



Trusted Advisors for Growth

**Webinar
9.17.20**

With Dawn Monroe



Transforming Communication – Microsoft Teams Training

Transforming Communication – Teams Training

- **Everyone attending the webinar is muted. To ask a question, type your question in the Q/A text box using your GoToWebinar panel.**
- **We will ask questions at the end of the presentation.**
- **We will also unmute you at the end of the webinar so you can ask questions.**
- **There is a handout for this webinar. If you look at your GoToWebinar panel, you should see it near the bottom. Click on the name and it should automatically download.**
- **This webinar is being recorded. The link to the recording will be included in a follow-up email being distributed tomorrow.**
- **Please check our website www.wearekms.com frequently for new webinars and events. (or register to receive our KMS newsletter)**

Introduction

Kansas Manufacturing Solutions (KMS)

KMS' mission is to grow Kansas manufacturing by delivering solutions to small and medium sized manufacturers with value driven results.

What do you want to achieve?



**Increase
Profits**



**Attract and
Retain
Workforce**



**Grow
Sales**



**Improve
Business
Operations**



**Produce
Quality
Products on
Time**



TRAINING
dawn
monroe

Transforming Communications Microsoft TEAMS

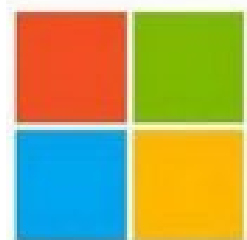
Sept 17 | Kansas Manufacturing Solutions



Microsoft TEAMS

- Team Spirit
- Navigation Know-How
- The Communication Breakdown
- Fantastic Filing
- Meeting Mastery





