

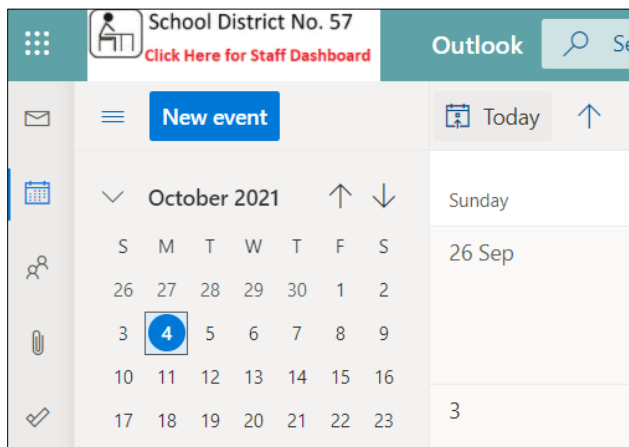
Microsoft 365: Teams Meetings

Note: Breakout rooms and sharing sound from presentations are only available on the desktop version of Teams, not the web version. Download Teams apps [here](#). Microsoft tutorial on how to use breakout rooms [here](#).

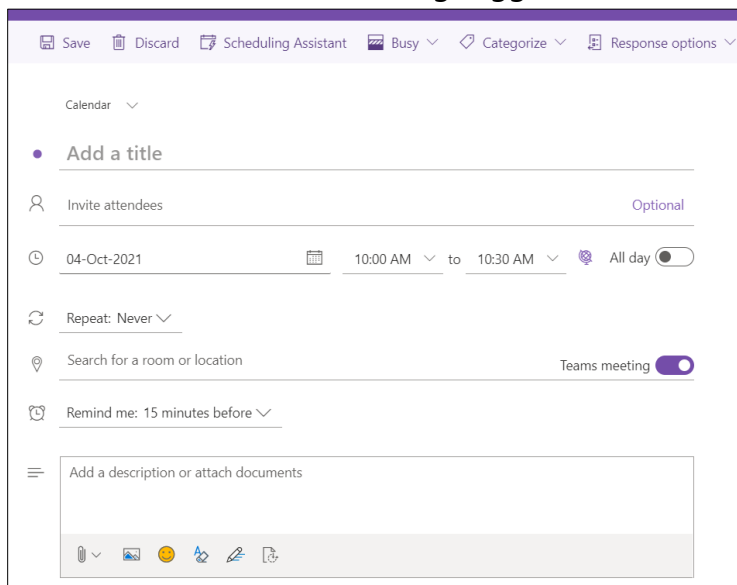


Outlook: How to Set Up a Teams Meeting in Calendar

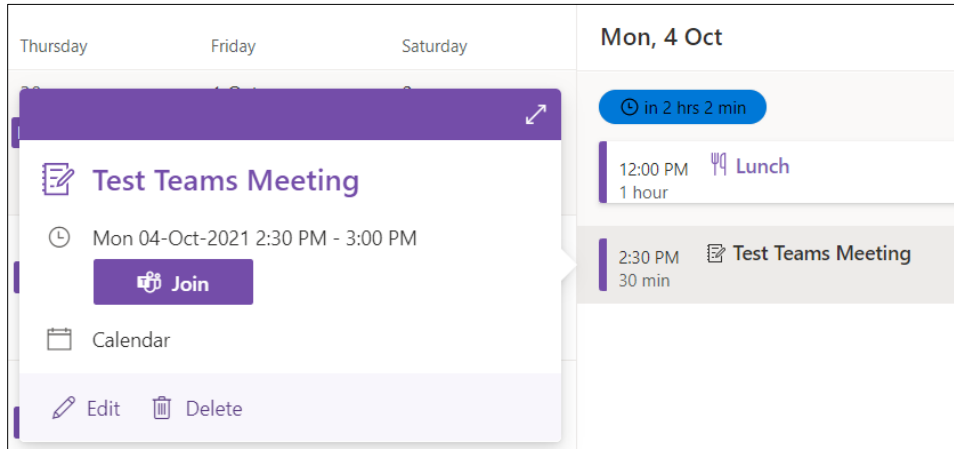
1. Sign in to Office 365.
2. Open Outlook.
3. Select Outlook Calendar (top left, just below email)
4. Click **New event**.



