



Meet Me In The Cloud

Course Catalog

Webex, Zoom, and Microsoft
End-user and Administrator Training

Welcome to MMITC Training!

- 1 Courses are delivered remotely via Webex, Zoom or Microsoft Teams with a live instructor. Onsite delivery is available for an additional fee.
- 2 Classes are taught using the customer's site for maximum relevancy. The trainer may request temporary access and AD credentials for the purposes of preparing and delivering the class.
- 3 Each course is recorded for ongoing use by the customer. Handouts are provided to attendees at the end of class.
- 4 The maximum recommended number of students per class is 50, assuming the customer's platform license agreement will support that capacity. However, customers can bring as many people as they like to class.
- 5 Courses can be taught in multiple languages.

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Meet Me InThe Cloud



Webex by Cisco

End-user and Administrator Training

Webex by Cisco

Course Title	Description	Recommended Attendees
Webex for End Users (formerly known as Webex Teams)	<p>Collaboration 101 – 90 minutes Just as you collaborate with new tools in your social life, our business lives are moving away from the 1:1, point-to-point engagements typical of voicemail, IM and email, toward powerful collaboration tools.</p> <p>Webex by Cisco is the business collaboration platform of the future, combining messaging, meeting and video calling all in one. If your organization has purchased Webex by Cisco for your use, coming to class will help expedite your learning curve and learn to get the most out of Webex by Cisco.</p> <p><i>Prerequisite: A Webex Teams account</i></p>	Every Webex User
Cisco Webex Board	<p>Using Your Webex Board – Onsite Training Cisco Webex Board is a unique team collaboration device that combines wireless presentation, digital white boarding, and video conferencing. This class is designed to help customers get the most out of their Cisco Webex Boards. The class covers the board from its most basic use as a whiteboard and large presentation screen, to the advanced features of proximity, panning and using the Board for video conferencing and as an endpoint in a Webex meeting.</p> <p><i>Prerequisite: Webex Meetings 101 or Equivalent Competency and Collaboration 101 or Equivalent Competency</i></p>	Every Cisco Webex Board User

Cisco Webex Teams Administration

Course Title	Description	Recommended Attendees
Webex by Cisco for Admins - Virtual (formerly known as Webex Teams)	<p>Webex by Cisco Control Hub - Configuring Single Identity Webex and Webex Meetings – 90 Minutes Cisco Webex Teams is a powerful business collaboration platform. This class reviews how to give access and manage the backend of Webex for end users in your organization. The instructor will review navigation of the administrator's portal, user account access, managing devices and places, managing audio, running reports and more. This 90-minute session reviews all you know about Webex by Cisco Control Hub and access under Single Identity.</p> <p><i>Prerequisite: A Cisco Webex Teams Site Administration Account</i> <i>Suggested complementary class: Webex Meetings Site Administration and Configuration</i></p>	IT and Business Leads responsible for the configuration of Webex by Cisco

Webex Site Administration

Course Title	Description	Recommended Attendees
Configuring Site Admin - Virtual	<p>Webex Site Administration and Configuration – 90 minutes The instructor outlines how to configure your Webex site: how to create user accounts, customize email templates, restrict features, generate reports, set tracking codes, session types and the pros, cons, and best practices associated with these complex settings. In this 90-minute session the class reviews the key configuration options available to a Site Administrator.</p> <p><i>Prerequisite: A Webex Site Administration Account</i></p>	IT & Business Leads responsible for the configuration of Webex
Configuring Site Admin - Onsite	<p>Webex Site Administration and Configuration Onsite Full Day Workshop This is a ¾ day workshop where the customer's IT team works side-by-side with the instructor, working through each field in Webex Site Administration. The instructor provides a custom Configuration Workbook and the team works through the best practices from a business and technical perspective, configures the site and documents the configuration decisions in the Workbook.</p> <p><i>Prerequisite: A Webex Site Administration Account</i></p>	IT & Business Leads responsible for the configuration of Webex
Providing Level One Support	<p>Providing Level One Support to Webex Users In this class, the instructor identifies the most common reasons for a call to an internal help desk. The instructor helps the Level One support team identify, troubleshoot and resolve the calls they can, and for those calls that cannot be resolved, shows help desk personnel how to gather information from the user and escalate to the 24-hour Webex Technical Support line. Additionally, when the internal help desk is responsible for managing user accounts, the instructor will show the help desk team how to create accounts, add services, unlock accounts, resolve log in issues, deactivate accounts, enable features and run reports.</p> <p><i>Prerequisite: A Webex Site Administration, View-Only Account and Webex Meetings 101 or Equivalent Competency</i></p>	IT Help Desk

We've delivered
300k+ classes!