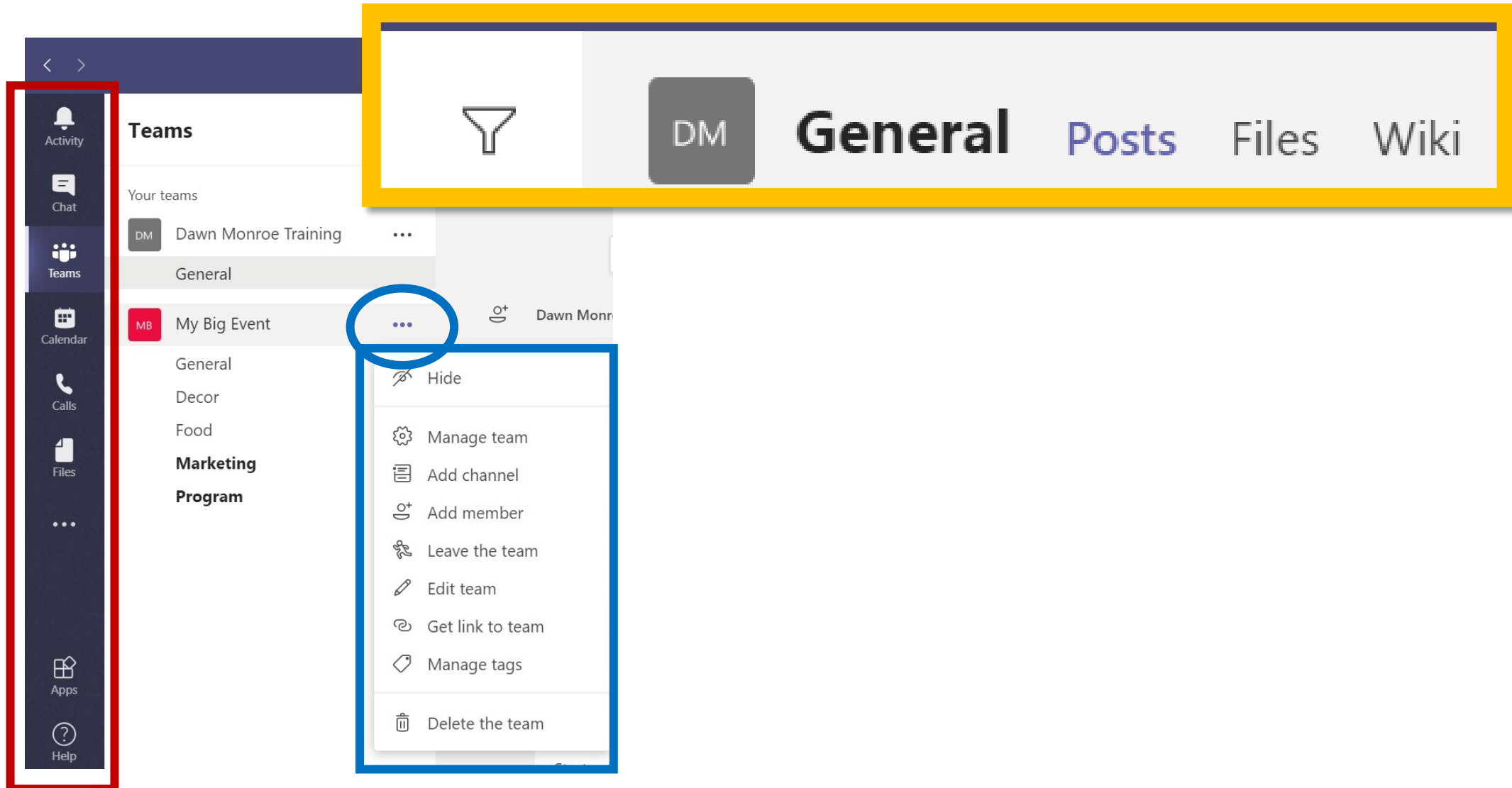
Microsoft

365

