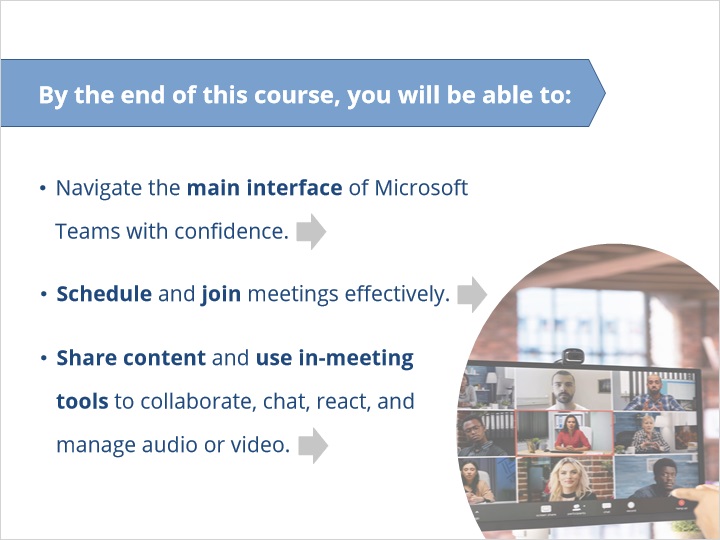
Microsoft Teams

# 1. Introduction

## 1.1 Opening

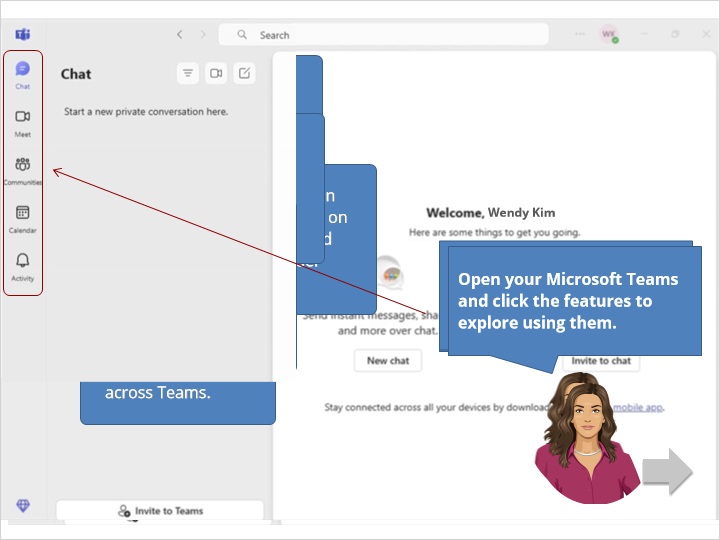


## 1.2 Learning Objectives



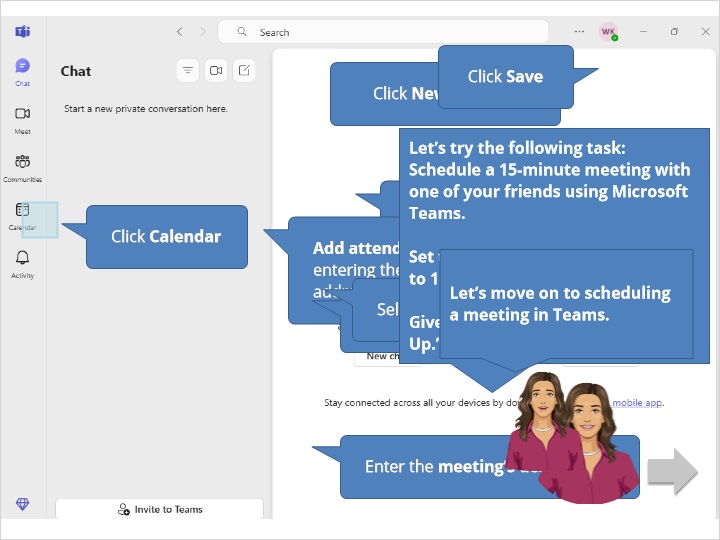
# 2. Basic Layout

## 2.1 Basic Layout (video)



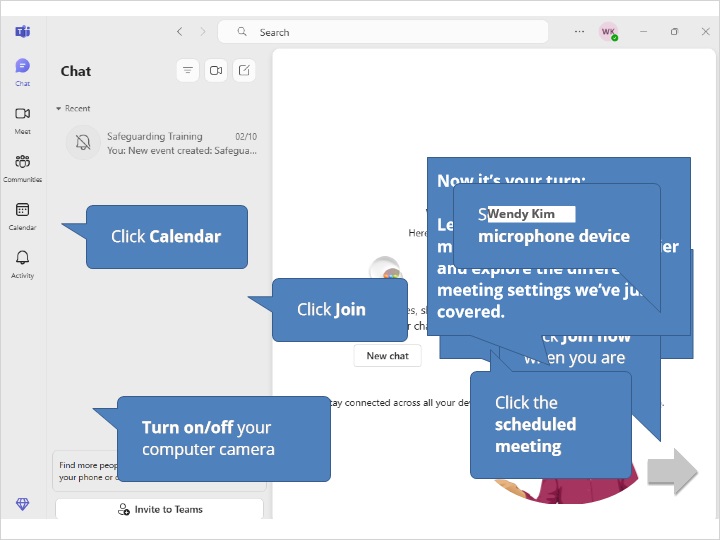
