

Microsoft Teams Intermediate 0.5 day

Teams is a digital workspace that’s centred around secure chat, meetings, calls and files, and is now widely used in the NHS to speed up and simplify clinician-to-clinician contact across healthcare settings, enabling clinicians to collaborate in real-time around patient information and patient flows from data.

This intermediate level workshop focuses on the settings and tools available to set up and run a meeting using Microsoft Teams interface.

**Workshop Aim:**

At the end of this half day workshop, delegates understand how to schedule and run effective meetings both within and outside the Teams channel**\***

**Workshop Outline:**

Scheduling a meeting/event

* Roles in a Team meeting/event (attendees vs presenters vs organisers)
* Private vs. Channel meetings
* Creating invites – recurring meetings
* Setting up the meetings lobby & presenter options, bypass the lobby
* Editing & cancelling meetings invites
* Considerations for external invitations

Preparing the meeting/event

* Adding meeting notes
* Polls, raising hand and forms
* Attaching Files e.g. PowerPoint
* Choosing an Audio Option
* Your background – pros and cons
* Equipment/resourcing needed
* Device settings
* Breakout rooms and whiteboards

**3 guided learning hours**

**3 CPD Points**

During the meeting

* Screen Sharing – Window verses Desktop
* Presenter, Live Captions

Ending the meeting/event

* End meeting vs. hang up
* Stop recording and share recording
* Download attendance list

Q&A

Please also see out 0.5 day Introduction to Microsoft Teams course, and our 1 day Microsoft Teams Advanced Course, in order to ensure that the course is delivered to the right level of practical experience for the attendees.