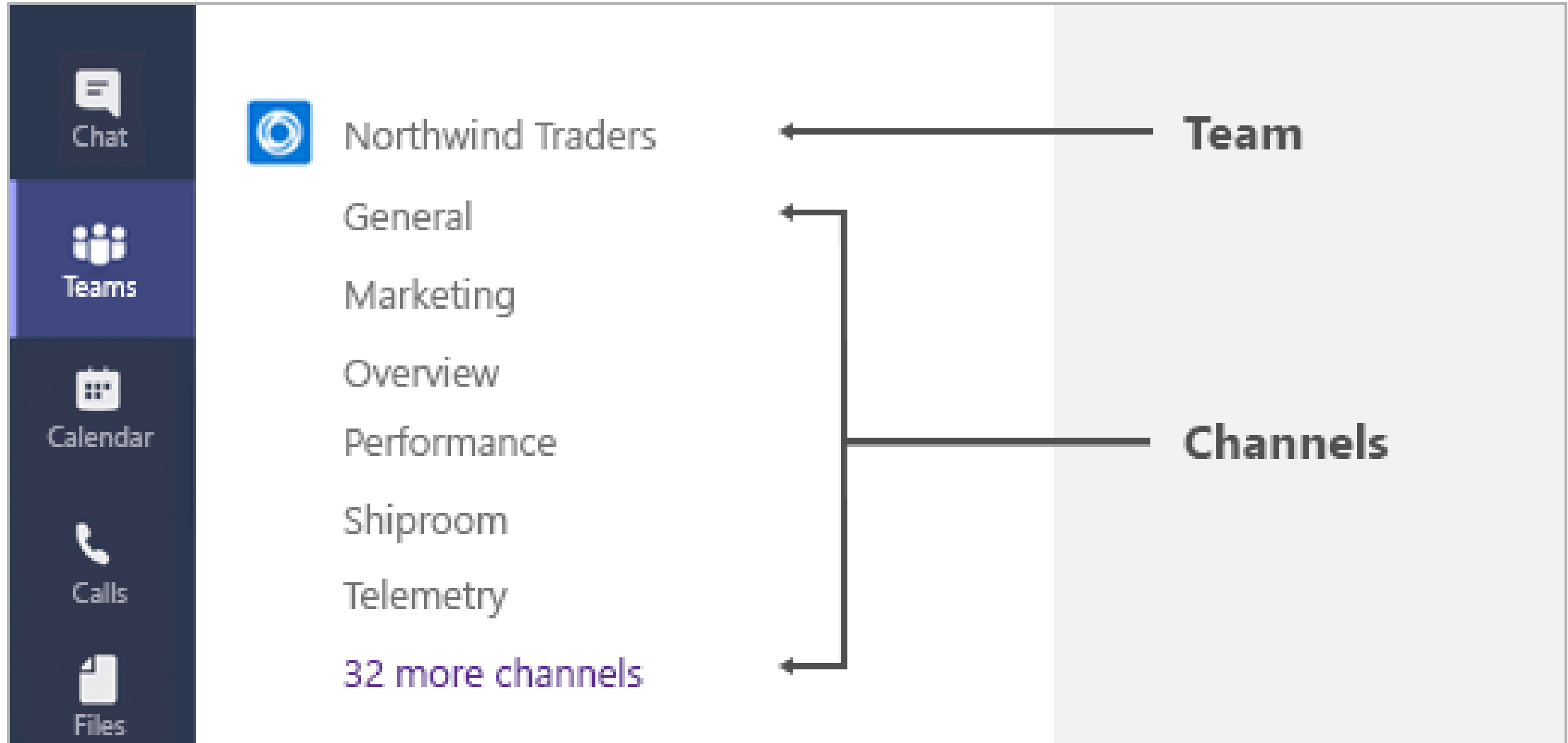




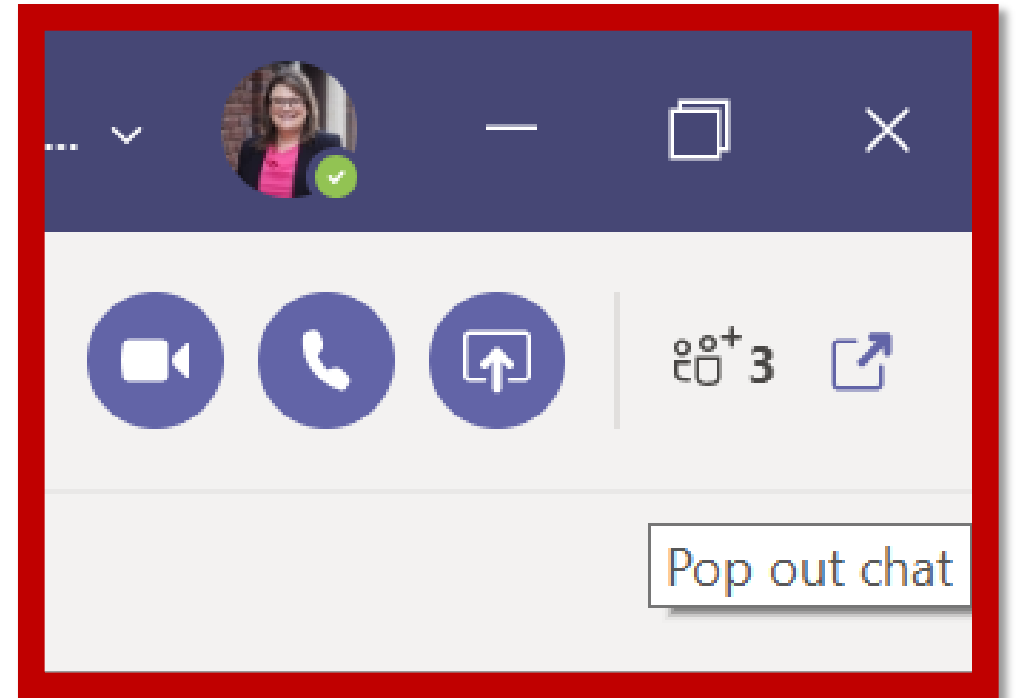