# 3. Scheduling a Meeting

## 3.1 Schedule a meeting (video)



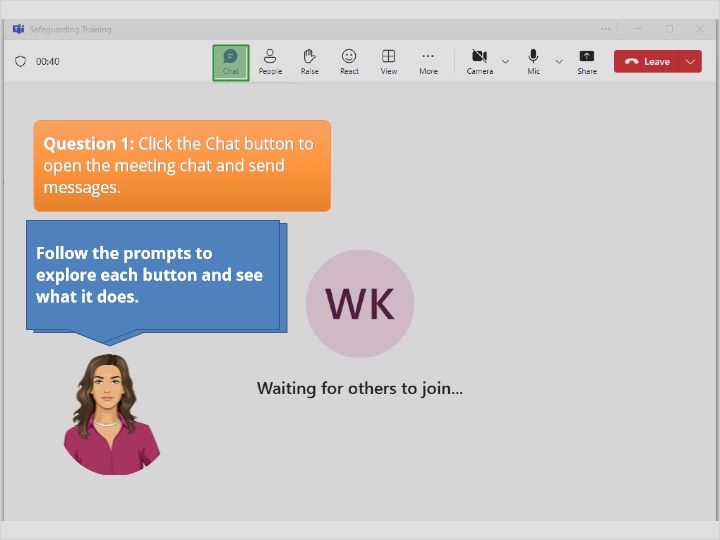
# 4. Join a meeting

## 4.1 Join a meeting

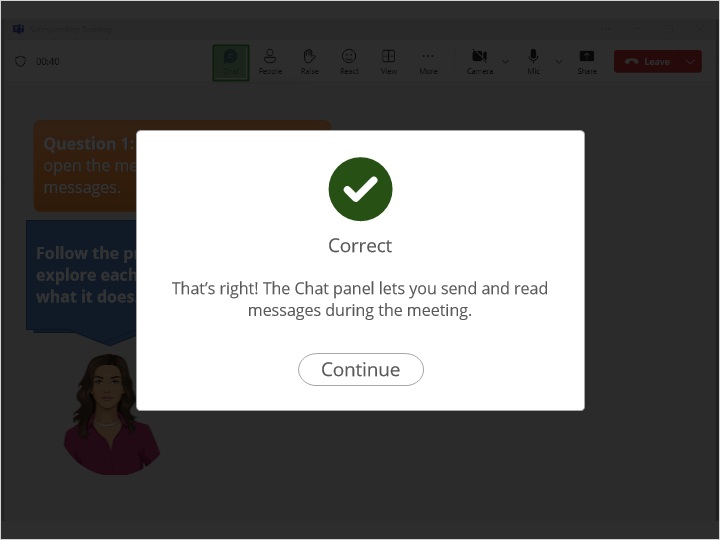


# 5. In the meeting

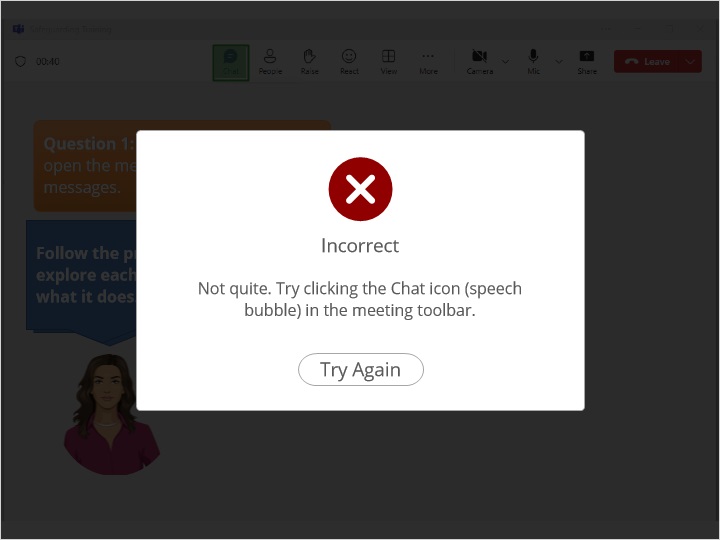
## 5.1 Chat



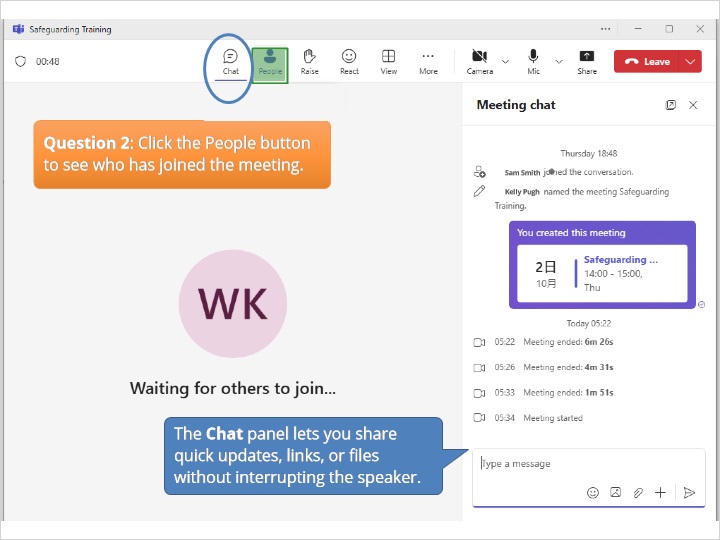
### Rectangular Hotspot 1 (Slide Layer)



