INdille. Date. Fellou.	Name:	Date:	Period:	
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Microsoft Teams 365 Notes - Module 1

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Define	e Microsoft	Teams:_		
What	devices car	n be used	I to access Teams?	·
What	is the webs	ite for Te	ams?	
What	is the scho	ol websit	e for email?	
			Q. Search	
Activity	Chat ~	= 0	To: Enter name, email, group or tag	↓
Chat	Recent New chat			
Calendar				•
Calls Files				
				You're starting a new conversation Type your first message below.

What are each of the elements used for?

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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?	