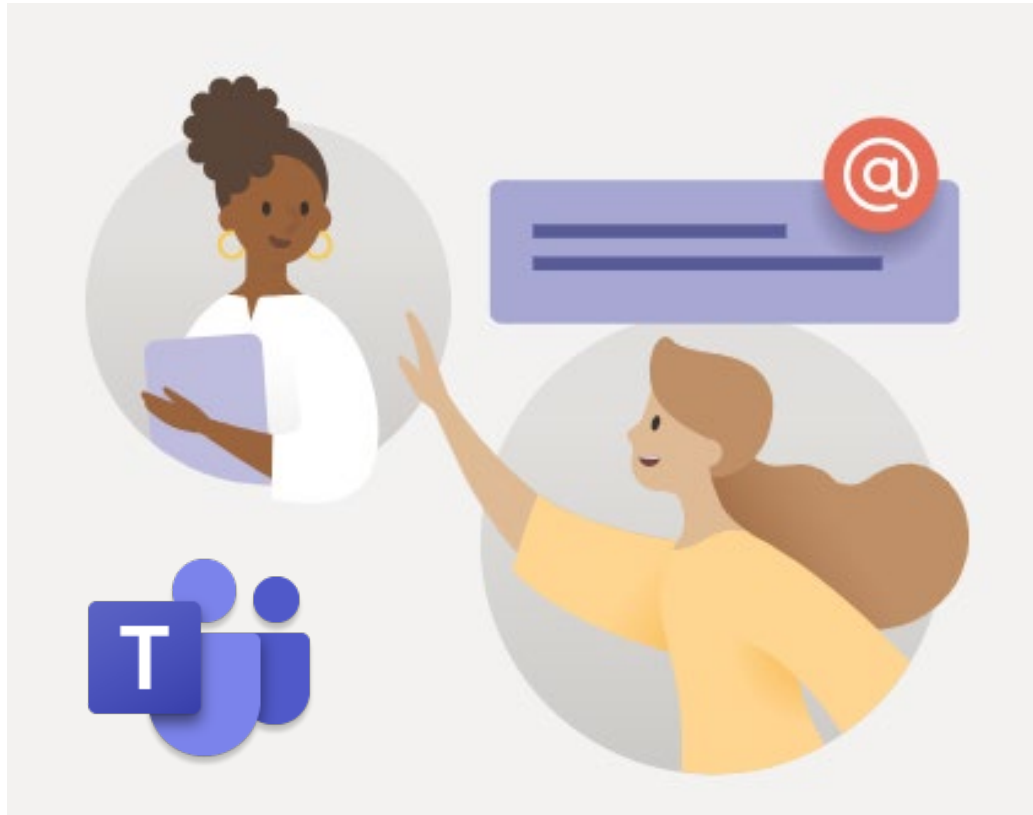
Navigating



