

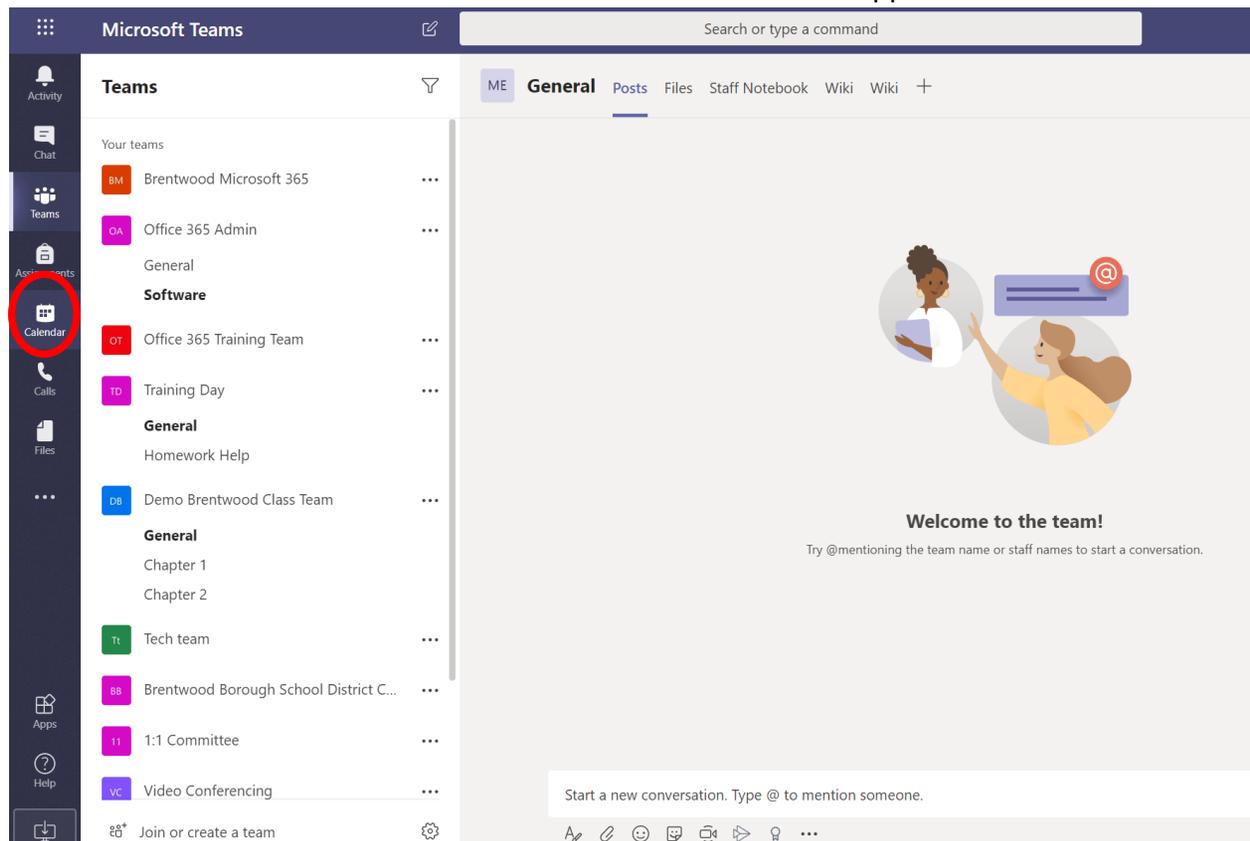
Meetings in Teams: Login to Teams by going to <https://office.com> and choose Teams from the Dashboard.

There are three different meeting experiences within Microsoft Teams: private, channel, and meet now.

Private Meetings: The first type of meeting that we discuss is the most traditional in that it resembles an Outlook meeting, which is widely used. Team members that have been invited can only attend private meetings. They can be between two individuals, or many people. Meetings can be scheduled directly through the Microsoft Teams app or through Outlook using an add-in.

