

**Microsoft Teams: Chat and Meetings**

**Course Number:** TELE-112  
**Duration:** 0.5 days

**Overview**

This live, online Microsoft Teams for Chat and Meetings training course teaches attendees how to get the most out of the Chat space in Microsoft Teams for efficient, valuable, spontaneous collaboration during meetings.

**Prerequisites**

No prior experience is presumed.

**Materials**

All OneNote training attendees receive comprehensive courseware.

**Software Needed on Each Student PC**

* A full installation of Microsoft 365 and Microsoft Teams
* Related lab files that Accelebrate will provide
* For classes delivered online, all participants need either dual monitors or a separate device logged into the online session so that they can do their work on one screen and watch the instructor on the other. A separate computer connected to a projector or large screen TV would be another way for students to see the instructor's screen simultaneously with working on their own.

**Objectives**

* Start and manage conversations
* Modify notification settings
* Share files with OneDrive
* Schedule and organize meetings
* Lead meetings and share content

**Outline**

* Introduction to Teams Meetings and Chat
  + Differentiating Chat from Team Channels
  + Differentiating Personal Work from Microsoft 365 Groups
* Working in Chat
  + Starting and Managing Chat Conversations
  + Chat Options
  + Modifying Notifications
  + Organizing Chats
  + File Sharing and Coauthoring
* Managing Meetings
  + Scheduling Teams Meetings
  + Changing Meeting Settings
  + Pre-Meeting Setup
  + Organizing Meeting Information and Files
  + Assigning Roles and Permissions
  + Post-Meeting Information Sharing
* In-Meeting Responsibilities
  + Modifying Meeting Settings and Roles During a Meeting
  + Adjusting Video and Audio Settings
  + Chat and Reactions
  + View Settings and Options
  + Adding Meeting Apps
  + Whiteboarding
  + Screensharing
  + PowerPoint Live
* Conclusion