



**You're Invited!**

## **Microsoft Teams Training**

### **Say Hello to Teams!**

We're making the switch from Zoom to Microsoft Teams as our primary platform for virtual staff meetings. Join us for a comprehensive training session to:

- Explore Teams' features and tools.
- Learn how to schedule and join meetings.
- Get tips on team collaboration and file sharing.
- Ask questions and get real-time support.

Don't miss this opportunity to receive hands-on training for the new platform that we will be using for virtual staff meetings!

**Please select a date and time and RSVP below.**

Reservations will close once rooms are filled.

**Tuesday, February 11**

**9:00 AM—10:00 AM**

**Farley 002**

**[RSVP Here](#)**

**Tuesday, February 11**

**10:15 AM—11:15 AM**

**Farley 002**

**[RSVP Here](#)**