Scheduling Private Meetings

1. Click the calendar icon located on the left in the Microsoft Teams app.



2. Click the +New Meeting Button in the upper right corner. Click the Schedule Meeting button.

The screenshot displays the Microsoft Teams calendar interface. At the top, a status bar indicates "Your status is set to do not disturb. You'll only get notifications for urgent messages and from your priority contacts. [Change settings.](#)". Below this, the "Calendar" header is visible, along with a "Meet now" button and a dropdown menu containing "+ New meeting" and "Schedule meeting". The "+ New meeting" and "Schedule meeting" buttons are circled in red. The calendar grid shows the dates from Monday, March 23, to Friday, March 27, 2020. The time slots range from 11 AM to 4 PM. Several events are visible: a "Canceled: Brentwood-IT-Huddle-On-Site" event on Monday, March 23, from 11 AM to 12 PM; a "Canceled: Brentwood-IT-Huddle-Zoom Conference Bridge: tel://14" event on Wednesday, March 25, from 12 PM to 1 PM; and a "PIMs Q&A" event on Thursday, March 26, from 12 PM to 1 PM. The left sidebar contains navigation icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Help.

3. Fill out the title, start date and time, and end date and time, at a minimum.

The screenshot shows the Microsoft Teams 'New meeting' dialog box. The interface is in a dark theme. At the top, there is a search bar with the text 'Search or type a command' and a user profile picture for 'brentwoodpgh.k12.pa...'. Below the search bar, the status bar indicates 'Your status is set to do not disturb. You'll only get notifications for urgent messages and from your priority contacts. Change settings.' The main content area is titled 'New meeting' with sub-tabs for 'Details' and 'Scheduling Assistant'. There are 'Save' and 'Close' buttons in the top right. The 'Time zone' is set to '(UTC-05:00) Eastern Time (US & Canada)'. The 'Add title' field is empty. The 'Add required attendees' field is empty with a '+ Optional' link. The date and time are set to 'Mar 25, 2020' at '12:30 PM', with an end time of 'Mar 25, 2020' at '1:00 PM' and a duration of '30m'. The 'All day' toggle is off. The 'Does not repeat' dropdown is selected. The 'Add channel' and 'Add location' fields are empty. At the bottom, there is a rich text editor with a toolbar and a text area containing the placeholder 'Type details for this new meeting'.

4. In the Invite people field, select at least one person. Begin typing their name in the field, and then select them from the drop-down menu.
5. Once the fields are complete, Click SEND. The Attendees should receive an email. They will need to RSVP to the invite and then click on the Join Microsoft Teams Meeting link found in the email.