We've trained over
500k end users!

Webex End-User Training

Course Title	Description	Recommended Attendees
Webex Meetings 101	<p>Webex Basics – 60 minutes You'll get a solid introduction to meeting online in this class. Attendees learn to download Productivity Tools, schedule a meeting and invite others to attend. You'll learn to start a meeting, share various types of content, record a session, manage audio and video and change presenters. Interactivity tools are introduced. This is a fun, active and engaging class that every Webex user should attend.</p> <p><i>Prerequisite: A Webex Host account</i></p>	Every Webex Host
Webex Meetings 201	<p>Webex Advanced Concepts – 90 minutes If you've conducted at least 30 Webex meetings, you're ready to tackle advanced features and best practices that will make your online meetings significantly more effective. Improve upon your Webex skills with this advanced concept course. Students learn to customize the Webex meeting room experience, make minor edits to recordings, run reports, create and share polls, assign in-meeting privileges, share presenter rights, access downloads, help files, end-user documentation and how to set profile options. The instructor provides best practices for interactivity to enhance adult learning.</p> <p><i>Prerequisite: Webex Meetings 101 or equivalent competency</i></p>	Experienced Webex Hosts
Webex Meetings 101 for Remote Workers	<p>Webex Basics – 60 minutes You'll get a solid introduction to meeting online in this class. Attendees learn to download Productivity Tools, schedule a meeting and invite others to attend. You'll learn to start a meeting, share various types of content, manage audio and video and change presenters. Remote access and security consideration which includes cybersecurity and antivirus, and bandwidth. Settings are focused on your remote workers and includes best practices for working remotely. If you have remote workers this is the perfect class for them.</p> <p><i>Prerequisite: A Webex Host account</i></p>	Remote Webex Hosts
Webex for Sales	<p>Effective Selling Using Webex – 60 minutes Successful account teams excite and inspire prospective customers to buy. This class will teach account teams to leverage the capabilities of Meeting Center to keep a prospect engaged in your virtual sales call, and drive sales.</p> <p><i>Prerequisite: A Webex Host Account</i></p>	Inside Sales Teams
Webex Training 101	<p>Webex for the Virtual Classroom – 90 minutes If you teach, or develop curriculum for online delivery, you need to use Webex for the virtual classroom experience. Enhanced interactivity, assessments, breakout sessions for small group learning, hands-on lab for technical training and in-session features like threaded Q&A, panelist support and more are all necessary components for effective online learning. This class is for trainers and curriculum developers already familiar with Webex Meetings who need to understand the advanced capabilities of Training.</p> <p><i>Prerequisite: Webex Meetings 101 or equivalent competency</i></p>	L&D Teams, Curriculum Developers, Corporate Trainers, HR, IT and anyone who builds curriculum or delivers training online.

Webex End-User Training

Course Title	Description	Recommended Attendees
Webex Training – Breakout Sessions	<p>Design & Conduct Breakout Sessions - 90 minutes Small-group work is key to successful adult learning and retention and BOS are a key feature of Webex Training. Use BOS to gather students into small groups for role-playing, brainstorming and to collaborate on tasks. Learn to manage BOS in the classroom, and discover innovative ways to incorporate this tool into your own curriculum.</p> <p><i>Prerequisite: Webex Training 101 or equivalent competency</i></p>	Curriculum Developers, Corporate Trainers, HR, IT and anyone who trains online.
Webex Events 101	<p>Webex for Large Online Events and Seminars – 90 minutes Webex Events (Classic and New) is designed for large company meetings, seminars and other large online events. Learn how Events supports lead generation and campaign management. You'll master the unique scheduling capabilities of Events and you'll learn best practices for managing audio and video. Learn to leverage private audio practice rooms, designate a polling resource and more. Join us!</p> <p><i>Prerequisite: Webex Meetings 101 or equivalent competency</i></p>	Marketing and/or others responsible for delivering large online Events and Seminars
Webex Events – Producers Workshop	<p>This hands-on workshop is for marketing, public relations, and others who plan, schedule and produce large, highly visible, online events. Learn to plan for common issues and conduct effective dry runs. You'll leave the class with a Producer's Checklist that will help you deliver technically flawless online events.</p> <p><i>Prerequisite: Webex Events 101 or equivalent competency</i></p>	Marketing and/or others responsible for delivering large online Events and Seminars
Enterprise Edition 101	<p>Welcome to Your New Webex Site - 60 minutes Webex Enterprise Edition is comprised of four very different services. You'll learn the distinct characteristics of Meetings, Training, Events, and Support. We cover the new Personal Meeting Rooms and how to use your Webex Host account for global conference calling. We wrap up with MyWebex and your Profile options.</p> <p><i>Prerequisite: None</i></p>	Webex Site Administrators and Others Interested in the Big Picture of all Webex services
Webex Support 101	<p>Webex for the IT Help Desk – 60 minutes Webex Support gives IT Help Desk agents a tool to remotely access a caller's desktop to perform break/fix, transfer files and reboot. You'll learn to manage up to 8 concurrent sessions and escalate callers to Level 2 support.</p> <p>For customers who choose to activate WebACD, Support delivers 'Live Chat' on the web. You'll explore setting up WebACD with pre-populated responses and intelligent call routing to established queues.</p> <p><i>Prerequisite: Webex Meetings 101 or equivalent competency</i></p>	IT Help Desk Agents who will use Webex to support users

