



Microsoft Teams

Communicate effectively with your team from any location - via text chat, voice call or video conference. Teams integrates with the rest of your Microsoft 365 applications enabling you to share and collaborate on your Office file too, and for those who can't take their laptop everywhere, there's also a mobile version of the app.

Content includes:

- Overview and Navigation
- Creating a team
- Using private and team chat
- Working with Teams files
- Managing Teams
- Scheduling meetings
- Teams mobile app

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Zoom

Zoom is a cloud-based video conferencing service you can use to virtually meet with others - either by video or audio or both, all while conducting live chats - and it lets you record those sessions to view later. It helps keep you connected to your remote team members.

Content includes:

- Overview and Navigation
- Using Chat
- Scheduling a meeting
- Setting a virtual meeting background
- Meeting controls
- Sharing your meeting screen
- Managing and using breakout rooms
- Meeting etiquette

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