Channel Meetings

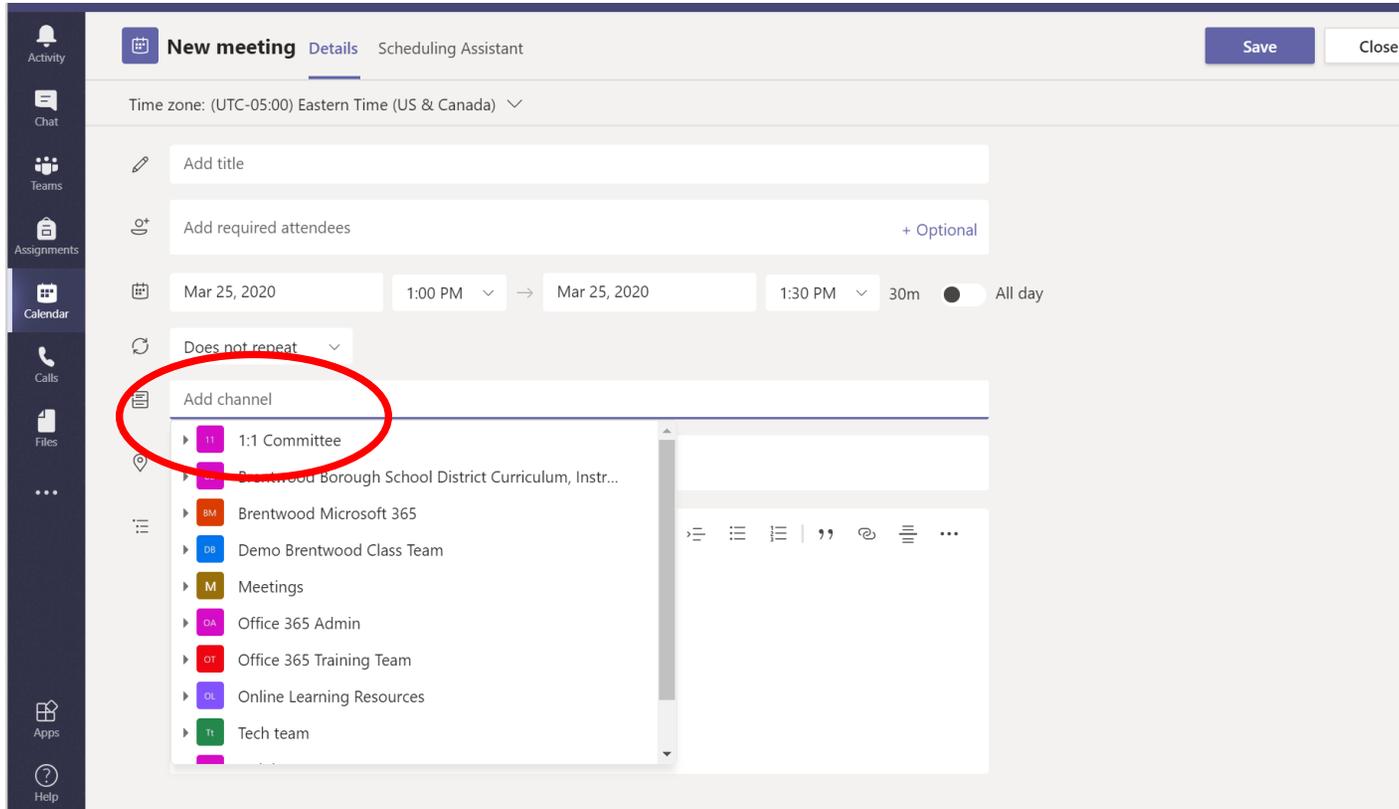
Channel meetings are scheduled meetings that occur in a team's channel, based on the topic. Channel meetings offer many benefits. One benefit is that they make it possible to quickly invite everyone from a team to a meeting. Another benefit is that information about the meeting is saved in the channel as an organizational asset.

Scheduling Channel Meetings Channel meetings can only be scheduled through the Microsoft Teams app All team members receive an email notification when a channel meeting is scheduled. Note: After a meeting completes, the total time of the meeting, the meeting attendees, and the chat are saved in the channel automatically.

To schedule a channel meeting

1. Click the calendar icon located on the left in the Microsoft Teams app. (See Above Instructions)
2. Click the Schedule a meeting button. (See Above Instructions)
3. Fill out the title, start date and time, and end date and time, at a minimum. (See Above Instructions)

