

# Using Microsoft Teams

free online course for UNISON members



Decline



Accept

An overview of MS Teams which will look at:

- how to set up a Teams meeting
- how to share screens
- using chat
- accessing files and documents

To apply please email [imd@unison.co.uk](mailto:imd@unison.co.uk) stating

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