Webex End-User Training

Course Title	Description	Recommended Attendees
Cisco Jabber	<p>Jabber for Instant Messaging and Presence – 60 minutes We introduce the EIM client as a business communications hub. Students interact using their own client as we cover IM and presence, creating profiles, managing contacts, PC-to-PC voice and video calling, Outlook and Webex integration. If UC integration has been configured, we cover visual voicemail, sending and receiving voice and video calls and call control options.</p> <p>Note: Your available features will vary depending upon whether you have deployed Jabber for Windows, Connect, and/or whether or not you have UC integration.</p> <p><i>Prerequisite: An active Jabber client on the desktop – Mac or PC.</i></p>	New Jabber Users
Webex Meetings + Video Endpoints	<p>Webex Basics + Video Endpoints - 90 minutes You'll get a solid introduction to meeting online in this class. Attendees learn to schedule a meeting, reserve a room for video devices, join from their computer or video device, call from their video device and go through the basics of running a Webex Meeting from their Video Device. This is a fun, active and engaging class that every Webex user who has a Video Device attend.</p> <p><i>Prerequisite: None</i></p>	Webex Site Administrators and Others Interested in the Big Picture of all Webex services
Webex Calling	<p>Webex Calling 101 for End Users - 60 Minutes This End User focused training introduces your team to the basic features of Webex Calling. They will receive an overview of the desktop application features & functionality, like Call controls, Call History, plus the various options for Call Settings and Voicemail. Users will also receive an introduction to the Directory and the mobile app.</p> <p><i>Prerequisite: None</i></p>	Webex Site Administrators and Others Interested in the Big Picture of all Webex services

Meet Me In The Cloud Train-the-Trainer

Course Title	Description	Recommended Attendees
Product-specific Train-the-Trainer	<p>Meet Me In The Cloud Train-the-Trainer Meet Me In the Cloud provides customized Train-the-Trainer programs for the Webex services, such as Webex Meetings.</p>	Partners, Learning Development, IT

eLearning Courses

Course Title	Description	Recommended Attendees
Webex Meetings 101 – Webex Basics	Adopting your new collaboration platform has never been easier. In this course, you will learn the Webex Meetings basic functionality of scheduling meetings, starting or joining meetings, conducting effective meetings, and the Webex Website.	All Webex Meetings users
Webex Meetings 201 – Advanced Concepts	If you’ve conducted at least 50 Webex meetings, you’re ready to tackle advanced features and best practices that will make your online meetings significantly more effective.	Webex Meetings Super Users
Webex Meetings for Remote Access Workers	In this course, you will learn the Webex Meetings basic functionality of scheduling meetings, starting or joining meetings, conducting effective meetings, and the Webex Website with a focus on working from a remote site, such as your home or while traveling.	Remote Workers
Webex Meetings for Executive Admins	In this course, you will learn the Webex Meetings basic functionality of scheduling meetings, starting or joining meetings, conducting effective meetings, and the Webex Website as it relates to the role of an Executive Assistant.	Executive Admins
Webex Events 101 (Classic) – Webex for Large Events	This class is designed to get you started using the Webex Events application quickly. In this interactive class, you will learn the Webex Event basic functionality of scheduling, polling, Q&A, practice session, sharing content, and reporting.	Webex Events Users
Event and Webinar Producer Workshop	Learn about the various aspects of planning and managing virtual Events for yourself or others. This interactive course covers the items to consider when hosting a virtual event or webinar.	Webex Events Users