4. Pick a channel from the Select a channel to meet in drop-down menu.



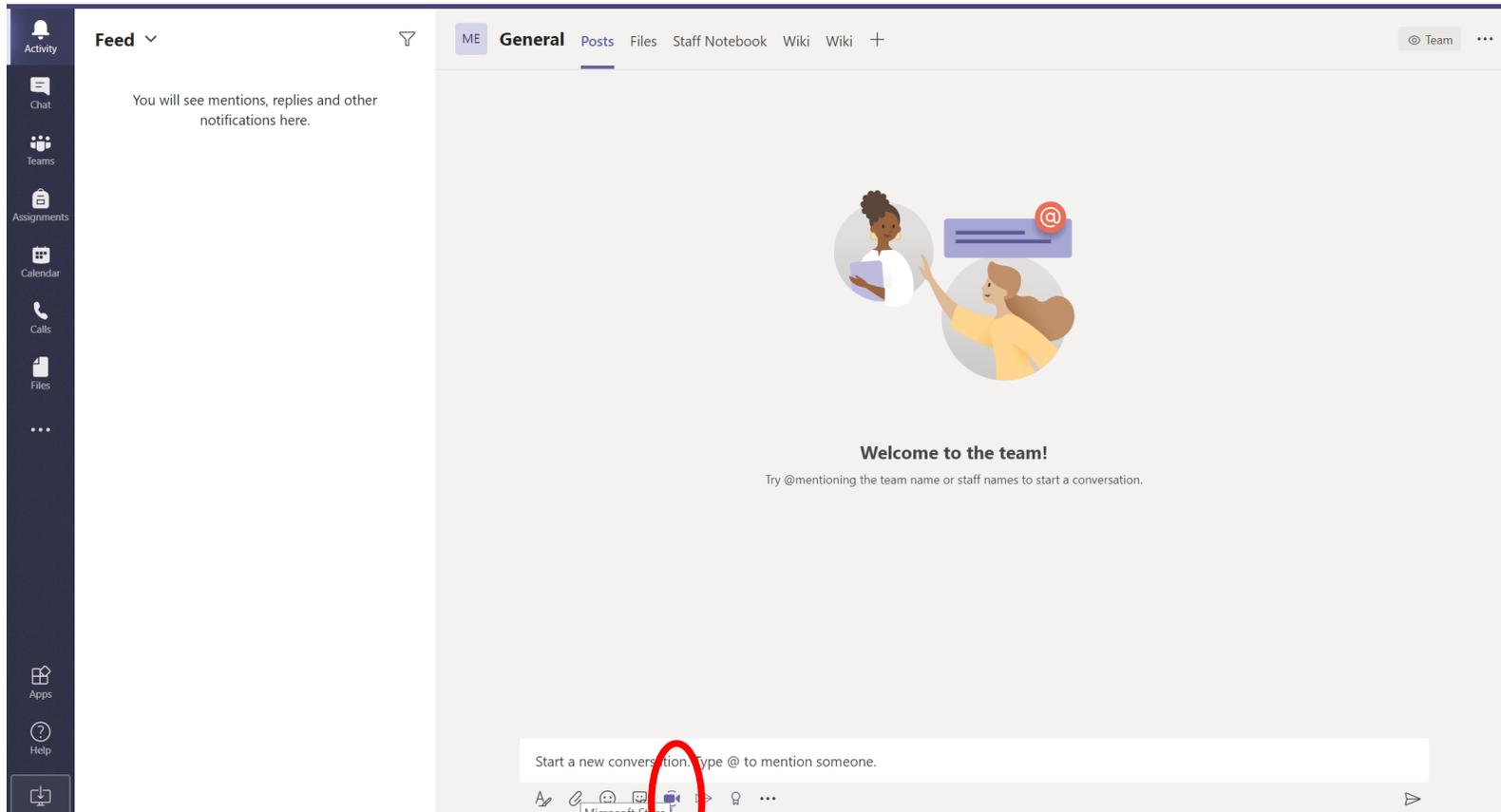
5. Once the fields are complete, Click SEND. The Attendees should receive an email. They will need to RSVP to the invite and then click on the Join Microsoft Teams Meeting link found in the email.

