



# Microsoft Teams Course



This course on Microsoft Teams is designed to deepen your knowledge and skills beyond the basics, focusing on enhancing communication and collaboration within your organization. You'll learn how to navigate the Teams interface, customize notifications, manage teams and channels, and conduct effective meetings. Through hands-on exercises, you'll practice setting up Teams, organizing Channels, and managing virtual meetings. By the end of the course, you'll be equipped to enhance your team's collaboration and productivity using Microsoft Teams.



## Part 1

**Tuesday, October 15 | 11 AM - 12:30 PM | Via Zoom**

In Part 1, Microsoft Master Instructor, JoLynn Rihn, will start with a review of 101 topics then delve into navigating Teams Interface, customizing the workspace and managing Teams and Channels.

## Part 2

**Tuesday, October 22 | 11 AM - 12:30 PM | Via Zoom**

In Part 2, Microsoft Master Instructor, JoLynn Rihn, will cover tools to optimize communication, efficiently conduct meetings and use OneDrive Integration.

**To RSVP, please email Rowanne Khafagy at [rkhafagy@scgma.com](mailto:rkhafagy@scgma.com)**