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Zoom

End-user and Administrator Training

Zoom End-User Training

Course Title	Description	Recommended Attendees
Zoom Meetings 101	<p>Zoom Basics – 60 minutes This 60-minute class is designed to get you started using Zoom quickly using the Desktop Application and the Website interface. In this interactive class, you'll learn the basic functionality of the main primary components of Zoom: Signing in and navigating Zoom, conducting meetings, introduction to co-hosts, recording meetings, sharing content, interacting with chat, and using the phone feature. Best practices are also covered throughout the entire class.</p> <p><i>Prerequisite: A Zoom Host account</i></p>	Every Zoom Host
Zoom Meetings 102	<p>Scheduling Privilege – 30 minutes This 30-minute class add-on is designed to show Executives how to designate delegates for scheduling Zoom Meetings and to show Administrative Assistants how to schedule and start meetings on behalf of Executives. This class can work in conjunction with Zoom 101 or Zoom 201, and is not intended as a stand-alone class.</p> <p><i>Prerequisite: Zoom Meetings 101 or equivalent competency</i></p>	Executive Admins and Experienced Hosts
Zoom Meetings 201	<p>Intermediate Meetings – 60 minutes This 60-minute class focuses on the Zoom Meeting features and functionality. In this class, you'll learn about adjusting your own meeting scheduling preferences and settings to include or exclude basic features from your meetings. You will learn about scheduling a meeting directly from your calendar. You will also learn how to use additional Meetings features including: Private Chat, File Transfer, End Of Meeting feedback, Co-host, Polling, Placing Attendees on Hold, Annotation, Whiteboard, and Remote Control. Best practices are also covered throughout the entire class.</p> <p><i>Prerequisite: Zoom Meetings 101 or equivalent competency</i></p>	Experienced Zoom Hosts
Zoom Meetings 202	<p>Advanced Meetings – 60 minutes This 60-minute class focuses on advanced Zoom Meeting features and functionality. In this class, you'll learn about adjusting your own meeting preferences and settings to include or exclude advanced features from your meetings and email notifications. You will also learn how to use advanced Meeting features including: Breakout room, Remote support, Closed captioning, Far end camera control, Attention tracking, and Waiting room. You will also learn about creating Meeting Templates. Best practices are also covered throughout the entire class.</p> <p><i>Prerequisite: Zoom Meetings 101 & Zoom 201 Advanced Meetings</i></p>	Experienced Zoom Hosts
Zoom Webinars 101	<p>Webinar Basics – 60 minutes This 60-minute class focuses on the setup, features, and functionality of Zoom Webinars. In this class, you'll learn how to schedule a Zoom Webinar with preferred options, including registration and alternate hosts. You will learn how to use the basic features available during a webinar including: Q&A and Practice sessions. Best practices are also covered throughout the entire class.</p> <p><i>Prerequisite: Zoom Meetings 101 or equivalent competency</i></p>	Marketing and/or others responsible for delivering large online Events and Seminars