Meet Now Meetings

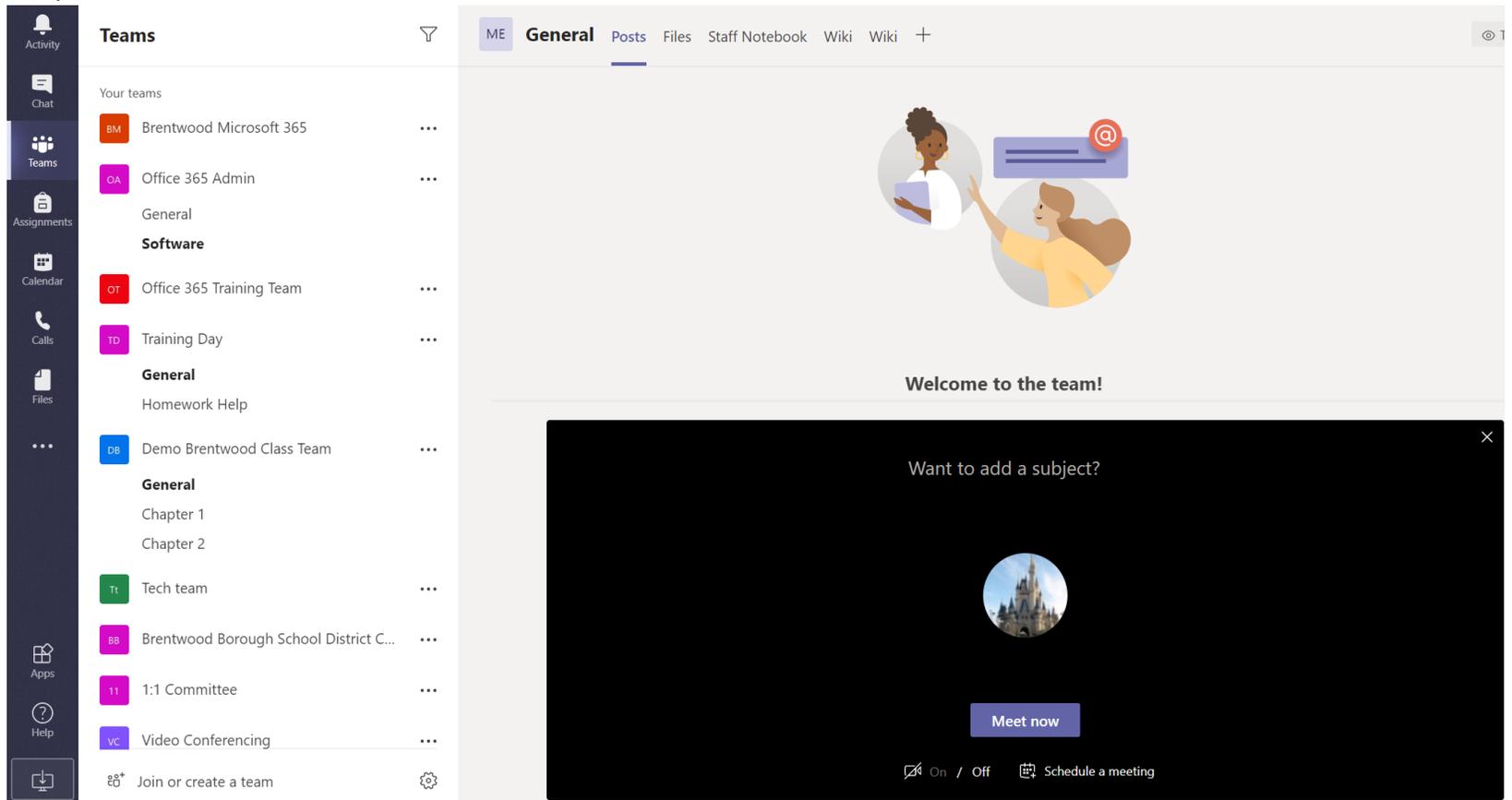
Meet Now meetings allow spontaneous meetings with all team members. Meet Now meetings are a great way to quickly share a message or bring a team together in an urgent situation.

To start a Meet Now Meeting

1. Click the camera icon located below the text box in the conversations tab of the channel that you want to hold the meeting in.



2. Enter a subject and click the Meet Now button. There is also an ON/OFF Button for the camera if you don't want to have your live picture on there.

