# Surface Hub End User



# [Date] [Time]

[Location] [Speakers]

### **Description**

This Microsoft Surface Hub End User course is a 3-hour course focusing on providing the skills and knowledge necessary to experience teamwork without boundaries whether using Surface Hub in meetings, presentations, or brainstorming sessions. End-users will learn how to reserve Surface Hub for a meeting and enable teamwork everywhere, how to connect a personal device for presenting content, and how to use the variety of included and featured apps to accomplish fluid team collaboration in exciting new ways.

### **Objectives**

In this 3-hour course, you will learn how to become more productive and collaborative within your work environment utilizing Microsoft Surface Hub. The training will not only teach you how to confidently utilize Microsoft Surface Hub in your day-to-day activities, it will also show you how to collaborate more effectively with your teammates, both internally and externally. The first 2 hours are spent learning new ways to work using Surface Hub every day. Then you'll learn how to apply those features to business and collaboration workflows in your industry.

You will also learn about the key features of Surface Hub including:

- **Teamwork without boundaries** Enable teamwork anywhere on an advanced platform for remote team meetings and fluid team collaboration
- Ink A responsive and natural inking experience that feels as fluid as pen on paper
- Touch Advanced touch capabilities and precision allows intuitive interaction
- Microsoft Teams A platform for true team collaboration, messaging, meetings, and files
- Microsoft Office This includes Word, Excel, and PowerPoint, and OneDrive for storage
- Microsoft Whiteboard Shared infinite canvas brainstorming sessions available on any device

### **Prerequisites**

There are no prerequisites for this course.

### **Who Should Attend**

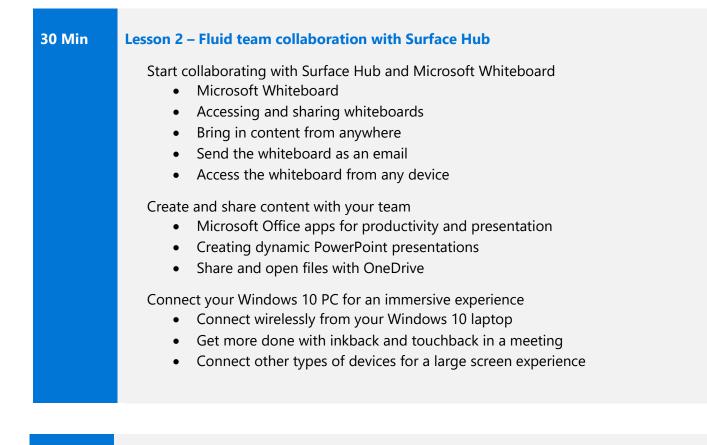
This 3-hour course is intended for enterprise end users who attend or lead group meetings in person or remotely within the organization as well as those who ideate, using the large screen experience, to become more collaborative and engaged with their team.

# Agenda

5 Min	Introductions and Expectations
30 Min	Lesson 1 – Teamwork without boundaries
	What is Surface Hub?
	How does Surface Hub enable teamwork without boundaries?
	Introduction to Microsoft Teams
	Welcome to the welcome screen
	<ul> <li>Start screen navigation and apps</li> </ul>
	<ul> <li>Task view to switch and close apps</li> </ul>
	Tips to learn and review the basics
	Take a tour to explore Surface Hub
	Schedule and join a meeting to get the full experience

Interact with Surface Hub

- Pen and touch input drive meetings
- Connect your device to bring in content
- Sign in to access meetings and files



### **10 Min 10-minute break – Get hands on with Surface Hub**

# 30 MinLesson 3 – Advanced platform for remote team meetingsGet started using Teams meetingsMicrosoft Teams on desktop, mobile, and webSchedule a Teams meeting using Microsoft TeamsStart or join a meeting on Surface HubInvite participants to a meetingManage your Teams meetingShare and collaborate live on content in a meetingEngage with remote participants using videoGet more out of meetings with Surface HubEnd or rejoin meetings and sessions

**15 Min Questions and answers** 

### 60 Min Workflow Workshop – A mobility story using Surface Hub and Microsoft Teams

Common scenarios that you can start using today

- Real-world, industry-based solutions to common workflow pain points
- Challenging yourself and your team to leverage technology
- Building confidence with adoption best practices

## Speaker

### Name

Title Contact info

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