

Coffee Chat Nuggets May 18, 2022

Theme: TEAMS How to best utilize the features. Part II

Creating a QR code to link to a website, email or registration:

QR code monkey-website will walk you through process, qrcode-monkey.com

If you save as PNG or JPEG then you can place it as a photo (Kacee Burke, Jen Panasiti)

Out of office message;

sometimes it will carry over from Outlook but not always, so you need to place out of office on both places

Outlook Calendar connecting with TEAMS calendar (Cheryl Vonada):

Pull up calendar from left tree on TEAMS page, ellipsis dots will show apps you can use in TEAMS.

You get email reminders from task app in TEAMS. You can also get to apps from left tree list.

Office Goal Setting, AWA, proposals: Dee Abrashoff is go to person for help and answers

When working in AWA training mode make sure that Training mode appears on your home page before starting your practice. Sometimes it takes a couple of attempts to get into training mode.

Goggle Forms tutorial: (Jen Shutt)

[Docs.google.com](https://docs.google.com) website to use. in apps listing ellipsis square in upper right.

- Find FORMS it will walk you thru process to create a form for registration for events
- All areas of form can be edited (header, questions)
- Add collaborators so that those individuals can edit the form in your absence
- Very similar to Microsoft office forms process that is part of Office 365 suite of applications