Teams & Channels



Communicating



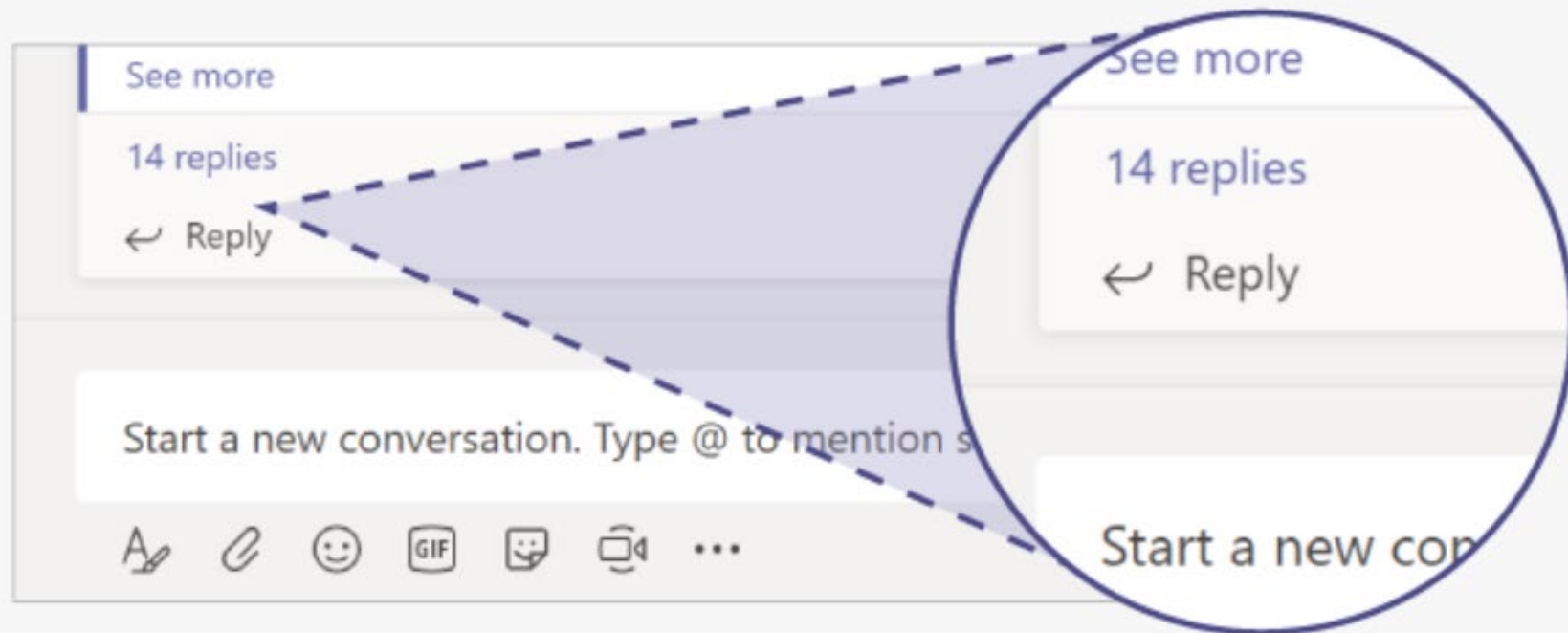
Start a new conversation. Type @ to mention someone.