5. Select the Teams meeting toggle so it is turned on.

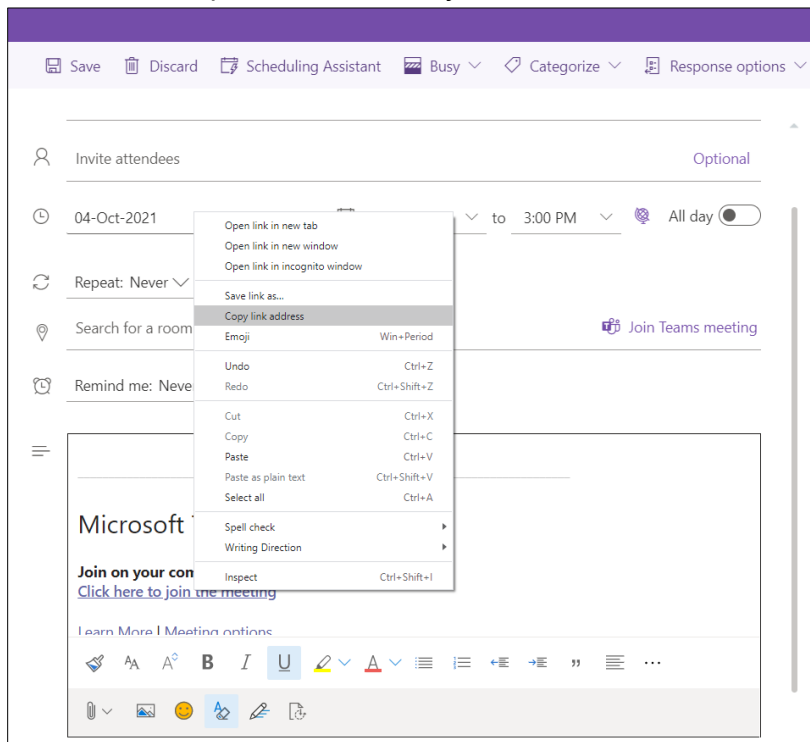


6. Fill in the meeting details: title, attendees (optional), date, duration, details box (optional).
7. Click **Save**. This will create the Teams Meeting link inside of the event.
8. Find the event on your calendar. It should have a Join button on it.



Note: when you are ready to start the meeting, clicking **Join** is how you get in. You can join a meeting at any time after it is created.

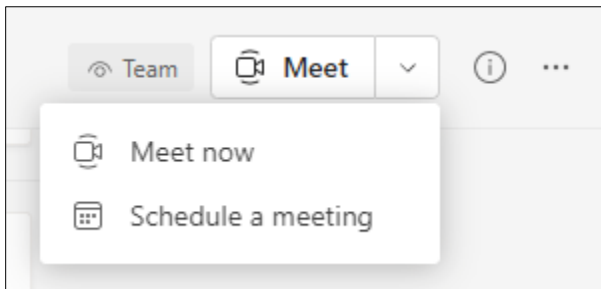
9. If you need to invite more people to this meeting or link it on PD Reg: Click **Edit** on the event.
10. Click **More options**.
11. Copy the Teams Meeting link by right-clicking it and selecting **Copy link address**. You can paste this link anywhere.



Note: this Teams Meeting link can be posted on PD Reg, or emailed to anyone, even people outside of our district. Microsoft tutorial on how to join a Teams meeting without a Teams account [here](#).

Teams: How to Set Up a Meeting for Your Team Specifically

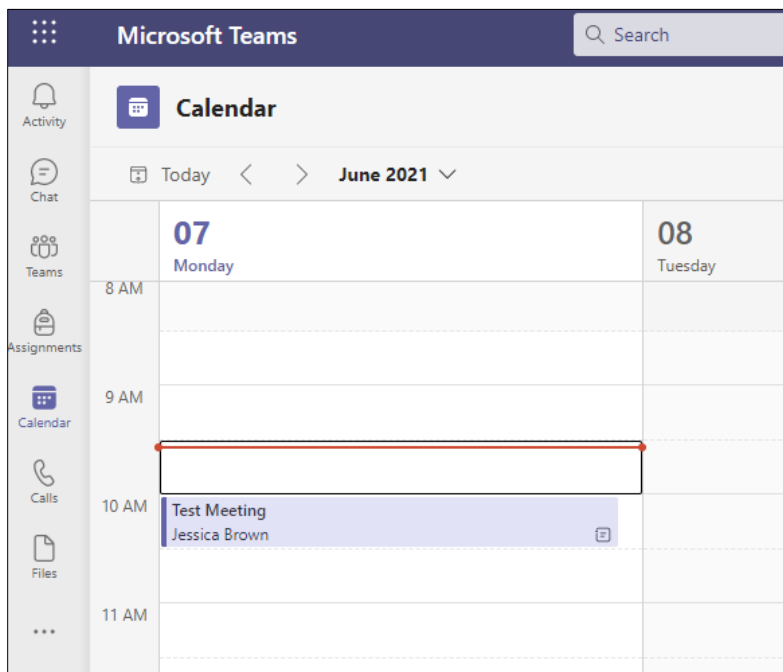
1. Sign in to Office 365.
2. Open the Team where the meeting will take place.
3. Click the dropdown arrow beside **Meet** (top right).



