

# Microsoft Teams

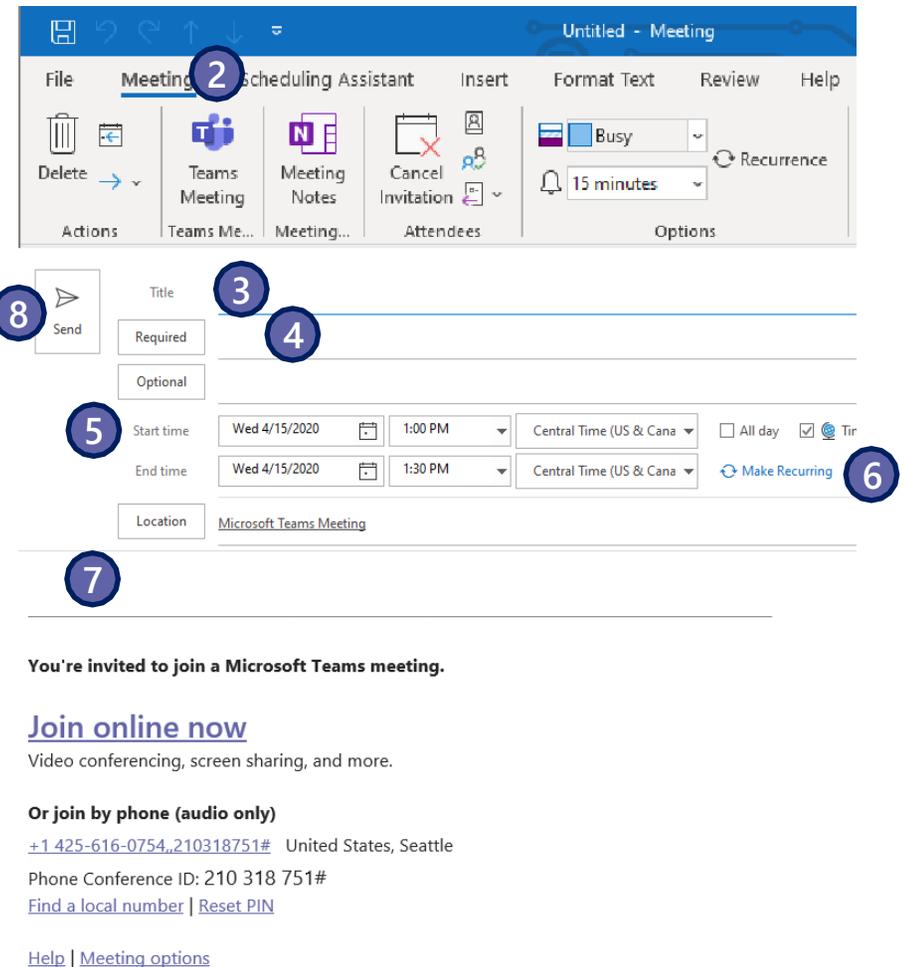
## Quick Start Guide to join and create a Teams Meeting

how to create and join a Teams meeting.

