

Using Microsoft Teams

free online course for UNISON members



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An overview of MS Teams will include:

- how to set up a Teams meeting
- using teams and channels
- using posts and conversations
- accessing files and documents

To apply please email imd@unison.co.uk stating

- Name
- Contact number
- Preferred email
- Any learning needs
- Membership number (or address if not known)
- Course code - 0073