

# **Teams for Overachievers**

**Modality: On Demand**

**Duration: 10 Min**

Who it's for: Microsoft Teams is for business employees who want to change the way they work with the best communication and collaboration tools. What it is: Microsoft Teams is a collaborative environment that allows you to bring your colleagues, content, and conversations together, all in one place, with real-time collaboration. What you'll learn: In this course, we expand on what you learned in our standard Teams training. We explore advanced topics like downloading meeting attendance lists. We also show off some new ways to get the most out of Teams, like using background effects or pop out chat windows.

## **Course Outline:**

- Introduction
- Private Channels
- Channel Notifications
- Pinning Channels
- Posting to Multiple Channels
- Tags
- Share to Outlook
- Pop Out Chat Window
- Scheduling Meetings & Adjusting Settings
- Meeting Chat & Whiteboard
- Background Effects
- Sharing Whiteboards During Meetings
- Ending the Meeting for All and Downloading Attendance List
- 3x3 Video Grid
- Settings
- Conclusion