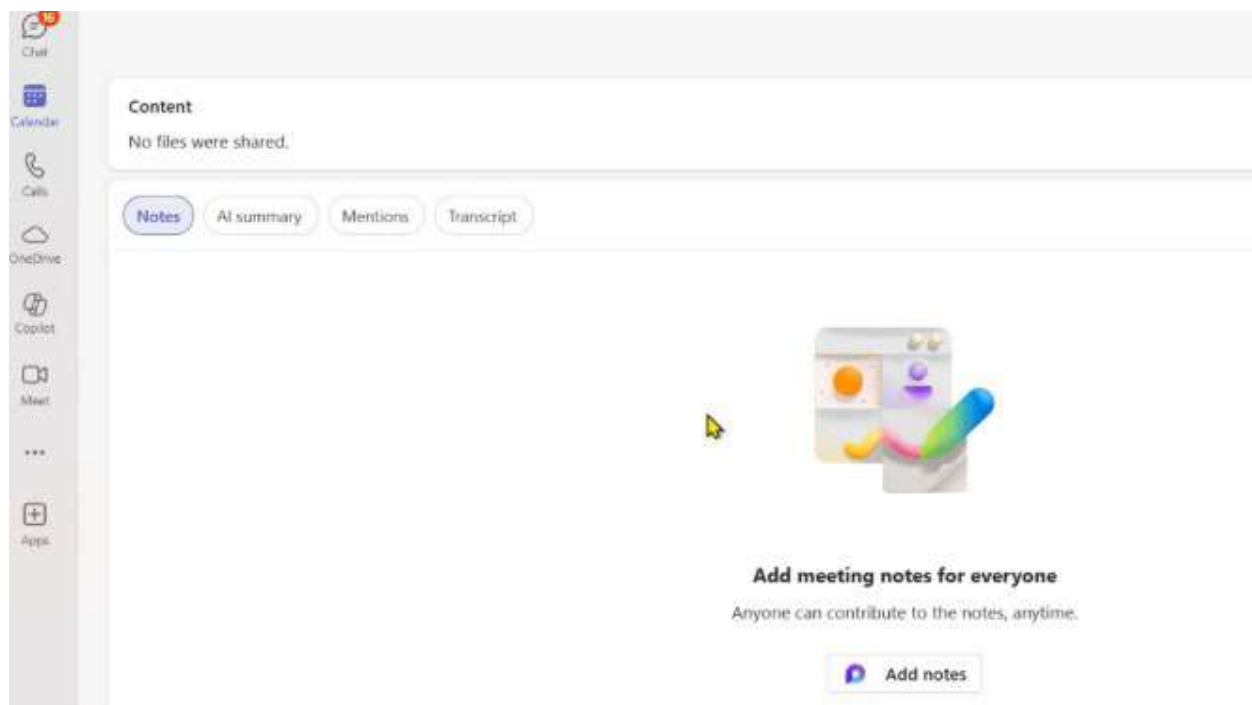# Microsoft Teams Upskilling: Cool New Features You Should Be Using
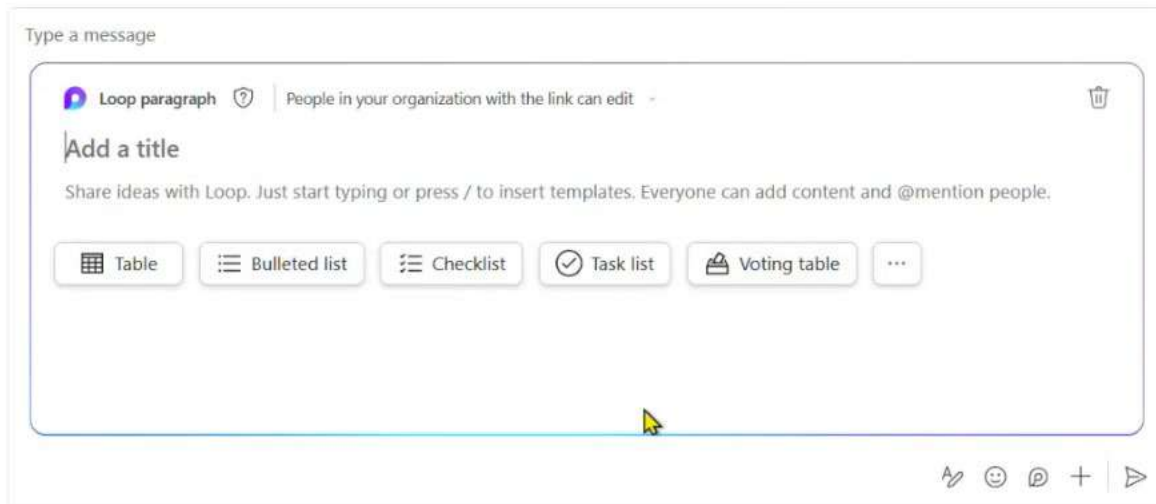
New Meeting App

- 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

Head Office - 133 Brookhouse Drive, Newcastle, ON L1B 1N9 | **Training Centre** - 130 Albert Street, Suite 902, Ottawa, ON K1P 5G4

1   Webinar January 2026

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.

Ready for the next step? Our Microsoft 365 New Features Upskilling workshops serve as your annual check-in to stay up-to-date with Microsoft 365's newly released features.

Head Office - 133 Brookhouse Drive, Newcastle, ON L1B 1N9 | **Training Centre** - 130 Albert Street, Suite 902, Ottawa, ON K1P 5G4

2   Webinar January 2026

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)

Are you already an experienced Teams user? Register for the Microsoft 365 New Features Upskilling: Teams Level 2 (Advanced)

Looking to update your Excel knowledge? We offer Microsoft 365 New Features Upskilling: Excel

Curious about what's new with Word, PowerPoint or Outlook? This one is for you - Microsoft 365 New Features Upskilling: Word, PowerPoint, and Outlook

Head Office - 133 Brookhouse Drive, Newcastle, ON L1B 1N9 | **Training Centre** - 130 Albert Street, Suite 902, Ottawa, ON K1P 5G4

3

Webinar January 2026