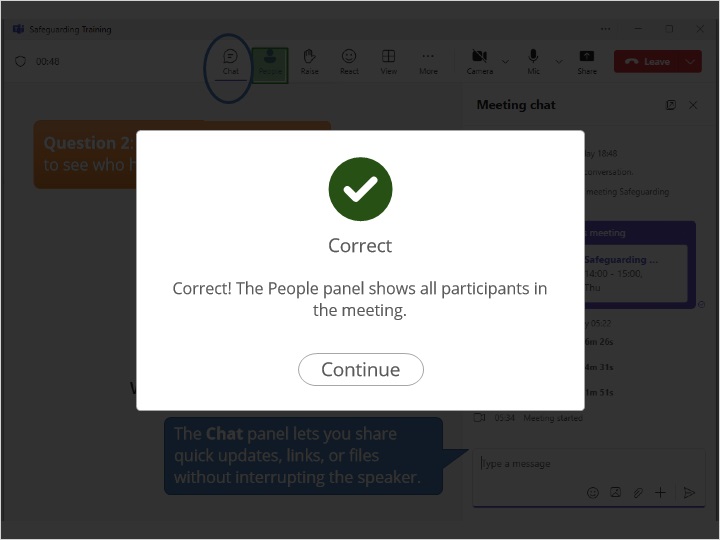
### Try Again (Slide Layer)



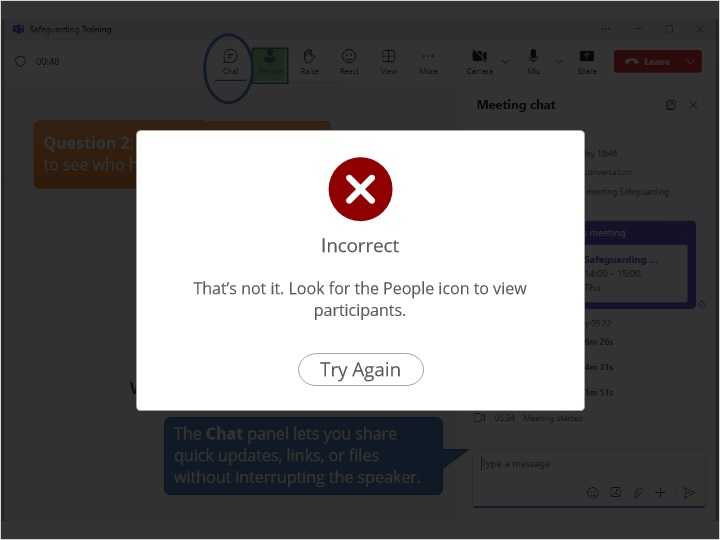
## 5.2 People



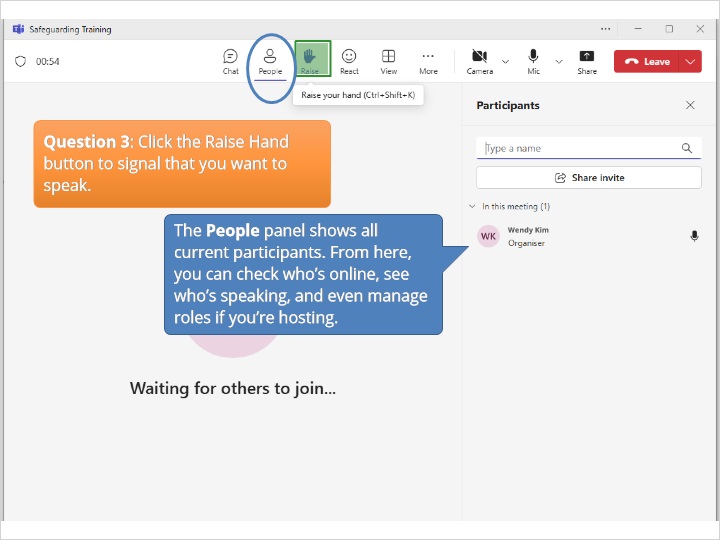
### Rectangular Hotspot 1 (Slide Layer)



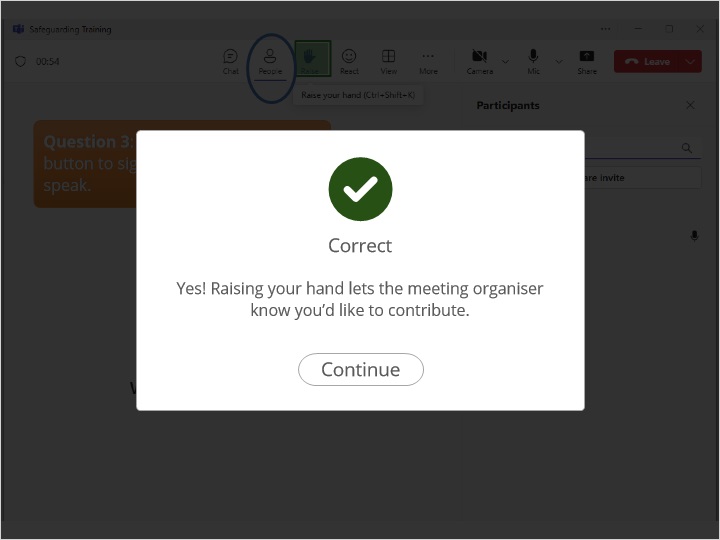
### Try Again (Slide Layer)