eLearning Courses

Course Title	Description	Recommended Attendees
Zoom Meetings 101 – Getting Started	This class is designed to get you started using the Desktop App and Website quickly. In this interactive class, you'll learn the basic functionality of the main primary components of Zoom Meetings: Signing in, Meetings, Chat, Phone, and the Mobile App.	All Zoom Meetings users
Zoom Meetings 201 – Intermediate Meetings	This class is designed to help you effectively run your Zoom Meetings. In this interactive class, you'll learn the intermediate functionality of scheduling preferences and settings, scheduling meetings from your calendar, and using additional meeting features such as whiteboards and annotation, polling, co-hosts, in-meeting chat, far-end camera control, attendees on hold, and end of meeting feedback.	Zoom Meetings Super Users
Zoom Meetings for Remote Access Workers	This class is designed to get the Remote Access Worker started using the Desktop App and Website quickly. In this interactive class, you'll learn the basics of main components of Zoom: Signing in, Meetings, Chat, Phone, and the Mobile App.	Remote Workers
Zoom Meetings 101 for Executive Admins	This class is designed to get the Executive Admin started using the Desktop App and Website quickly, with a focus on delegate scheduling. In this interactive class, you'll learn the basics of main components of Zoom: Signing in, Meetings, Chat, Phone, and the Mobile App.	Executive Admins
Zoom Webinar 101	This class is designed to get you started using the Zoom Webinar functionality quickly. In this interactive class, you will learn the Zoom Webinar basic functionality of scheduling, polling, Q&A, practice session, sharing content, and reporting.	Zoom Webinar Users
Zoom Meetings for Teachers	This class is designed to get Teachers started using the Zoom application quickly. In this interactive class, you will learn the Zoom basic functionality of Chat, Scheduling and Managing Meetings, utilizing Breakout Rooms and Polling, and setup of basic Preferences. You'll also receive downloadable resources focused on using Zoom for education.	Educators
Zoom Meetings for Parents	This class is designed to get Parents started using the Zoom application quickly. In this interactive class, you will learn the Zoom basic functionality of Chat, Scheduling and Managing Meetings, utilizing Breakout Rooms and Polling, and setup of basic Preferences. You'll also receive downloadable resources focused on using Zoom for education.	Parents
Event and Webinar Producer Workshop	Learn about the various aspects of planning and managing virtual Events for yourself or others. This interactive course covers the items to consider when hosting a virtual event or webinar.	Zoom Webinar Users



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Microsoft Teams & O365

End-user and Administrator Training

Miguel Silva

Katherine Winsley

Microsoft Teams End-User Training

Course Title	Description	Recommended Attendees
Microsoft Teams 101	<p>Microsoft Teams Basics – 60 minutes This 60-minute class is designed to get you started using Microsoft Teams quickly using the Desktop Application. In this class, you'll learn the basic functionality of the main primary components of MS Teams: Signing in and navigating MS Teams, using the Chat feature, introduction to Teams and Channels, how to manage your workday through MS Teams, and creating and joining meetings. Best practices are also covered throughout the entire class.</p> <p><i>Prerequisite: A Microsoft Host account</i></p>	Every Microsoft Teams Host
Microsoft Teams 102	<p>Scheduling Privilege – 30 minutes This 30-minute class add-on is designed to show Executives how to designate delegates for scheduling Microsoft Teams Meetings and to show Administrative Assistants how to schedule and start meetings on behalf of Executives. This class also introduces effective shared notetaking with OneNote and managing recurring meetings. This class can work in conjunction with MS Teams 101 or MS Teams 201, and is not intended as a stand-alone class.</p> <p><i>Prerequisite: Microsoft Teams 101 or equivalent competency</i></p>	Executive Admins and Experienced Hosts
Microsoft Teams 201	<p>Advanced Meetings – 60 minutes This 90-minute class continues with the Microsoft Teams features, functionality, and bringing collaboration to the next level. In this class, you'll learn about creating, managing, and moderating Teams and Channels, managing file sharing in Chat and Teams, adding cloud storage, managing tasks with Planner, and how to effectively organize and host Meetings. You will also learn how to use additional Meetings features including: recurring meetings with guests, adjusting roles and lobby settings, using Stream to manage video recordings, and an introduction to Live Events. Best practices are also covered throughout the entire class.</p> <p><i>Prerequisite: Microsoft Teams 101 or equivalent competency</i></p>	Experienced Microsoft Teams Hosts
Microsoft Teams 101 for Remote Worker	<p>Administration and Configuration – 90 minutes This 60-minute class focuses on advanced Zoom Meeting features and functionality. In this class, you'll learn about adjusting your own meeting preferences and settings to include or exclude advanced features from your meetings and email notifications. You will also learn how to use advanced Meeting features including: Breakout room, Remote support, Closed captioning, Far end camera control, Attention tracking, and Waiting room. You will also learn about creating Meeting Templates. Best practices are also covered throughout the entire class.</p> <p><i>Prerequisite: Microsoft Teams 101 & 201 Advanced Meetings</i></p>	Remote Workers
Microsoft Live Events 101	<p>Live Events Basics – 60 minutes This 60-minute class focuses on the setup, features, and functionality of Microsoft Live Events. You will learn how to schedule an event with preferred options, including registration and alternate hosts. You will learn how to use the basic features available during a webinar including: Q&A and Practice sessions. Best practices are also covered throughout the entire class.</p> <p><i>Prerequisite: Microsoft Teams 101 or equivalent competency</i></p>	Marketing and/or others responsible for delivering large online Events and Seminars