# Create a meeting invite in Outlook

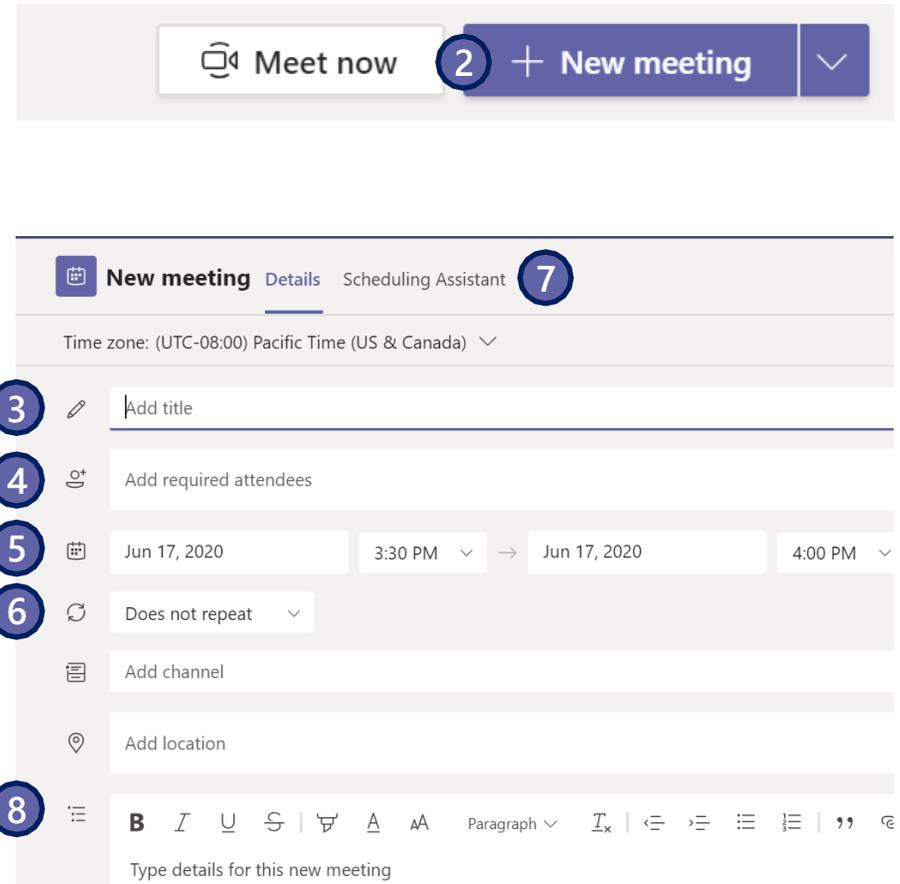
1. Open your **Outlook Calendar\***, click the **Home** tab, and then click the **Teams Meeting** icon (screenshot on the right).
2. Select the **Teams** icon. When you do so, a **Join a Microsoft Teams Meeting** link is created in the body of the invite. If you have an auto conferencing license, a phone number and conference ID will be included.
3. Create a **Title** for your meeting invite.
4. In the **Required** box, enter the email addresses for the people you want to invite to the meeting.
5. Select a **start and end time** for the meeting.
6. If you need the meeting to be recurring, please select the **Make Recurring** icon.
7. Add content to the body of the invite to inform participants of the purpose of the meeting.
8. Double check your information and then click the **Send** button.

\*Your calendar in Teams is connected to your Exchange calendar. In other words, when you schedule a meeting in Outlook, it will show up in your Teams calendar, and vice versa.



# Create a meeting invite in Teams

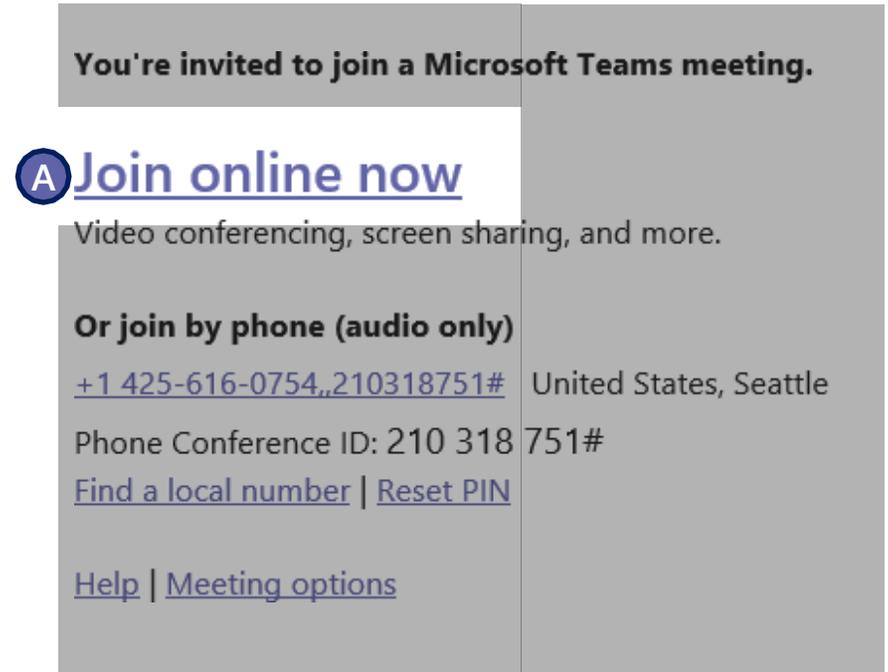
1. Open the Teams client, select the **Calendar**  icon located on the left side of the navigational side bar.
2. Select the **New Meeting** button located in the top right corner of the screen.
3. Create a **Title** for your meeting invite.
4. In the **Required Attendees** box, enter the email addresses for the people you want to invite to the meeting.
5. Select a **start and end time** for the meeting.
6. If you need the meeting to be recurring, select the **Does Not Repeat** drop down box and a recurring selection(s) drop down box will appear.
7. For internal attendee(s), select the **Scheduling Assistant** tab (top left) to see if the attendee(s) are available at the time you are proposing.
8. Add content to the body of the invite to inform participants on the purpose of the meeting.
9. Double check your information and then click the **Save\*** button.