Conversations

IMPORTANT: Don't mix up *Start a conversation* with *Reply to a conversation*.

These are different boxes and it's difficult to recover if you start a new conversation when you meant to reply to one.



Files

MB

General

Posts

Files

Wiki

+



+ New ▾

↑ Upload

↻ Sync

🔗 Copy link




↓ Download

+ Add cloud storage

⋮

☰ All Documents ▾

General

 Name ▾	Modified ↓ ▾	Modified By ▾
 Sample.docx	May 12	Dawn Monroe Trai...
 BigEventBudget.xlsx	May 12	Dawn Monroe Trai...

Scheduling

< > Search or type a command Dawn Monroe Training

New meeting Details Scheduling Assistant Save Close

Time zone: (UTC-06:00) Central Time (US & Canada) ▾

Add title

Add required attendees + Optional

May 11, 2020 9:30 AM → May 11, 2020 10:00 AM 30m All day

Does not repeat ▾

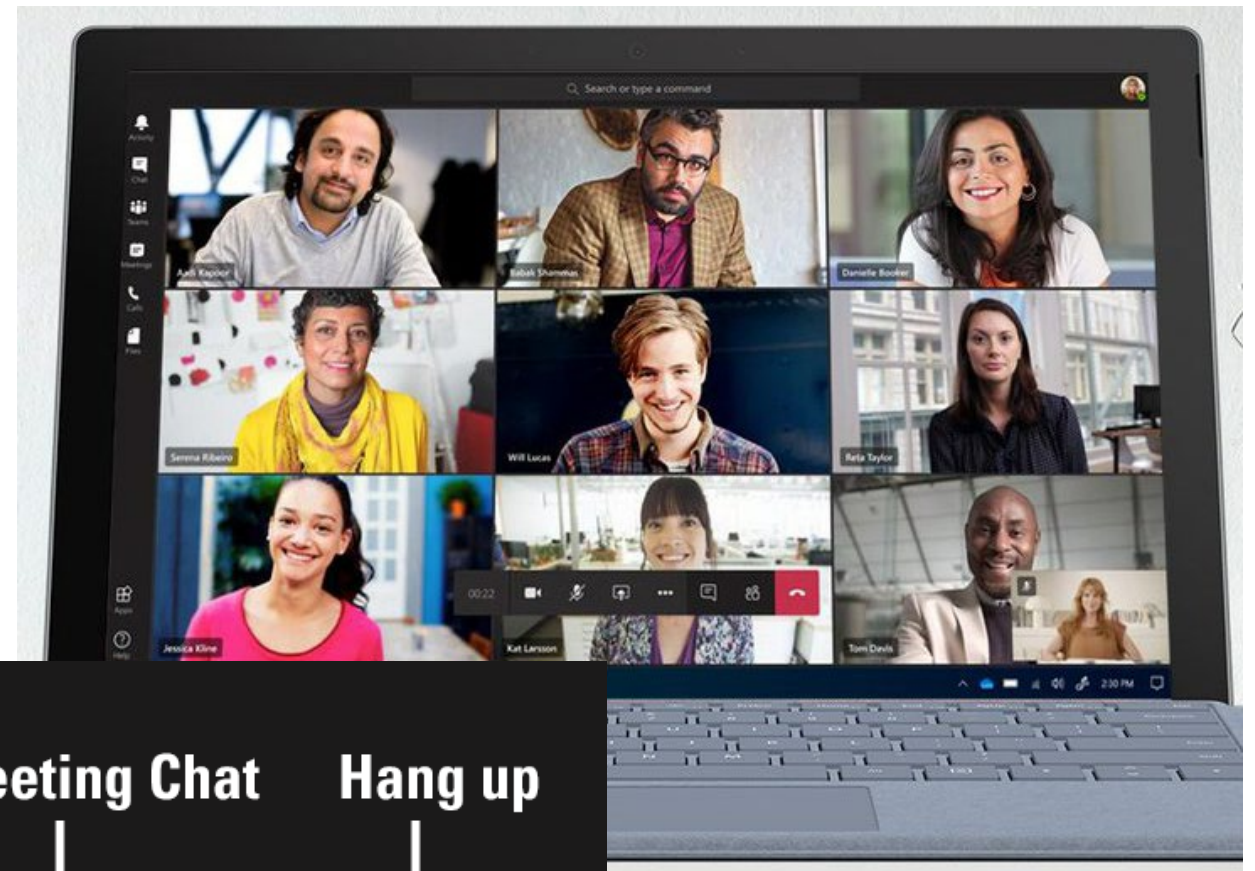
Add channel

Add location

Type details for this new meeting

Join Microsoft Teams Meeting
Learn more about Teams | Meeting options

Meeting



Time Elapsed

00:20

Share

Meeting Chat

Hang up

Camera

**Mute/
unmute**

More Actions

Participants

New Teams Experience

Meeting with Dawn Monroe Training

01:26

Device settings Meeting notes Meeting details Gallery Large gallery (Preview) Together mode (Preview) Focus Apply background effects Turn on live captions Start recording Dial pad Turn off incoming video

Include computer sound

Desktop Window PowerPoint Browse Whiteboard

Screen #1 Meeting with Dawn Mon... (1) How to use Presenter... Calendar | Microsoft Tea... MasteringZoomMeeting... NewZoomCaptures.pptx Microsoft Whiteboard

Screen #2 TeamsTalk_Missoula_Au... IAAP Missoula 8.18 IAAP Des Moines TEAMS... MasteringZoomMeeting... Dynamic Data Excel Oct...

