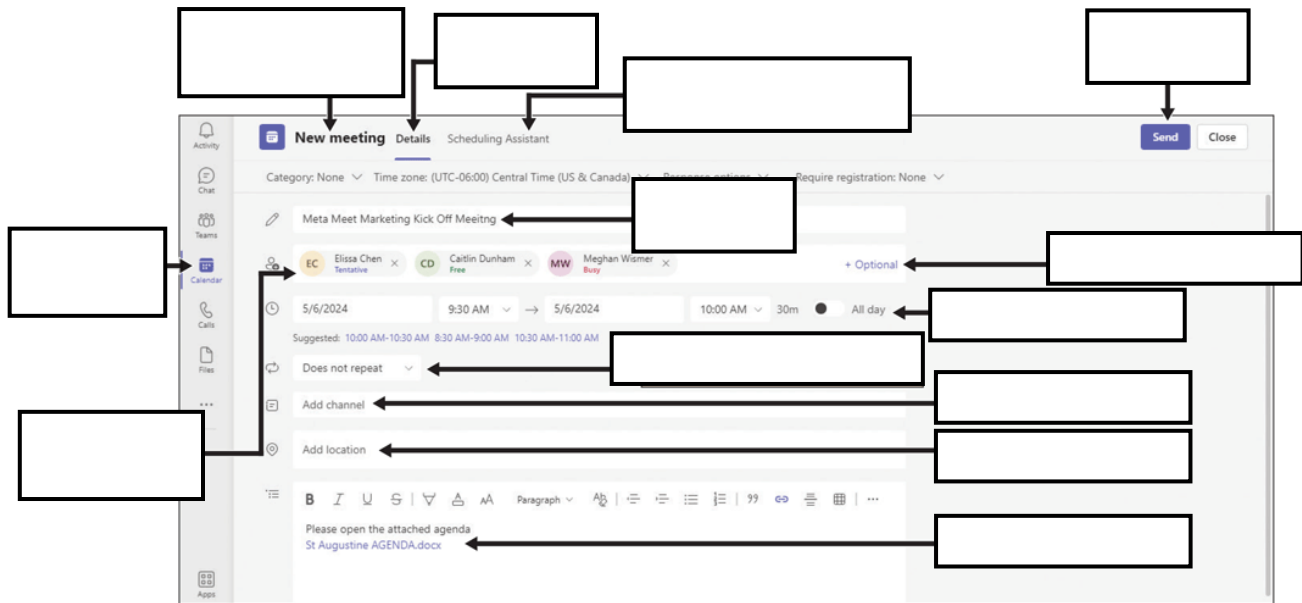


Name: _____ Date: _____ Period: _____

Microsoft Teams 365 Notes – Module 2

What is the purpose of meetings? _____

What is the Calendar in Teams connected to? _____



Describe the following options:

Required Attendee: _____

Optional Attendee: _____

Meeting Date and Time: _____

Recurring: _____

Channel: _____

Location: _____

Meeting Details: _____

Response Options: _____

Require Registration: _____

Scheduling Assistant: _____

What are the four types of Team meetings? _____

What are some virtual meeting etiquette guidelines? _____

What is the purpose of reaction emojis? _____

Why would you display live captions? _____

What are some things you can screen share on Teams? _____

What's the fastest way to meet online? _____

