Name:		Date:	Period:
M	licrosoft Teams	365 Notes – I	Module 2
What is the p	ourpose of meetings? _		
Q	Calendar in Teams con	nected to?	Send Close
Activity (2) Chat (665) Teams	Category: None Time zone: (UTC-06:00) Central Time (US &	Canada) A Require registration: N	
Describe the	C Elissa Chen X CD Cattlin Durham X MW Free Elissa Chen X CD Free State Control of Free State Control of Free State Control of State Control o	10:00 AM ∨ 30m	`
Required Atter	ndee:		
Optional Atten	dee:		
Meeting Date	and Time:		
Recurring:			
	.s:		
Response Opt	ions:		

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?_

