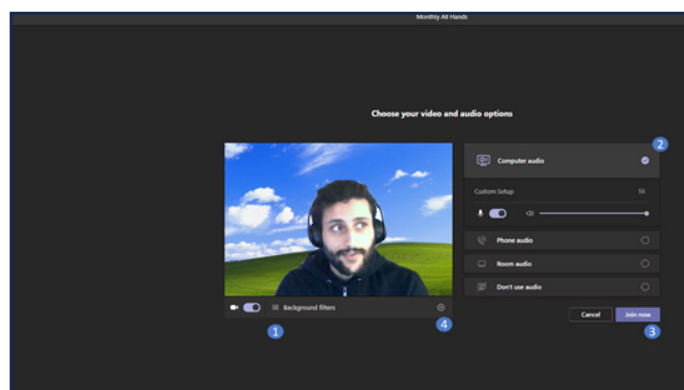
Hosting in Teams Channel:



A Teams Meeting can be hosted in a Channel allowing team members to add this event to their calendar or join directly from the channel. Users that are not part of the team will not have access to the post or team's data after the meeting is over.

Channel meetings are great to keep all details of the event in one spot, all files will be in the channels file tab, any meeting notes that were taken will be added to the top of the channel as a tab, all chats will show up as reply's to the post after the meeting is over.

Meeting Tools:

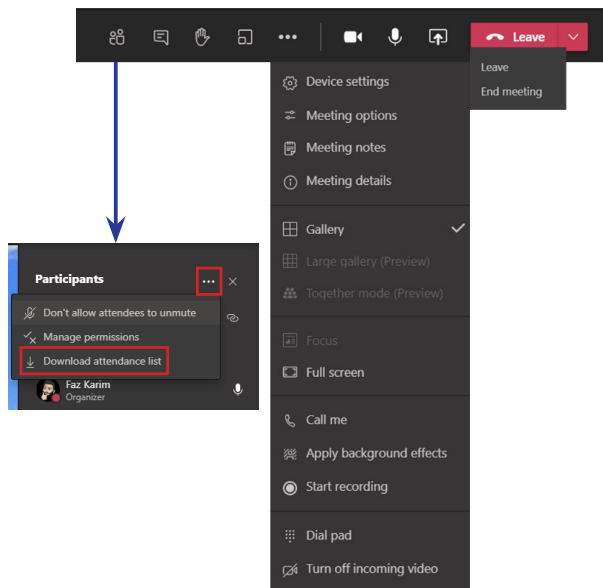


Before joining every meeting, you can adjust your virtual background and device settings and choose how you would like to connect your audio!

Once your camera is turned on you can choose from the built-in virtual background and add your own!

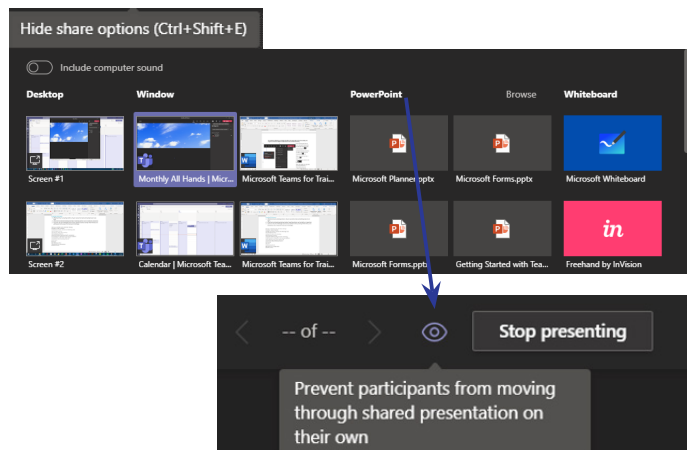


Once inside of a Meeting your meeting tools will be in the upper right corner of the window. The organizer will have the option to setup breakout rooms and end the meeting.



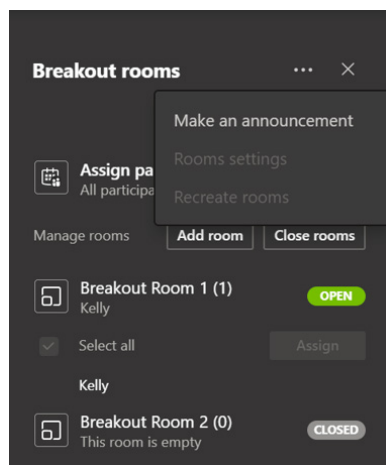
- View the Participant list and mute attendees and download the attendee list if you are the meeting organizer!
- Chat and share files with others during the meeting from the conversations icon.
- Raise your hand if you have a question.
- Mute or turn your video on and off.
- You can share your entire desktop or a PowerPoint and even a whiteboard for internal collaboration.
- Adjust Meeting options during the meeting (disable unmute, create a lobby, choose a presenter)

Sharing your Screen:



- You can share your entire Desktop, Window or a PowerPoint. If you have a video be sure to check on include computer audio.
- Whiteboard can only be used by internal team members only and the presenter can control who can edit the whiteboard once it has been shared from the settings icon.
- When sharing a PowerPoint by default attendees can skip ahead and view slides you are not on, this can be disabled by checking this icon in the upper right once a PowerPoint has been shared.

Breakout Rooms:



A meeting organizer can create up to 50 breakout rooms and manually or automatically assign users to the breakout room. Once the rooms are open the organizer can make an announcement, this will show up in the meeting chats of all breakout rooms as a message marked important! The organizer can Control the room settings to atomically move people into open rooms and allowing people to return to the main meeting. All chats will be saved in there own thread and can be found in the chat area of teams after the meeting.