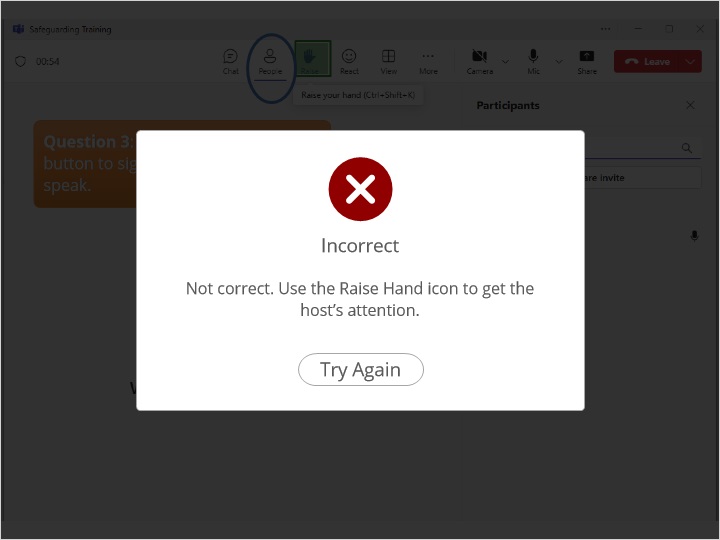
## 5.3 Raise



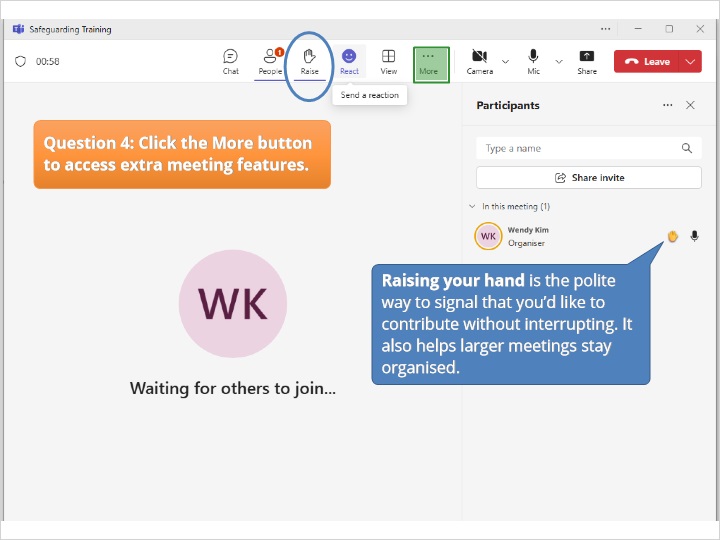
### Rectangular Hotspot 1 (Slide Layer)



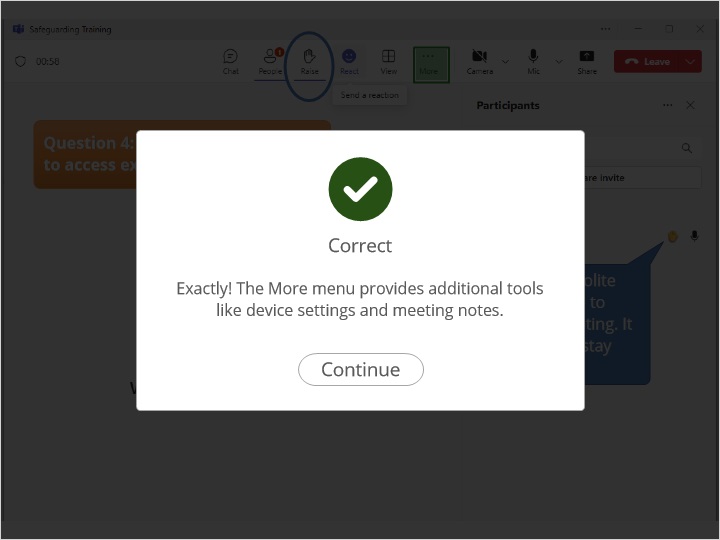
### Try Again (Slide Layer)