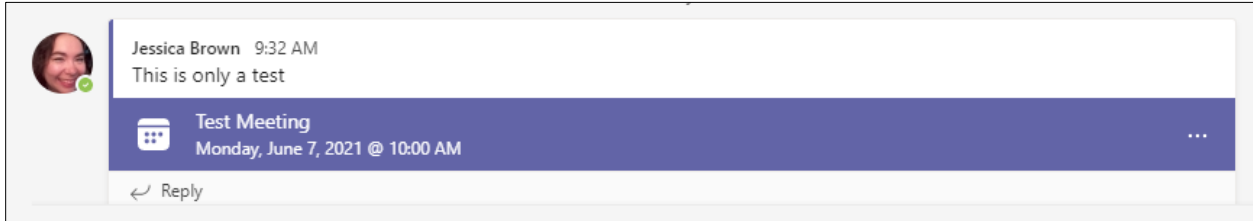
4. Click **Schedule a meeting**.
5. Fill in the meeting details: title, attendees, date, duration, details box.

Note: Attendees will receive a notification of the meeting and be able to add it to their individual calendars.

6. Click **Send** (top right).
7. This will automatically open your Calendar in Teams (which is connected to your individual calendar in Outlook).



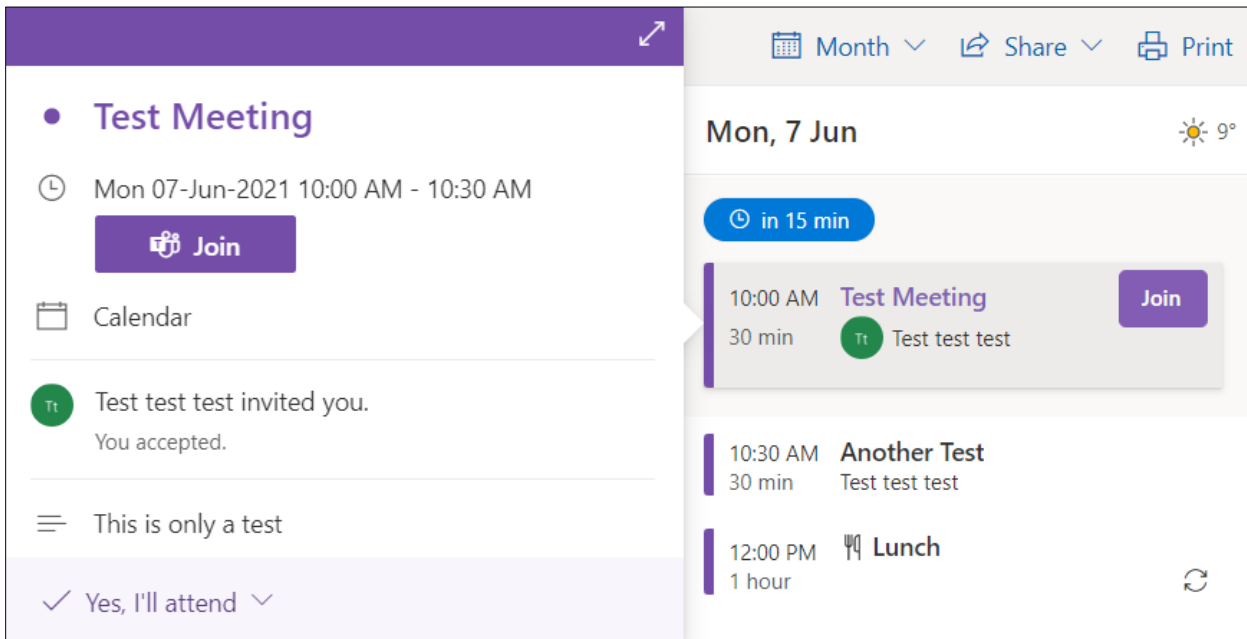
- Open the Team again and you can see an automatic post for your meeting in the General posts feed. Anything you entered in the meeting details box will be in the body of the post. If the meeting details box is left blank, the post will automatically say 'Scheduled a meeting'.



