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

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