**Microsoft Teams: a demo session**

March 9, 2021

(9.30am – 12.00pm CET)

Online meetings

*Agenda*

The meeting will be dedicated to Microsoft Teams and it’s use as a tool to make communication flows, groups management and project management more effective. All EPR members were invited to join the meeting, extending the invitation outside the group of organizations that usually formed the taskforce.

The workshop will be led by Bart Coopman, Executive officer at GTB and will discuss the following topics:

Introduction

1. What is Micfrosoft 365?
2. Microsoft
   * Menu
   * Chats
   * Teams and Channels
   * Agenda
3. Q&A

**Objectives**

The workshop aims to give an overview of the functionalities in Microsoft Teams. Participants will be provided with information and quick wins to work more comfortably and effectively with Microsoft Teams

The workshop will be interactive; participants are invited to prepare to be shared during the event.