

Microsoft Teams Advanced – Organizer Role

Course ISI-1538C Half day - Instructor-led

This half-day instructor-led course will expand on concepts covered in the Microsoft Teams Introduction course. Specifically, this focuses on meeting organizer responsibilities and features that will make your Teams meetings a better experience for all attendees.

Microsoft Teams is the hub for teamwork in Office 365. Students will learn beyond the basics in this course to help with advanced settings and general policies that will be beneficial in your meetings. “Spotlighting” people in a meeting and understanding the differences between “organizer”, “presenter”, and “attendee” will allow meetings to run smoothly and prevent confusion. In addition, the use of “breakout rooms” and how to implement them can help group participants into smaller teams for quick collaboration and then rejoin as a group when ready. These are just a few items that are covered.

This course is designed for people who are familiar with Teams and have taken the introduction course and want to learn advanced functionality, specifically for managing meetings. This is not generally for administrators as we offer a course on the 365 admin center but topics here can be useful in determining how to configure settings for your organization deployment.

Objectives

Upon successful completion of this course, students will have learned how to:

- Manage meeting options to adjust settings, roles, lobby, and presenter settings in advance or during a meeting.
- Send updates and reminders from a meeting.
- Use breakout rooms effectively within a meeting.
- Design surveys/polls in advance or during a meeting for impromptu questions.
- Record meetings, access them in Stream, and use closed captioning.
- Use existing or create background filters.
- Spotlight attendees.

Prerequisites

This course assumes the user understands the fundamentals of the Microsoft Teams software and how to use a Windows-based computer. Students should be comfortable using the keyboard, mouse, start menu, and an internet browser.

Course Outline

Module 1: Manage Meeting Options in Advance or During the Meeting

- Adjust settings
- Adjust roles
- Adjust lobby
- Adjust presenter.

Module 2: Send Updates and Reminders from a Meeting

Module 3: Breakout Rooms

- Use breakout rooms effectively within a meeting.

Module 4: Surveys and Polls

- Design surveys/polls in advance or during a meeting for impromptu questions.

Module 5: Minutes and Closed Captioning

- Record meetings
- Access meetings in Stream
- Use closed captioning

Module 6: Background Filters

- Use existing
- Create background filters

Module 7: Spotlight Attendees