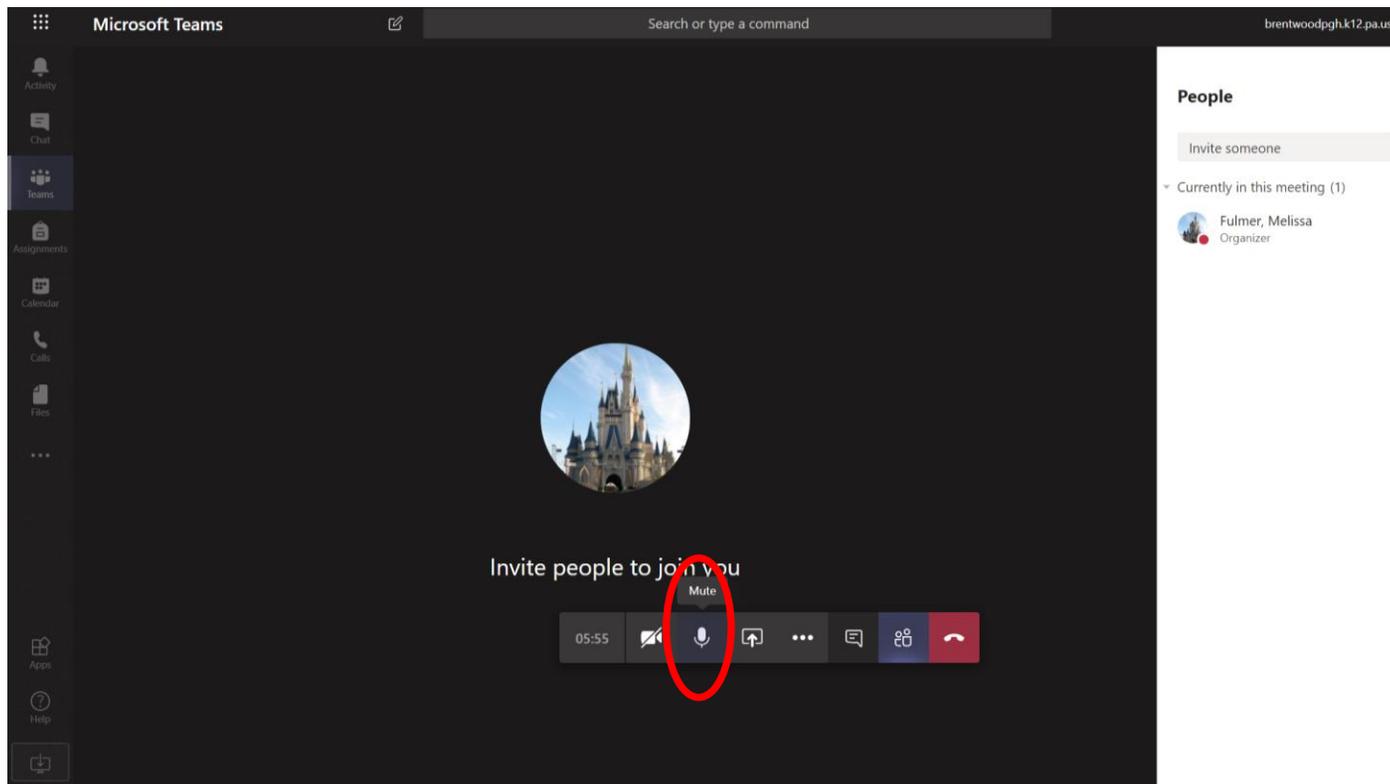


Muting a Mic in a Meeting

When a participant has their mic open, and there is background noise, it can be very distracting for everyone in the meeting. It is best practice to keep the mic muted unless you are speaking. If you are speaking and no one is responding to you, check your mic because you may have forgotten to unmute yourself!

To Mute the Mic

1. Move the mouse to the middle area of the meeting screen.
2. Click the microphone icon. To unmute, follow the same instructions. The microphone icon has a slash going through it when muted.