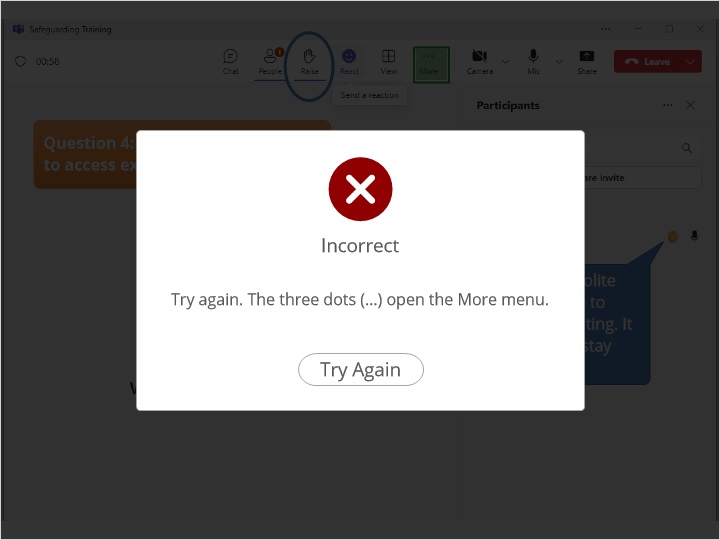
## 5.4 More



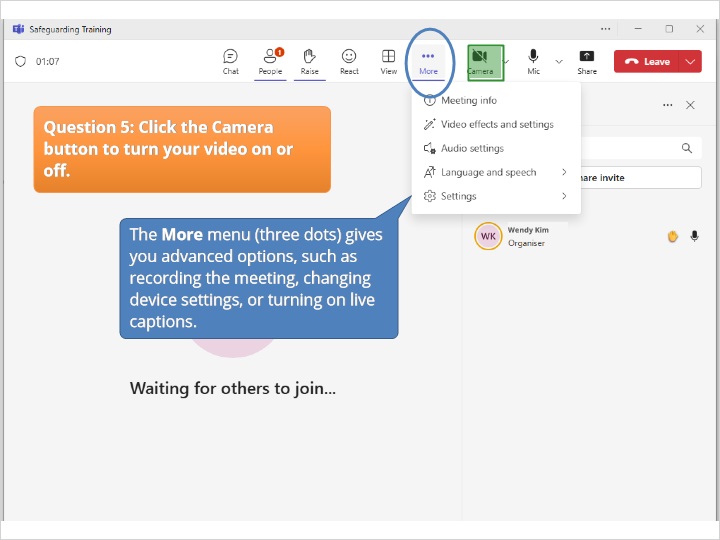
### Rectangular Hotspot 1 (Slide Layer)



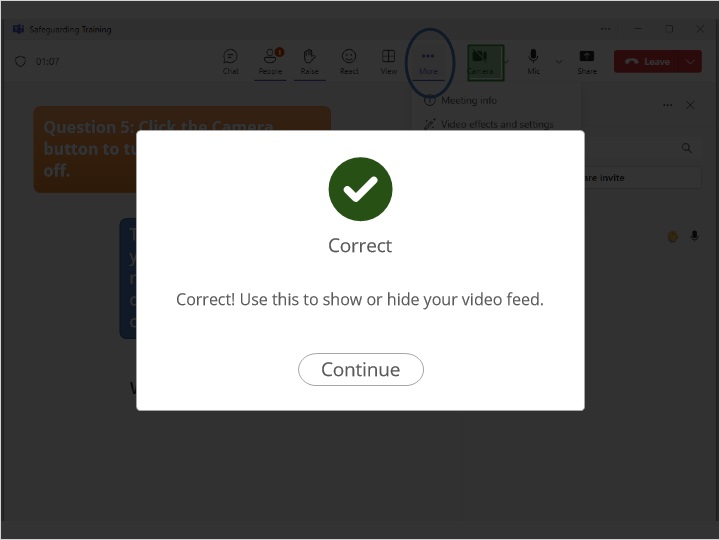
### Try Again (Slide Layer)