- Click on the meeting title to view the details, make any changes, or cancel the meeting.

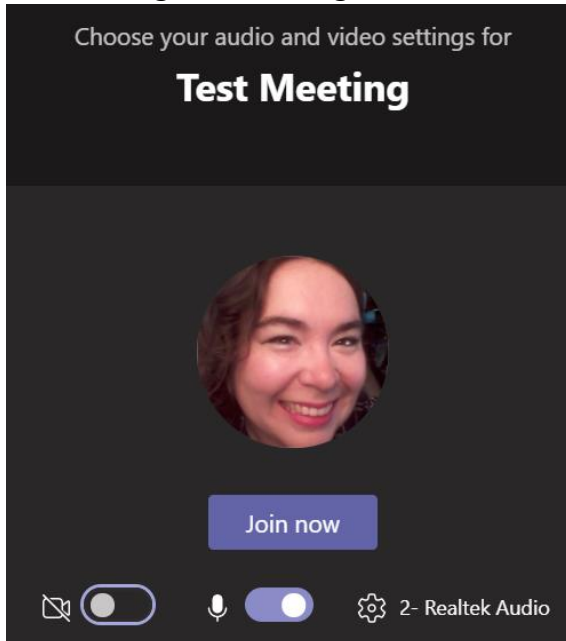
Note: Anyone in the Team can join the meeting by clicking on it in this automatic post, then clicking **Join** (top right).

Attendees or organizers can also join the meeting from their calendars by opening the meeting and clicking **Join**.