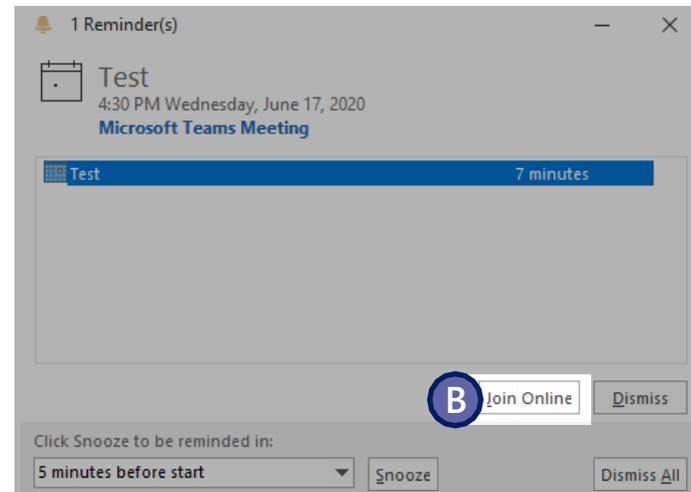
\*When you select the **Save** icon the Microsoft Teams Meeting link info is automatically created and sent out in the invite.

# Joining a Teams meeting from Outlook

- A** Option A:  
Click **Join Online Now** link in the meeting request.\*



- B** Option B:  
In the meeting reminder click **Join Online**.