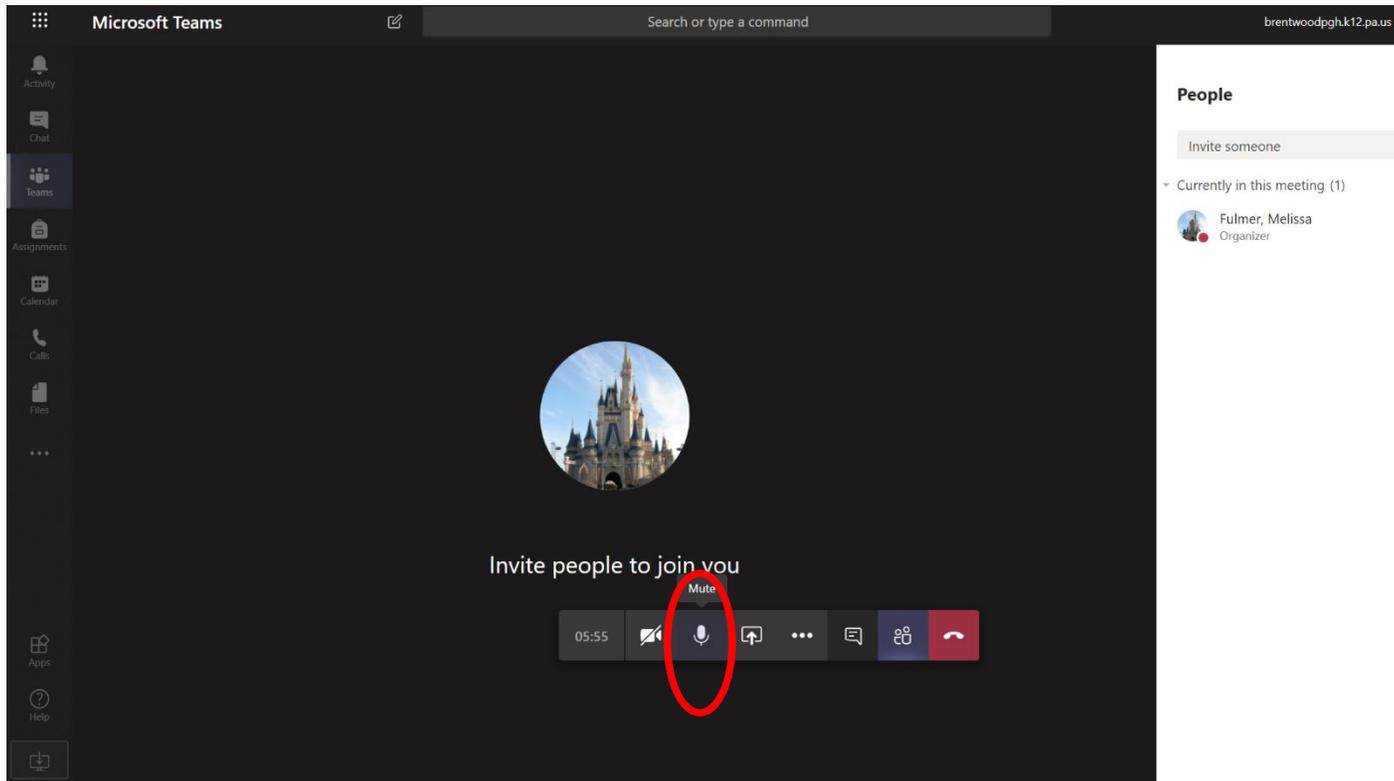


Disabling Video

Communicating with other meeting participants is best with video. When people can see your expressions along with hearing you speak, they are the most likely to understand your message. For the times that you do not want others to see you, such as when you aren't in a professional meeting location or you are multitasking, video can easily be disabled.

To Disable the Video

1. Move your mouse to the middle area of the meeting screen.
2. Click the video camera icon. To turn the video back on, follow the same instructions. If you have a profile picture, it will show when you talk (instead of video).