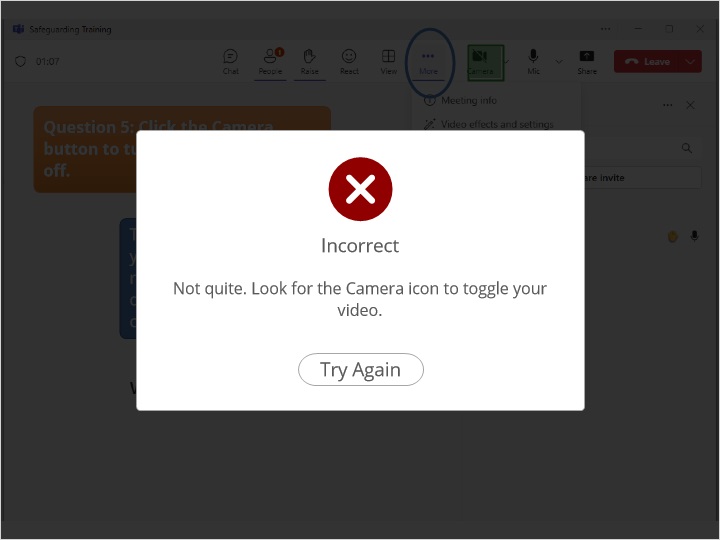
## 5.5 Camera



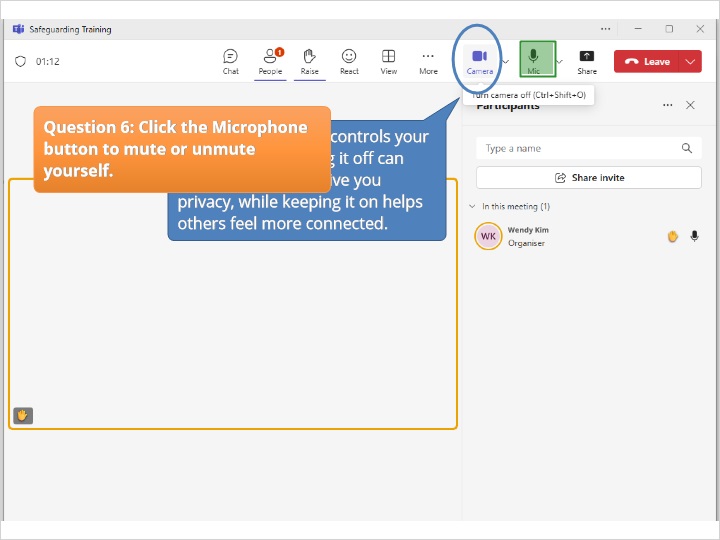
### Rectangular Hotspot 1 (Slide Layer)



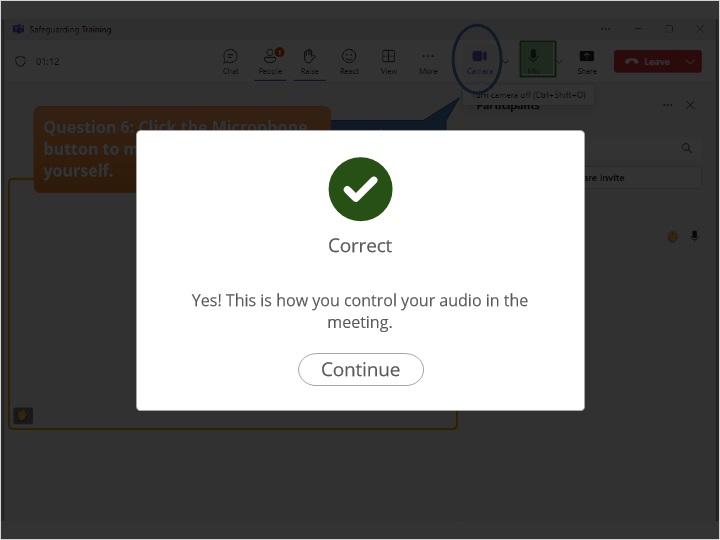
### Try Again (Slide Layer)



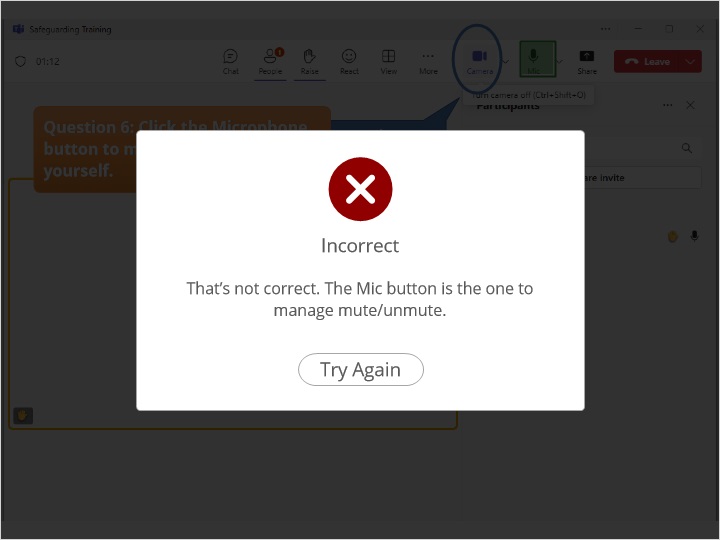
## 5.6 Microphone



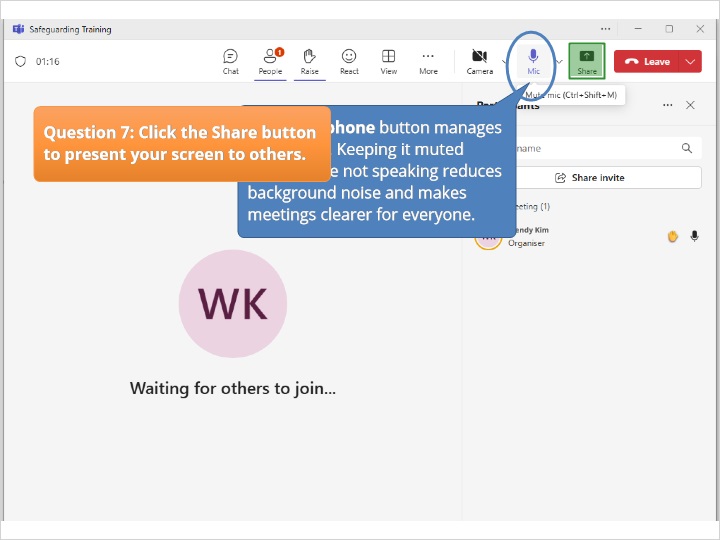
### Rectangular Hotspot 1 (Slide Layer)