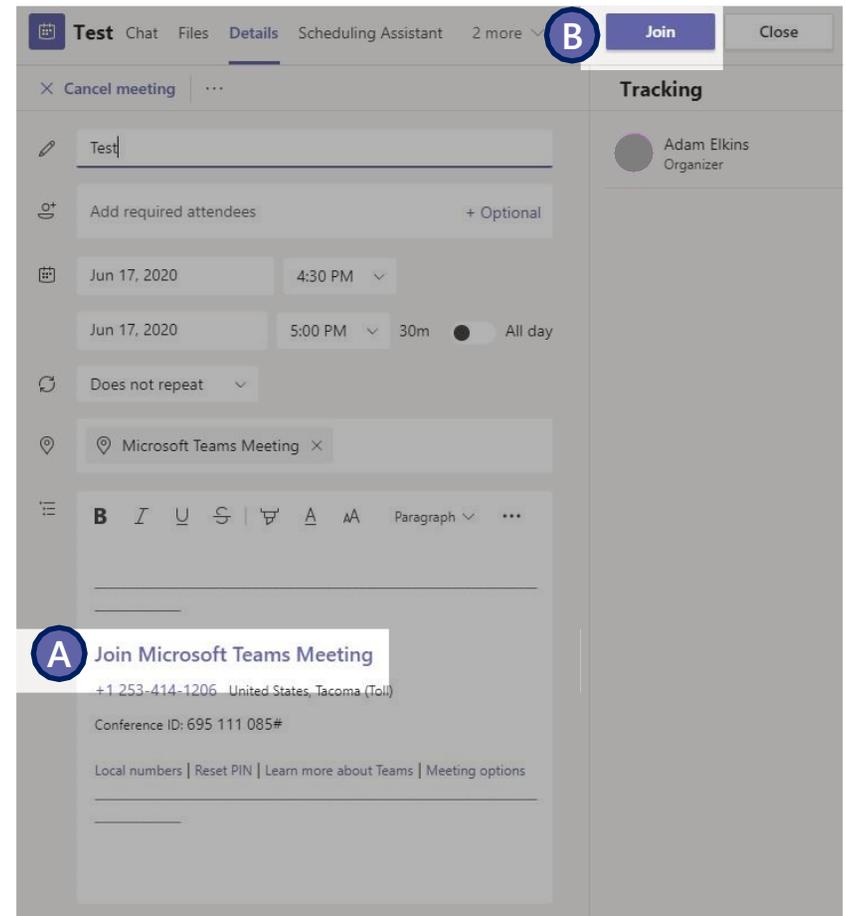


\*If a conference number appears in the invite, you should only be leveraging the number and ID if you are unable to access the Teams app or Teams through the web.

# Joining a Teams meeting from Teams

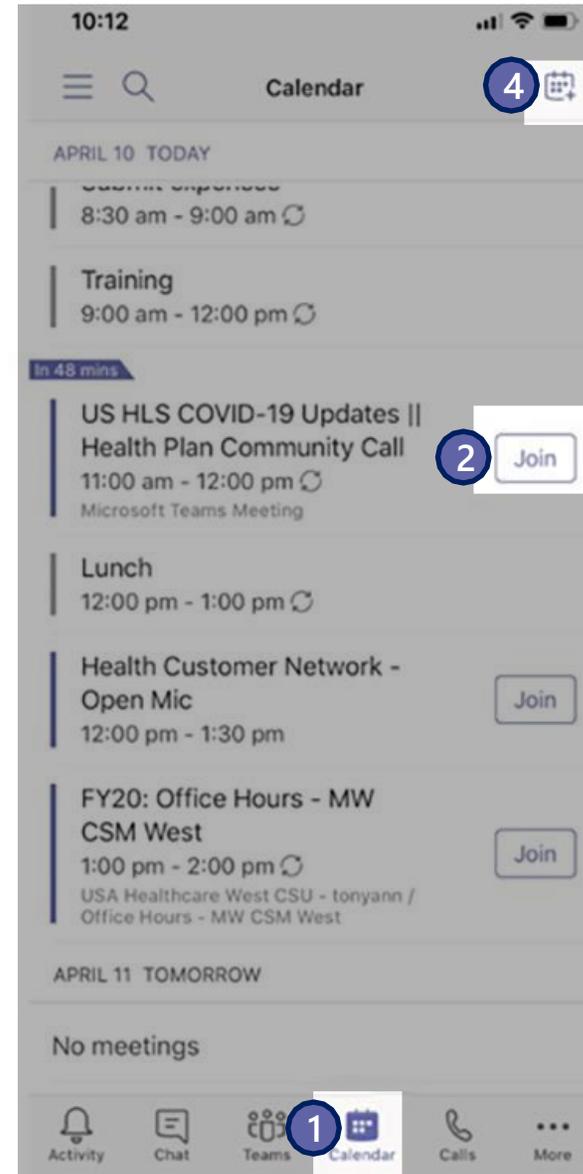
Open the **Teams** client, select the Calendar  icon located on the left side in the navigational side bar. Select the meeting invite in the calendar. You have two options to join the meeting:

- A** Option A:  
Select the **Join Microsoft Teams Meeting** link in the meeting invite.
  
- B** Option B:  
Select the **Join** button located on the top right side of the screen.