Type a new message

Leave

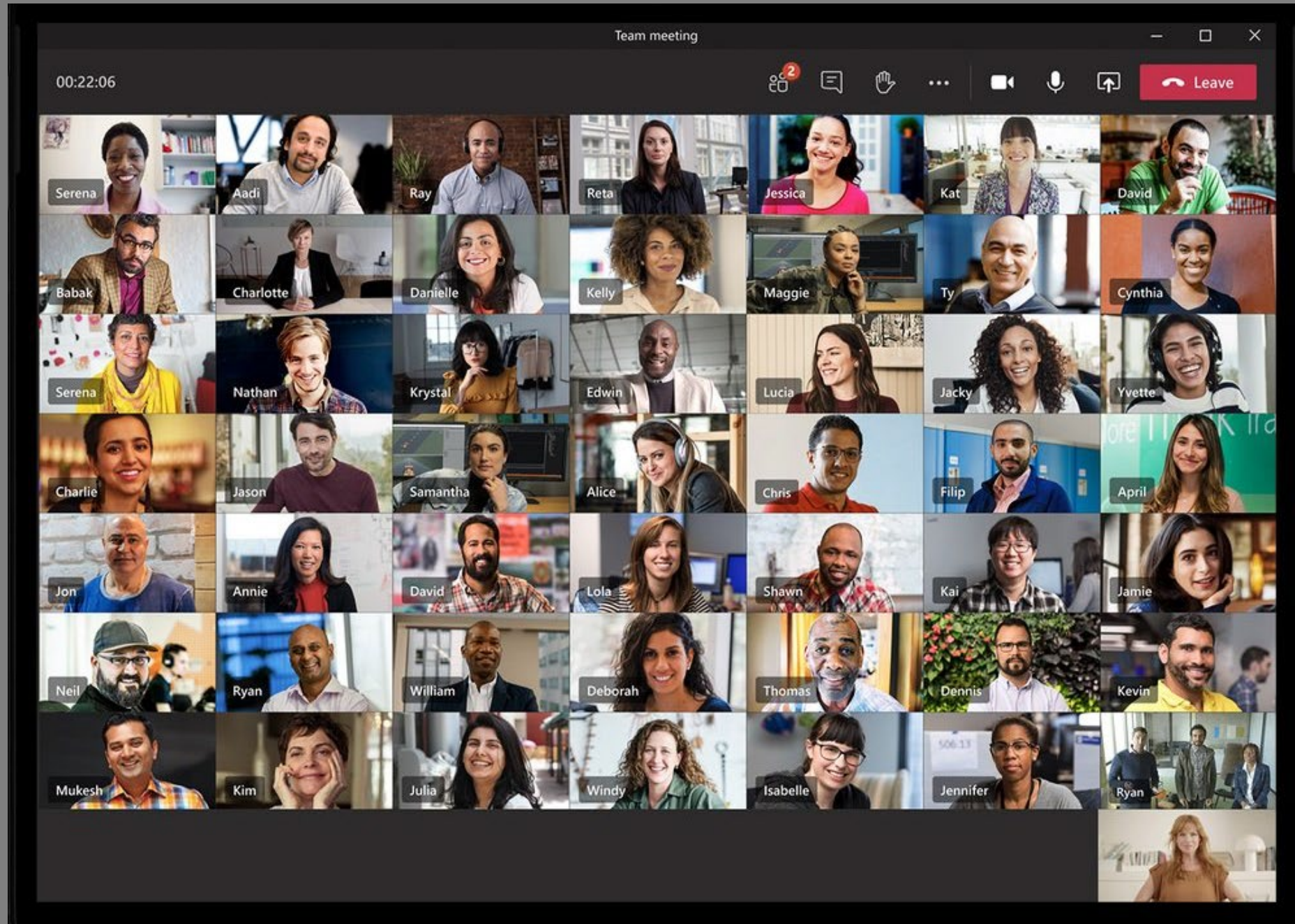
started

✓

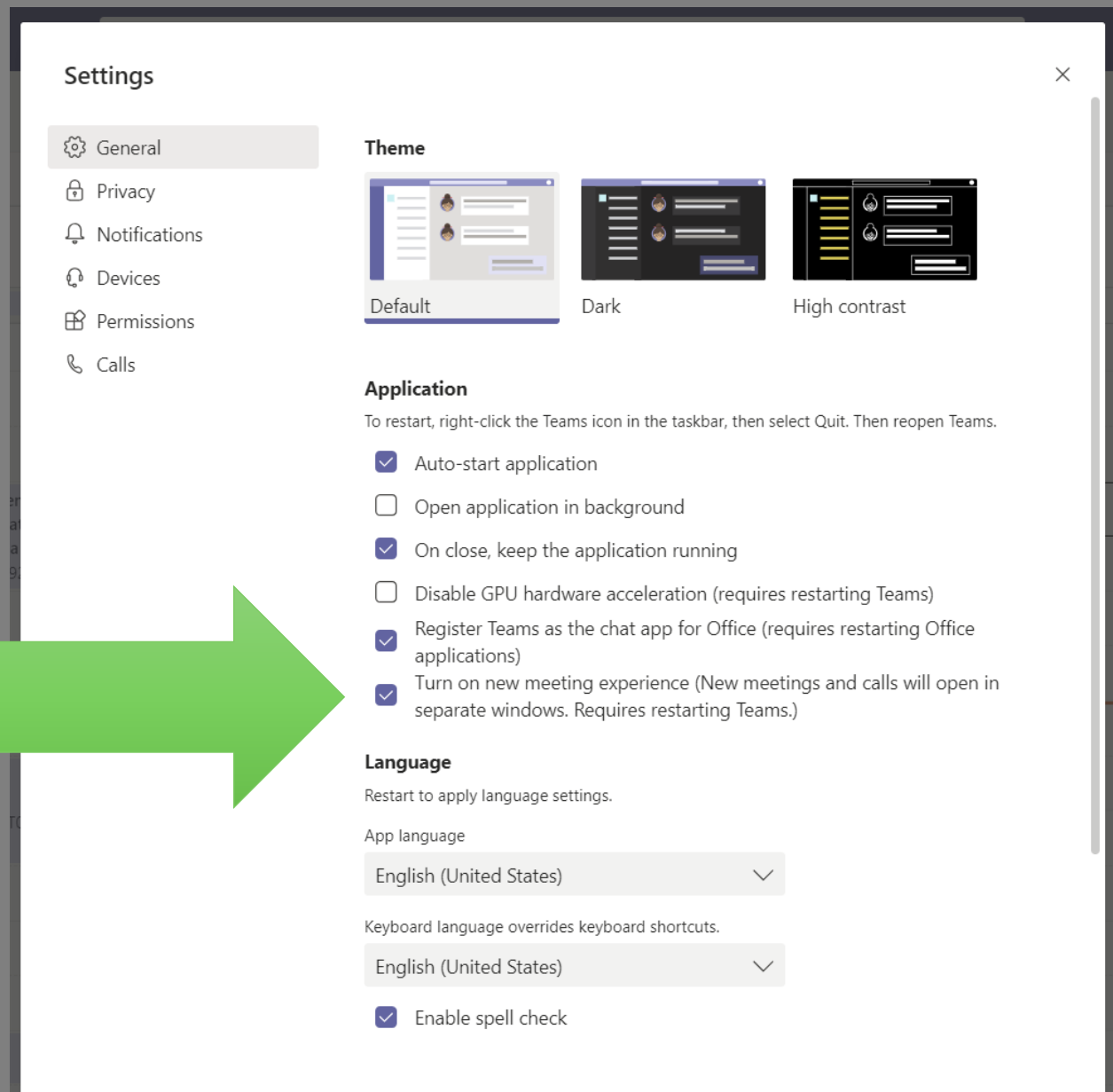
Together Mode



Large
Gallery
View:
 $7 \times 7 =$
49



Turn on New Meeting Experience



Share Screen

The screenshot displays the Microsoft Teams application window. At the top, a dark header bar contains navigation icons (back, forward), a search bar, and the meeting name "Dawn Monroe Training" with a participant icon. Below the header, a notification bar states "We've updated the app. Please refresh now." The main area is a video call with a participant whose face is partially obscured by a screen sharing control bar. This bar includes a timer (00:19), icons for video, microphone, screen sharing, a menu, hand raise, chat, participants, and end call. To the right of the video is a "People" sidebar showing an "Invite someone" button and a list of participants, including "Dawn Monroe Training Organizer". At the bottom, a "Share Screen" overlay is visible, showing a grid of available screens to share. The first row includes "Desktop", "Window", "PowerPoint", "Browse", and "Whiteboard". The "Desktop" section shows "Screen #1". The "Window" section shows "Meeting with Dawn Monr..." and "(1) How to use Presenter ...". The "PowerPoint" section shows "MasteringZoomMeetings..." and "NewZoomCaptures.pptx". The "Whiteboard" section shows "Microsoft Whiteboard". The second row shows additional desktop windows and a LinkedIn icon.

< > Search Dawn Monroe Training

We've updated the app. [Please refresh now.](#)

Activity
Chat
Teams
Calendar
Calls
Files
...

People ... X

Invite someone

Currently in this meeting (1)

Dawn Monroe Training Organizer

00:19 [Video] [Microphone] [Screen Share] [More] [Hand] [Chat] [Participants] [End Call]

☐ Include system audio

Desktop	Window	PowerPoint	Browse	Whiteboard
Screen #1	Meeting with Dawn Monr... (1) How to use Presenter ...	MasteringZoomMeetings... NewZoomCaptures.pptx		Microsoft Whiteboard
	Accessing	Scheduling		in

Apps
Help

THANK YOU!





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Final Notes

- **Additional content on transforming communication will be posted to the WEAREKMS.com website blog and the KMS newsletter over the next few weeks.**
- **Webinar Replay information**
 - **Webinar replay information will be distributed to you tomorrow via email**
- **Thank you for joining the webinar**