



Microsoft Teams Town Hall

Meetings in General

- Scheduling and Inviting
- Joining Meetings
- Meeting Options
- Meeting Views
- Chat
- Polls
- Sharing Files and Collaborating
- Screen Sharing
- PowerPoint & Whiteboards
- Breakout Rooms
- Meeting Recordings

Introduction to Teams Town Hall

- Scheduling the Live Event
- Preparing the invitations
- Live event permissions

Invite Attendees

- How attendees can watch your event
- Collaboration best practices

Produce a live event

- Producer capabilities
- Producing your live event

Present in a live event

- Role of the presenter

Managing Recordings and Reports

- What happens when the event is over
- Recordings of the event
- Available Reports

Q & A

Our 'hands-on' half day training course can be delivered with other elements of our Teams training courses if required. From understanding roles for the event and set up to delivery and distribution, this course is for you. Teams Town Hall has replaced Teams for Live Events. We offer a consultation call with our specialist prior to booking to discuss your requirements.

