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Hi, my name is Megan Bowen. I am excited to be teaching this course again for the 5th year in a row! Teaching is my passion because I love watching others learn and grow. I am looking forward to meeting you soon!

Read my course FAQs and answers for questions.

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JL Elias

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4 Posting to Multiple Channels at Once 5 Using Tags 6 Editing and Deleting Posts and Messages 7 Reading and Saving Posts and Messages File Sharing and Collaboration 1 Uploading and Sharing Files 2 Syncing SharePoint and Teams Files 3 Collaborating on Files in Channels Chats and Calls 1 Starting and Pinning Chats 2 Filtering Hiding and Muting Chats 3 Creating Contacts and Contact Groups 4 Adding People to Your Speed Dial List 5 Making Video and Audio Calls 6 Answering Calls and Using the Meeting Controls Toolbar 7 Configuring Call Answer Rules and Voicemail 8 Checking Call History and Voicemail 9 Setting Up a Delegate to Take Your Calls Meetings 1 Scheduling a Meeting and Inviting Attendees 2 Using Meet Now for Instant Meetings 3 Meeting Options 4 Managing and Replying to Meetings 5 Starting and Joining a Meeting 6 Changing the Video Background in a Meeting 7 Sharing Your Screen in a Meeting 8 Sharing PowerPoint Slides in a Meeting 9 Recording a Meeting 10 Raising Hands Spotlighting Muting and Removing Participants 11 Taking Notes in Meeting 12 Using Live Captions in Meetings 13 Ending a Meeting for Everyone in Attendance Live Events 1 Scheduling a Live Event 2 Producing a Live Event 3 Moderating a Live Event 4 Attending a Live Event Exploring Apps and Tools 1 Using Apps Bots and Connectors 2 Turning a File into a Tab 3 Using the Wiki Tab for Shared Information 4 Using the Command Box *Mastering Microsoft Teams* Melissa Hubbard, Matthew J. Bailey, 2018-08-20 Do you need to learn how to use Microsoft Teams? Are you questioning how to drive user adoption, govern content and manage access for your Teams deployment? Either way, *Mastering Microsoft Teams* is your one-stop shop to learning everything you need to know to find success with Microsoft Teams. Microsoft's new chat-based collaboration software has many rich features that enable teams to be more efficient and save valuable time and resources. However, as with all software, there is a learning curve and pitfalls that should be avoided. Begin by learning the core components and use cases for Teams. From there, the authors guide you through ideas to create governance and adoption plans that make sense for your organization or customer. Wrap up with an understanding of features and services in progress and a road map to the future of the product. **What You'll Learn** Implement use and manage Microsoft Teams Understand how Teams drives productivity and engagement by combining the functionality of Microsoft Groups, SharePoint, OneDrive, Outlook, and other services in one location. Govern, explain, and use Teams in your organization. Know the pitfalls to avoid that may create challenges in your usage of Teams. Become familiar with the functionality and components of Teams via walkthroughs including opportunities for automating business processes in Teams. **Who This Book Is For** Anyone who wants to learn Microsoft Teams To get the most out of the book, a basic understanding of Office 365 and a subscription including a Microsoft Teams license is useful

Microsoft Access 2019 and 365 Training Manual

Classroom in a Book TeachUcomp, 2021-08-11 Complete classroom training manual for Microsoft Access 2019 and 365. Includes 189 pages and 108 individual topics. Includes practice exercises and keyboard shortcuts. You will learn about creating relational databases from scratch using fields, field properties, joining and indexing tables, queries, forms, controls, subforms, reports, charting, macros, switchboard, and navigation forms, and much more. **Topics Covered** Getting Acquainted with

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and apps together in a single experience in Office 365 for Education Using Teams teachers can move quickly and easily from conversations to content creation with context continuity and transparency A lot of Teachers and Schools are looking at remote learning to overcome the effect of school closures in many countries Schools will want to ensure that their students continue to make progress in their courses This book explains how to apply Microsoft Teams in remote learning and how to use common features such as Setting up class channels Adding topics Replying to topics Adding assignments Remote teaching holding discussions Setting up meetings Creating Assignment Customizing teams by adding tabs **70-687**

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