

# Microsoft Teams, Part 2 of 2: Apps and Customization

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**Meet the expert:** I'm Kari Hoiem. I have a Bachelors degree in Business and Accounting from Concordia College in Moorhead, I was a CPA and went on to get my Masters in Education Technology from Pepperdine in Malibu, California. I have been working as a trainer and consultant for Microsoft Office products for more than 20 years and I've helped clients in almost every industry in a wide range of different capacities and applications. I have taught thousands of people how to use Microsoft Office apps (Excel, Access, Outlook, PowerPoint etc). I have done stand-up classroom style training, virtual training, on-demand training, self-paced training, executive training, one-on-one training &ndash; you name it &ndash; I've probably done it. I LOVE teaching people how to use these everyday programs better, ways to save time so you can work SMARTER and have more time for the things that you love. Thanks so much for allowing me to help you learn.

**Prerequisites:** none

**Runtime:** 02:08:02

**Course description:** Microsoft Teams is the answer to video chat, collaboration and storage all in one location. This course does a deep dive into advanced meetings usage, application integration as well as how to fully customize the Microsoft Teams experience.

## Course outline:

### Meetings Deep Dive

- Introduction
- Advanced Meetings
- Demo: Meeting
- Meeting Notes
- Whiteboard
- Breakout Rooms
- Raise Your Hand
- Meeting Options
- Sharing Content
- Whiteboard Sharing
- Custom Backgrounds
- Together Mode
- Live Events
- Summary
- Demo: Customize Display
- Customize Notification Settings
- Chat Settings
- Customize Individual Chats
- Privacy
- Filter
- Customize Status
- Channel Notifications
- Snap Camera
- Tags
- Summary

### Teams Apps

- Introduction
- Use Apps in Teams
- Demo: Apps
- Forms app
- Bots
- App Dashboard
- Connectors
- RSS Feeds
- Navigation Bar
- Summary

### Customize Teams

- Introduction
- Customize Teams