# Joining and creating a Teams meeting from the mobile app

- 1 Open the **Teams** app and select the **Calendar**  icon located at the bottom of the screen.
- 2 Next you will see your meetings listed in your calendar. Find the meeting you want, and then select the **Join** button which will connect you to your meeting.
3. Tap anywhere in the meeting to have the meeting icon bar pop up (ex: mute icon).
- 4 To create a new meeting invite, select the **Calendar**  icon located at the top of the screen.



# Screen prior to joining a Teams meeting

Next you will see the following screen, in which you will have the following selections prior to joining the meeting.

1

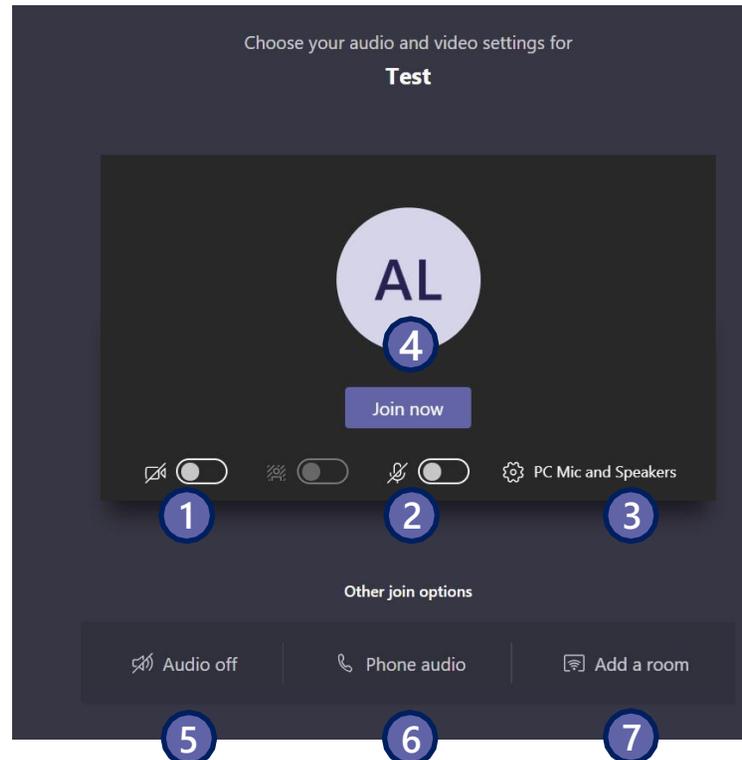
## Camera

If you turn on your camera you may notice the icon below. This is to enable background effects. This will **not** be available if you are using the Teams web client.

2

## Microphone

If 3 or more people have already joined the meeting, you will be joining the meeting on mute. Select the slider to activate your microphone.



3

## Device settings

Select audio device and camera settings to make adjustments to your audio or camera source.

4

## Join now

Join and connect to audio using your computer speaker and microphone or a headset connected to your computer (wired/Bluetooth).

## Other Join Options:

5

## Audio off

Select this option when there's already an active mic and speaker in the same room as you. This will ensure there is no echo.

6

## Phone audio

Join and connect to audio using your desk phone or mobile phone. Video will only be displayed on screen. This includes:

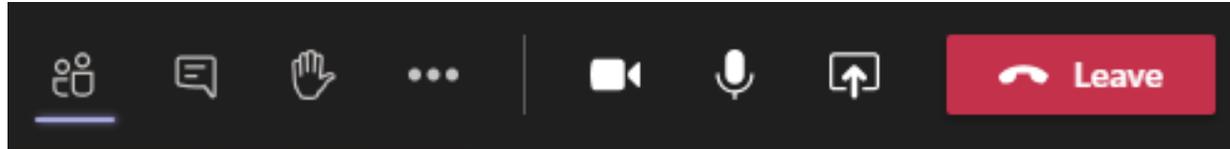
- "Call me" option
- Information to dial in manually

7

## Add a room

Join and connect audio to a conference room. Your device will connect without audio to prevent echoing.

