



Introduction to Microsoft Teams Agenda and Overview

Overview

In this webinar teachers will explore the layout and navigation of a PLC Team in which members of the team can communicate and collaborate seamlessly in one digital hub called Microsoft Teams.

Webinar Agenda

00:00 – 10:00 **Welcome:** Introductions, Meeting Controls, Attendance, Objectives
(10-minute duration)

10:00-20:00 **Teams Overview**
(10-minute duration)

- *What is Microsoft Teams?*
- *Types of Teams*
- *Navigation*

20:00-45:00 **Working in Teams**
(25-minute duration)

- Collaboration
- Communication
- Customization
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45:00-60:00 **Closing Questions and Answers**
(15-minute duration)

Resources

- <https://education.microsoft.com/en-us>
- [Teams Quick Start Guide](#)
- [Microsoft Teams for Education Quick Start Guide](#)