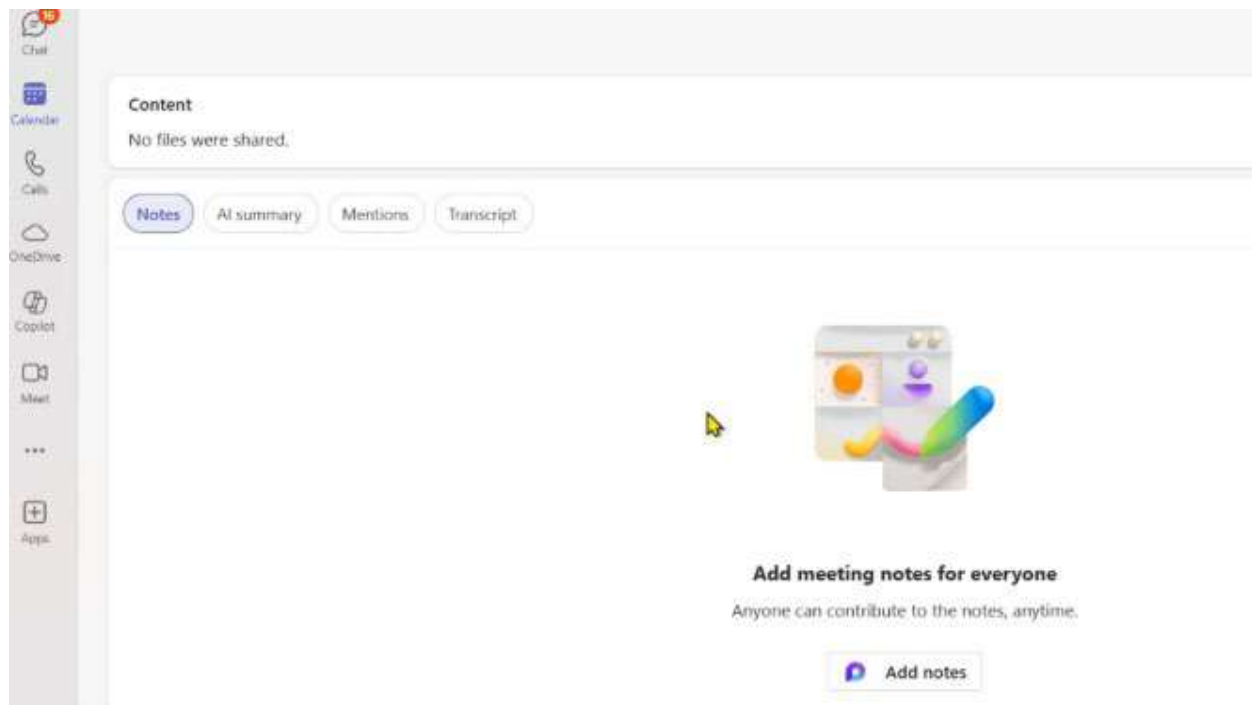


Microsoft Teams Upskilling: Cool New Features You Should Be Using

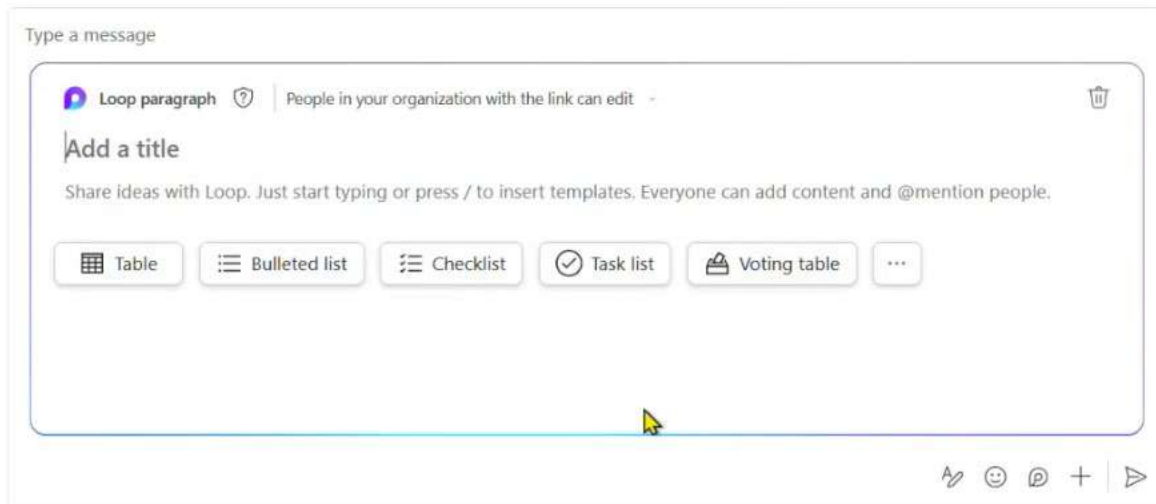
New Meeting App

- Centralized recap of all your meetings
- Easy access to recordings and transcripts
- **Tip:** Pin the Meeting App



Loop Components

- Make brainstorming more interactive and productive
- Your team can edit and contribute together in one spot
- **Tip:** Copy a Loop component and paste it into an email



Tips & Tricks for Teams Chats

- Use section breaks to organize your conversations
- Group chats based on topics
- **Tip:** Customize your chat experience to separate chats or channels, or keep them together!

Copilot

- Save time and use Copilot to summarize meeting notes, transcripts or long conversations
- Prompt Copilot to turn your bullet points into a Teams chat message
- **Tip:** Ask Copilot to make your messages clearer or to proofread for you

Video Clips

- Replace unnecessary meetings with quick video clips in your Teams chats
- Customize your video clips by choosing the background or effects
- **Tip:** You can write a script that is only visible to you

[Catch the webinar replay here.](#)

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We offer several [Upskilling](#) options, available for both [public](#) and [private](#) training.

Familiar with Teams but just getting started? Start with our [Microsoft 365 New Features Upskilling: Teams Level 1 \(Basic\)](#)

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