

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
- Start screen navigation and apps
- Task view to switch and close apps
- 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

30 Min

Lesson 2 – Fluid team collaboration with Surface Hub

Start collaborating with Surface Hub and Microsoft Whiteboard

- Microsoft Whiteboard
- Accessing and sharing whiteboards
- Bring in content from anywhere
- Send the whiteboard as an email
- Access the whiteboard from any device

Create and share content with your team

- Microsoft Office apps for productivity and presentation
- Creating dynamic PowerPoint presentations
- Share and open files with OneDrive

Connect your Windows 10 PC for an immersive experience

- Connect wirelessly from your Windows 10 laptop
- Get more done with inkback and touchback in a meeting
- Connect other types of devices for a large screen experience

10 Min

10-minute break – Get hands on with Surface Hub

30 Min

Lesson 3 – Advanced platform for remote team meetings

Get started using Teams meetings

- Microsoft Teams on desktop, mobile, and web
- Schedule a Teams meeting using Microsoft Teams
- Start or join a meeting on Surface Hub
- Invite participants to a meeting

Manage your Teams meeting

- Share and collaborate live on content in a meeting
- Engage with remote participants using video
- Get more out of meetings with Surface Hub
- End 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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