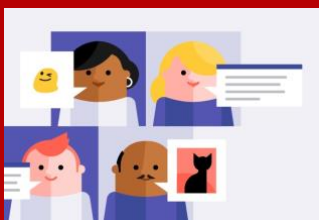


Customer Training Touchpoints



We are delighted to announce that the Microsoft Team is back again with the interactive series of **Teams Tuesday** and **Teams Thursday** sessions which will take place throughout July and August. These Customer Training Touchpoint sessions are open to all Microsoft customers and focus on various topics. They will run for 45 minutes each, with 15 minutes assigned for Q&A towards the end to answer any of your questions.

The following is the schedule of these sessions for July along with the registration links:

Date	Day	Topic	Time	Registration Link
06/07/2021	Tuesday	How to run effective meetings with Microsoft Teams	11:00 AM - 12:00 PM	Register Here
08/07/2021	Thursday	How to run large events using Microsoft Teams Live Events	11:00 AM - 12:00 PM	Register Here
13/07/2021	Tuesday	Work together with Planner and Tasks/To Do within Teams	11:00 AM - 12:00 PM	Register Here
15/07/2021	Thursday	Organise your notes using OneNote	03:30 PM - 04:30 PM	Register Here
20/07/2021	Tuesday	Lists and workflows in Teams	03:30 PM - 04:30 PM	Register Here
22/07/2021	Thursday	Manage and schedule appointments using Microsoft Bookings	11:00 AM - 12:00 PM	Register Here
27/07/2021	Tuesday	How to run effective meetings with Microsoft Teams	11:00 AM - 12:00 PM	Register Here
29/07/2021	Thursday	Connected Employee Experience in a Hybrid World	11:00 AM - 12:00 PM	Register Here

The schedule for August will be released towards the end of July. We hope you can join us! **These sessions will not be recorded and are therefore not available on demand.** However, after each session, we will be sending you some important and useful resources related to the session of the hour.

If you have any questions, please feel free to contact:

Rachana Ekale at raekale@microsoft.com

Thank you