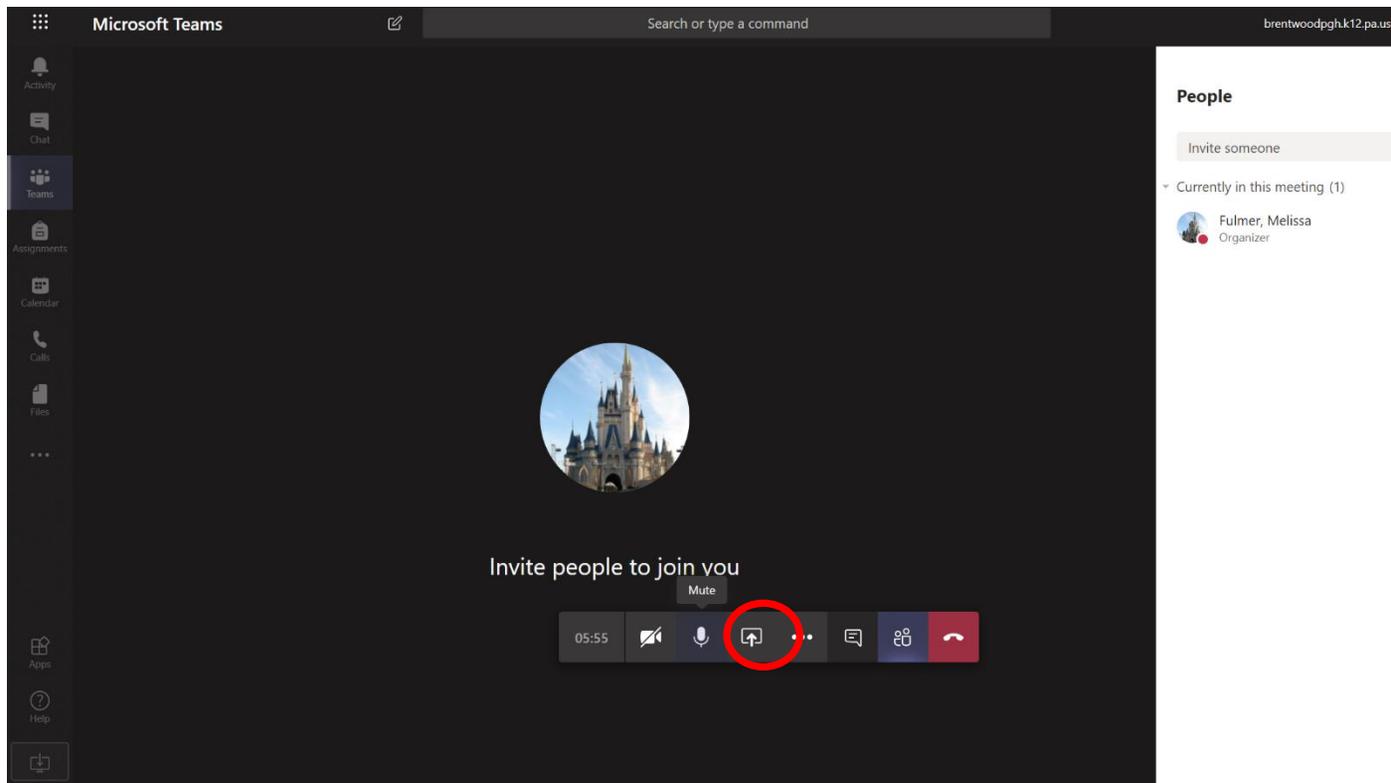


Screen Sharing Screen sharing

This is an extremely valuable feature. Common uses of screen sharing are to show presentation slides or to walk participants through some process or work tool. All participants can share their screen except unauthenticated guests not using the Microsoft Teams app.

To Screen Share

1. Move your mouse to the middle area of the meeting screen.
2. Click the computer screen icon.
3. Choose whether you want to share your desktop or an app. Click the screen or app of choice. To end screen sharing, click the computer screen icon again.



Hanging Up a Meeting

To Hang Up a Meeting

1. Move your mouse to the middle area of the meeting screen.
2. 2. Click the **red phone icon**.

