



Effective Online Meetings Using Microsoft Teams and Zoom

Duration : 3 hours

Course Overview

Online meetings often fall short. Discover how you can make your meetings more interactive with Zoom and MS Teams.

This course looks at best practice and how the tools in Zoom and MS Teams can help you achieve this.

Course Content

- How to get your meetings off to a good start for greater interactivity
- The benefits of switching on the camera
- Using breakout rooms to ensure everyone contributes
- How to best use slides in meetings
- Using shared documents for collaboration
- Interactive tools such as Whiteboard or Jamboard
- How best to use the Chat feature
- Creating polls on the spot to glean the overall view of the group