

Name: _____ Date: _____ Period: _____

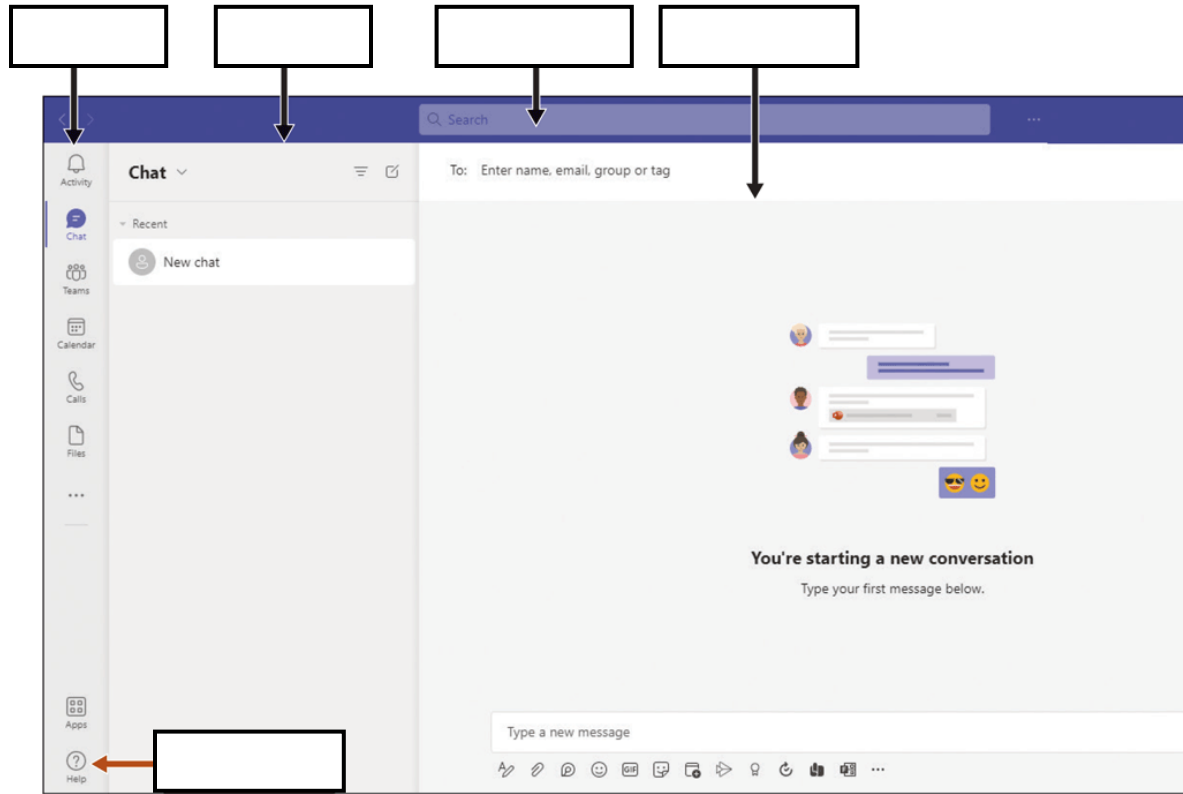
Microsoft Teams 365 Notes – Module 1

Define Microsoft Teams: _____

What devices can be used to access Teams? _____

What is the website for Teams? _____

What is the school website for email? _____



What are each of the elements used for?

App bar: _____

List Pane: _____

Content Pane: _____

Activity: _____

Chat: _____

Teams: _____

Calendar: _____

Calls: _____

Files: _____

What are the two things you need to set up a team? _____

What is the default channel for a new team? _____

What is the purpose of this channel? _____

List the description for each role.

Owner: _____

Member: _____

Guest: _____

What is used to alert a member to a message? _____

What files can be edited as a team? _____

What is coauthoring? _____

What is used to filter a discussion? _____

How can Teams act as a basic phone? _____