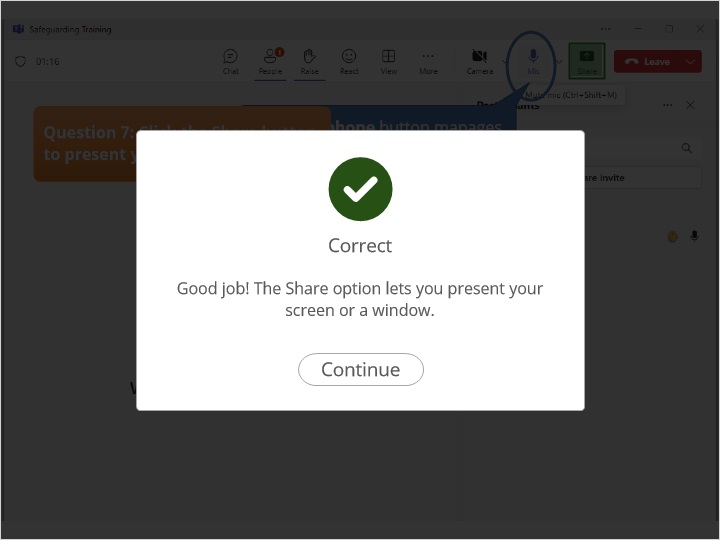
### Try Again (Slide Layer)



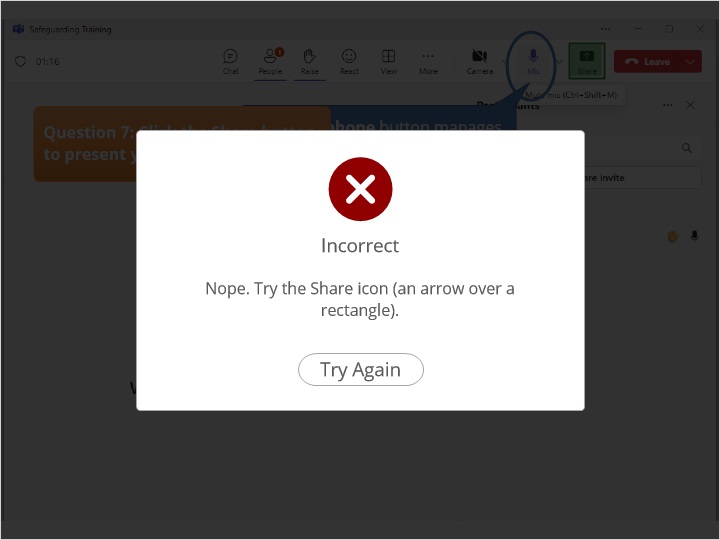
## 5.7 Share



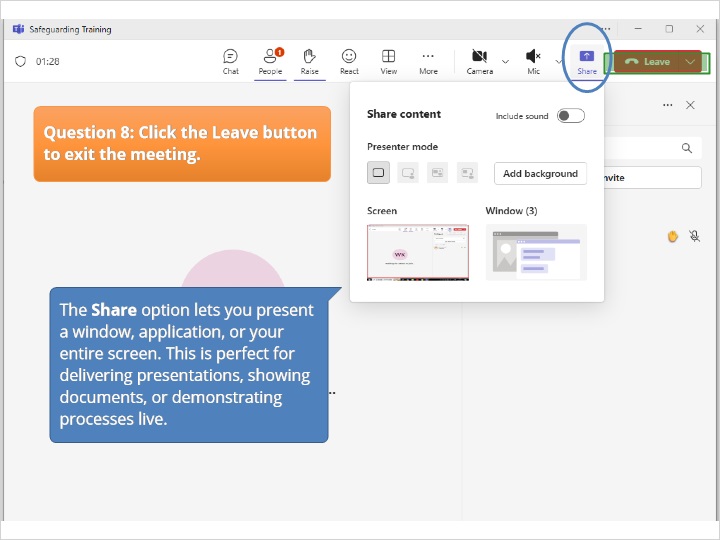
### Rectangular Hotspot 1 (Slide Layer)



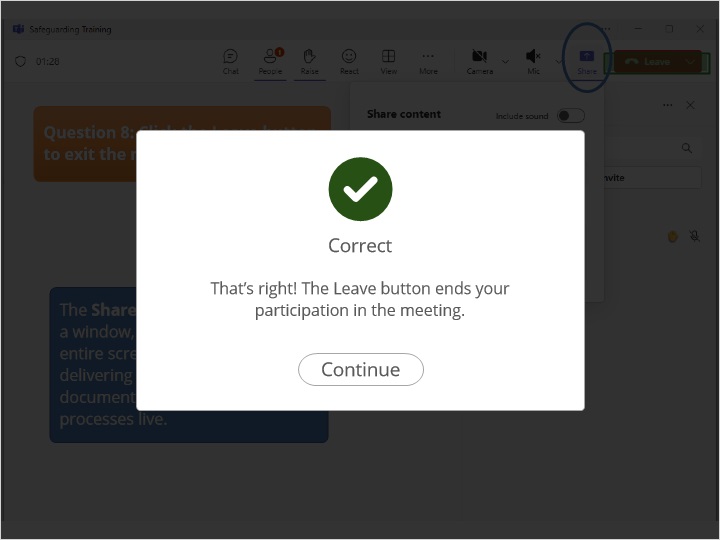
### Try Again (Slide Layer)



