

# Microsoft Teams—Collaboration Solutions



**Wednesday, September 29 • 8:30-10:00 am**

*Learn how to use Teams like a PRO with Microsoft expert Jennifer Buchholz*

Think you know Microsoft Teams? It's possible that you might just be hitting the tip of the iceberg! [Join us on September 29](#) to learn more about this powerful tool. In this session, you'll learn how the file sharing, collaboration, and tools like Planner, Forms, and other integrations make Teams the most streamlined form of connection and collaboration.

### Key Takeaways You'll Gain from This Session:

- Confidence in using Teams for group communication
- Distinguish when to use a Team or a Channel
- Familiarity with Teams' various collaboration tools
- Microsoft Teams Quick Reference Guide



**Jennifer Buchholz** is the owner of Excel & Flourish, a Milwaukee-based company that helps organizations and teams improve productivity and reduce frustration with Microsoft products through fun technical skills training.

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