

Using MS Teams for Interactive Virtual Events

A Hands-On Workshop to Learn Teams



Topics and Takeaways Include:

- Reviewing Teams live meeting settings to enable interactive features
- Sharing documents while still seeing Teams interactive features (videos, chat, etc.)
- Setting up and using whiteboards
- Using and adjusting chat features
- Using webcams, avatars, and personalized views
- Creating and sharing in-meeting polls
- Using and Managing breakout rooms
- Discovering available apps to extend the capabilities of Teams

Description

This 2-hour workshop focuses on the “how-to” skills for using Teams, with emphasis on creatively using its platform tools to create interactive online events.

Participants will get hands-on with Teams’ tools, experiencing them while learning how to use them. Both in-meeting tools (such as polls, chat, whiteboards, and breakouts) will be covered, as well as the necessary features for setting up and effectively running a meeting. Participants will receive an electronic reference guide full of “how-to” tips as a takeaway document.

Each hands-on workshop has up to 15 participants connected individually from their own device. Live attendance is required, and participants receive an electronic reference guide with tools and templates.