# Options available in meeting



 Turn camera on/off	 Show meeting chat
 Mute/unmute sound	 Show participants
 Share screen: options include desktop, window, specific application	 Hang up/leave meeting
 More actions	 Raise your hand

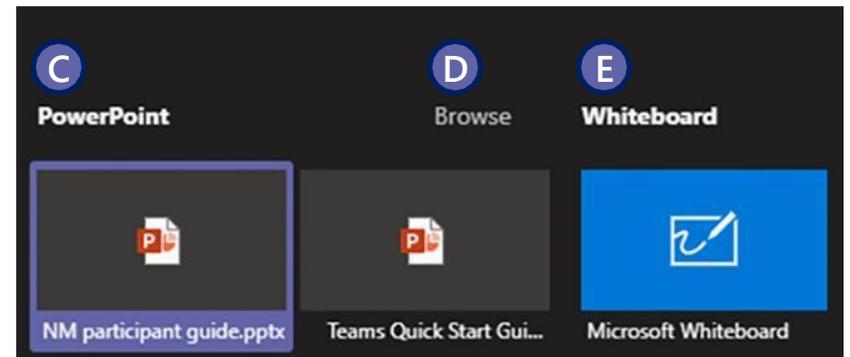
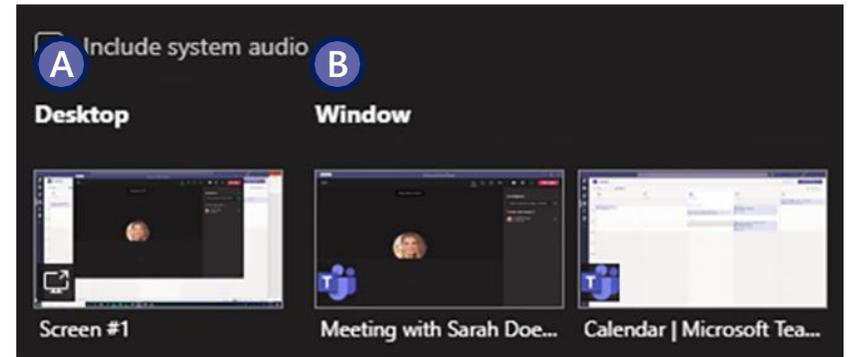
For more details on Share Screen and More Actions, refer to the next slides.

# Share Screen icon

1. Select the **Share Screen** icon 
2. Select what you want to share:
  - A Desktop** lets you show everything on your screen.
  - B Window** lets you show a specific app.
  - C PowerPoint\*** lets you show a presentation.
  - D Browse** lets you find the file you want to show.
  - E Whiteboard** allows you draw/write on the screen.
3. After you select what you want to show, a purple border surrounds what you're sharing. Double click the item selected to start sharing.

Note that the **Include System Audio** box is unchecked by default. Check if you want to play a video or audio clip as part of a presentation.

\*When sharing directly from PowerPoint, Word, etc. the audience may scroll through the pages independently of the presenter (without impacting the presentation). If you don't want people to be able to independently navigate through the PowerPoint file you are sharing, select  (it's next to **Stop presenting**) to prevent it.



# More Actions icon

- 1 **Device Settings:** Select audio device and camera settings. Set restrictions to allow parties to move through shared presentations on their own.
- 2 **Show Meeting Notes:** Notes you take are shared with others and are accessible before, during and after the meeting.
- 3 **Meeting Details:** Join meeting link info/ dial info.
- 4 **Call Me:** Transfer call to another device.
- 5 **Apply Background Effects:** Apply blur background or apply a custom background so participants in the meeting are not distracted by what's going on behind you when your camera is turned on.
- 6 **Turn On Live Captions:** Live captions can make your meeting more inclusive to participants who are deaf or hard of hearing, people with different levels of language proficiency, and participants in a loud place.
- 7 **Start Recording:** When you record a meeting, a banner will appear, letting attendees know that the recording has begun. You can access the recording after the meeting ends in the meeting chat or in Stream.
- 8 **Keypad:** Dial out from the Teams meeting using the Teams Audio Conferencing Services.
- 9 **Turn Off Incoming Video:** Help the quality of the audio on incoming video by turning off video.