Microsoft Teams Administration

Course Title	Description	Recommended Attendees
Microsoft Teams Admins – Virtual	<p>Administration and Configuration – 90 minutes</p> <p>Microsoft Teams is a powerful business collaboration platform. This class reviews how to give access and manage the backend of Teams for end users in your organization. The instructor will review navigation of the administrator’s portal, user account access, managing devices and places, managing audio, running reports and more. This 90-minute session reviews all you know about Microsoft Teams Admin Portal and access under Single Identity.</p> <p><i>Prerequisite: A Microsoft Teams Administration Account</i></p>	IT and Business Leads responsible for the configuration of Microsoft Teams

O365

Course Title	Description	Recommended Attendees
OneDrive 101	<p>Learn the basics of Microsoft OneDrive, the personal online storage solution. Whether you use OneDrive as a part of MS Teams or on it’s own, this class will help you navigate the basic features and functionality you might not know are available. This class provides best practices and use cases to reinforce how to use OneDrive effectively to sync, manage, and share your files and libraries, as well as how to retrieve previous versions and deleted documents. For your more advanced needs, an optional add-on to this class of an introduction to the automation process is also available.</p> <p><i>Prerequisite: Microsoft Teams 101 or equivalent competency</i></p>	O365 Users
SharePoint 101	<p>Learn the basics of Microsoft SharePoint, the business solution to create websites to securely store, organize, share and access information from any device. Whether you use SharePoint as a part of MS Teams or on it’s own, this class will help you navigate the basic features and functionality you might not know are available. This class provides best practices and use cases to reinforce how to use SharePoint effectively to create and update a basic website, sync, manage, and share your files, as well as how to retrieve previous versions and deleted documents. For your more advanced needs, an optional add-on to this class to explore additional web-page elements and an introduction to the automation process is also available.</p> <p><i>Prerequisite: Microsoft Teams 101 or equivalent competency</i></p>	O365 Users

eLearning Courses

Course Title	Description	Recommended Attendees
Microsoft Teams 101 – Getting Started	This class is designed to get you started using the Microsoft Teams application quickly. In this interactive class, you will learn the Microsoft Teams basic functionality of Chat, Team Channels, Notifications, File locations, and Meetings.	All Microsoft Teams users
Microsoft Teams 101 for Executive Admins	Master the basics of Microsoft Teams. In this one-hour Interactive course, you'll learn the primary components of collaborating in the cloud: Chat, Teams and Channels, and Scheduling, Joining, and Hosting Meetings as it relates to the role of an Executive Assistant. You'll also learn how to effectively manage your workday using Microsoft Teams using Notifications, Files, and OneNote.	Executive Admins
Microsoft Teams for Remote Access Workers	This class is designed to get the Remote Access Worker started using the Microsoft Teams application quickly. In this interactive class, you will learn the Microsoft Teams basic functionality of Chat, Team Channels, Notifications, File locations, and Meetings. You'll also learn about Cybersecurity and Remote Worker best practices.	Remote Workers
Microsoft Teams Live Events 101	This class is designed to get you started using the Microsoft Teams Live Event functionality quickly. In this interactive class, you will learn the Microsoft Teams Live Event basic functionality of scheduling, Q&A, sharing content, and reporting.	MS Live Users
Microsoft Teams for Teachers	This class is designed to get Teachers started using the Microsoft application quickly. In this interactive class, you will learn the Microsoft basic functionality of Chat, Scheduling and Managing Meetings, utilizing Breakout Rooms and Polling, and setup of basic Preferences. You'll also receive downloadable resources focused on using Microsoft for education.	Educators
Microsoft Teams for Parents	This class is designed to get parents started using the Microsoft Teams application quickly. In this interactive class, you will learn the Microsoft Teams basic functionality of Chat, Scheduling and Managing Meetings, utilizing Breakout Rooms and Polling, and setup of basic Preferences. You'll also receive downloadable resources focused on using Microsoft Teams for education.	Parents
Event and Webinar Producer Workshop	This class is designed to get Parents started using the Zoom application quickly. In this interactive class, you will learn the Zoom basic functionality of Chat, Scheduling and Managing Meetings, utilizing Breakout Rooms and Polling, and setup of basic Preferences. You'll also receive downloadable resources focused on using Zoom for education.	MS Live Users



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Next Steps

Whether you are a seasoned collaboration product user, or you've just started the process of implementing your desired collaboration technologies we have the training you need to increase adoption and utilization.



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