



Microsoft Teams for Presenters & Trainers

Teams Meetings for a Presenter/Trainer

- Working with the participants List
- Spotlight vs Pin
- Hands-up and other reactions
- Working with Chat
- Using Breakout Rooms
- Adding a Poll
- Tips for sharing screens inc new features
- Accessibility features

Teams for Organisers

- Pre- meeting prep
- Meeting settings
- Managing guest access
- Post meeting follow up
- Working with Video

Q&A and wrap up

Our 'hands-on' half day training course covers using Microsoft Teams from a training delivery perspective. From organising and pre-course planning through to effective elements of Teams to use during delivery.

