



Microsoft Teams Free Resource Guide

How to use Microsoft Teams

<https://youtu.be/OxfukizkyCA>

In this step-by-step tutorial for Beginners, learn how to use Microsoft Teams. Teams is a collaboration app with all of your chats, meetings, and files in one place.

In this video, I cover:

- How to get Microsoft Teams
- How to use it
- Learn some awesome tips and tricks



Properly Share Your Screen in a Microsoft Teams Meeting

<https://youtu.be/BZ3JUjtywh0>

Learn how to properly share your screen in a Microsoft Teams meeting.

When you're in a Teams meeting and you need to share your screen, you have the option to share:

- Desktop (anything you see, the audience sees)
- Window (a specific application you have open)
- PowerPoint is for a presentation. It uploads the file directly to SharePoint and allows you to easily go through the slides in Teams directly. However in this view there are PowerPoint features that are not visible for your audience. I discuss these in the video so you can see how to best present your Microsoft PowerPoint slides in Microsoft Teams (You have other options depending on what you need to present).

We also cover common mistakes people make when sharing their screen in Microsoft Teams. Because what you see may not be what others see! Specially if you're sharing a window in a Teams meeting, the audience may not be able to see some of the features and dialogue boxes. This specially applies to sharing Excel files in a Teams meeting.

We'll cover the differences between Sharing Desktop and Sharing Window and how you can change your screen resolution so everything is readable for your audience. We'll also take a look at how to properly present PowerPoint slides in Teams. You don't necessarily need to use the PowerPoint option - specially if you need to annotate your slides or play a video.

You'll experience the Teams screen sharing from both sides: The presenter view AND what the participants see. Sometimes you need to share computer audio. You'll find out how you can easily share audio so everyone can hear the video playing on your side.

How to properly present PowerPoint slides in Microsoft Teams

<https://youtu.be/vFQLank7Gi4>

In this step-by-step tutorial, learn how to best present Microsoft PowerPoint slides in Microsoft Teams.

How to Invite Anyone to Microsoft Teams Meeting

<https://youtu.be/8bF-CSd4HgM>

In this step-by-step tutorial, learn how to invite people inside and outside of your organization to a meeting. Even if the user has a Gmail, Outlook, Yahoo, etc. email address, you can have them join your meeting. I show two different ways of inviting external participants, one using the attendee line in the meeting setup and the other by copying the meeting link and then sharing.