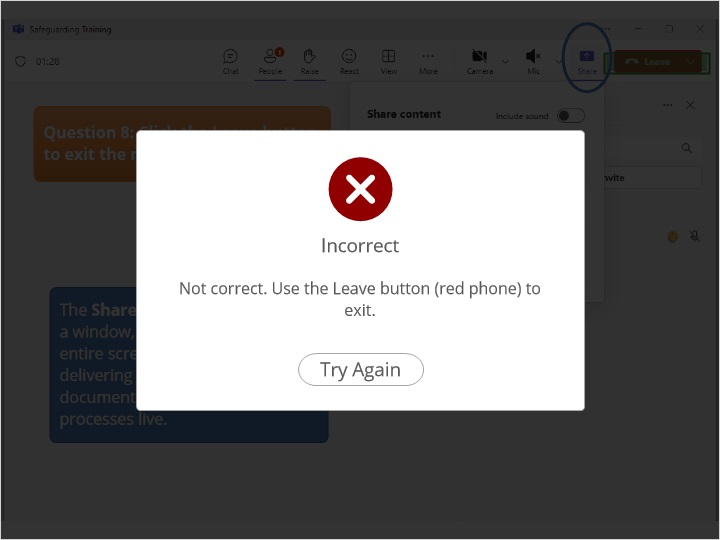
## 5.8 Leave



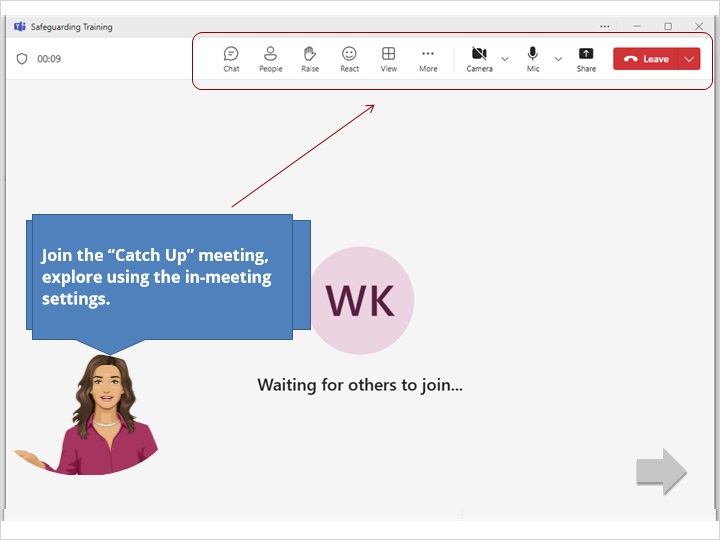
### Rectangular Hotspot 1 (Slide Layer)



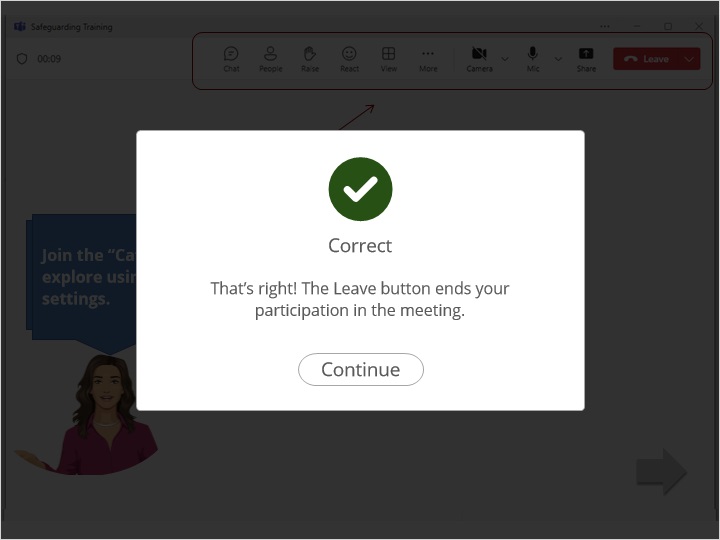
### Try Again (Slide Layer)



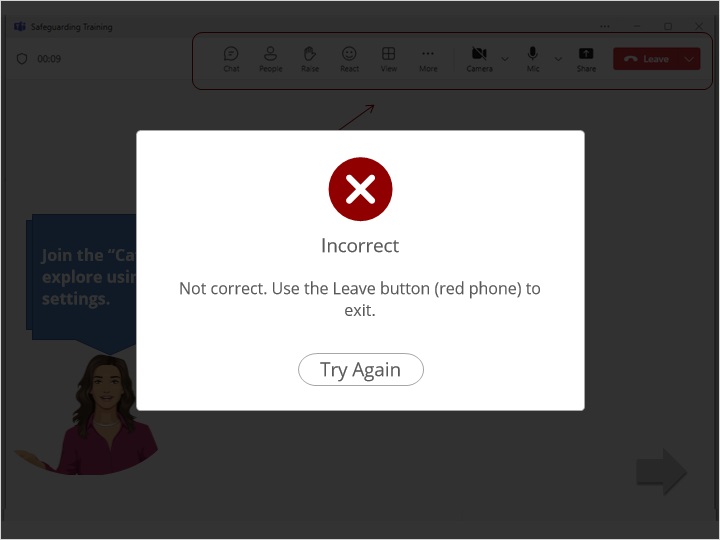
## 5.9 Task



### Correct (Slide Layer)



### Try Again (Slide Layer)



# 6. Ending &Recap

## 6.1 Recap