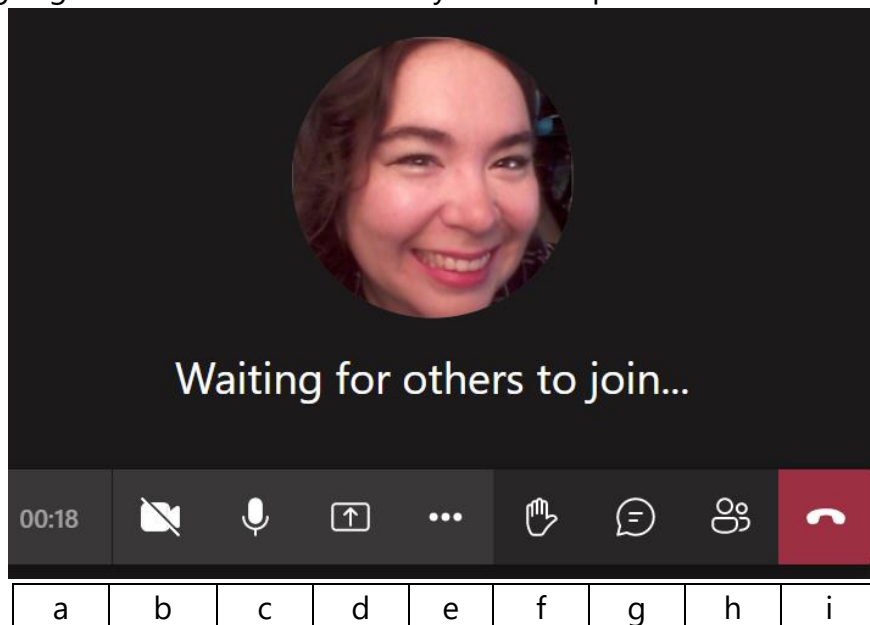


Teams: Meeting Options

1. After clicking Join for a meeting, you will get a chance to check your settings before entering the meeting.

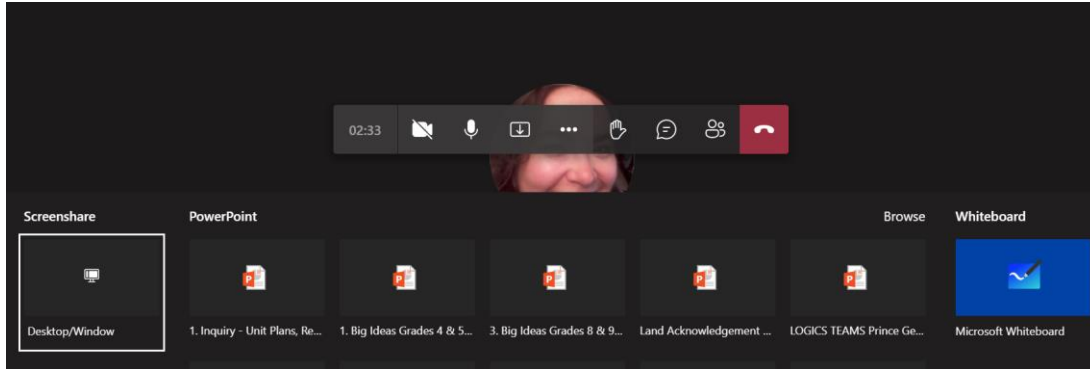


2. When you are ready, click **Join now**.
3. You will see a variety of options inside the meeting. Below is an example of the view a meeting organizer sees. Attendees may see less options.

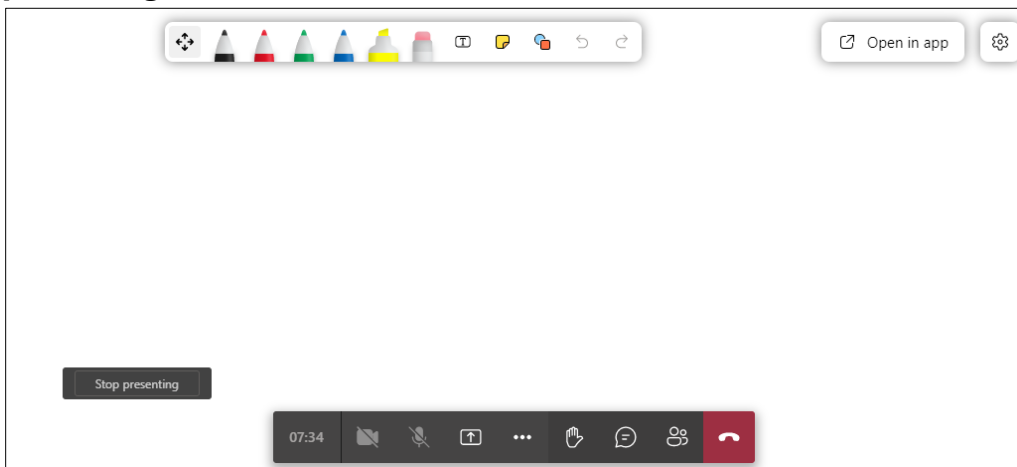


4. Let's go through the options one by one.
 - a. duration of the meeting so far (18 seconds in the screenshot above)

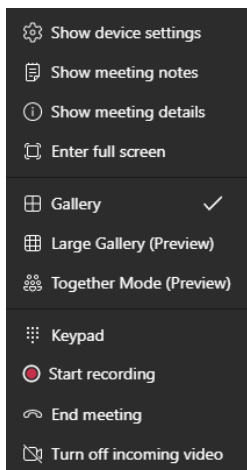
- b. camera icon: click to turn it on and off (it is off in the screenshot above)
- c. microphone icon: click to turn it off and on (it is on in the screenshot above)
- d. share tray: share your screen, a PowerPoint (click **Browse** if you don't see the one you want, to search your computer and OneDrive), or Whiteboard.



Whiteboard is a space to draw with your mouse as well as add text boxes or shapes. In the settings (gear icon), you can allow others to collaborate as well. Click **Stop presenting** to exit Whiteboard.

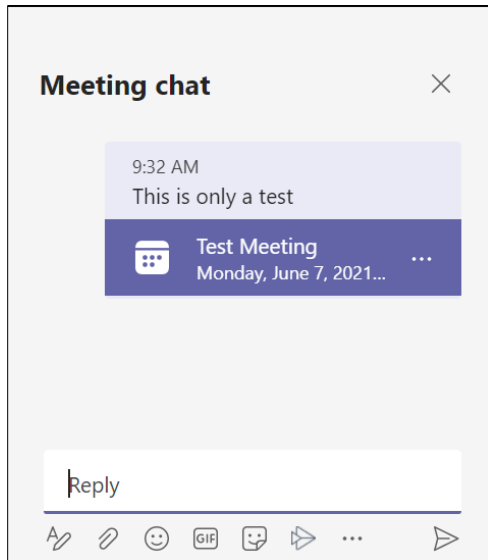


- e. three dots: more options

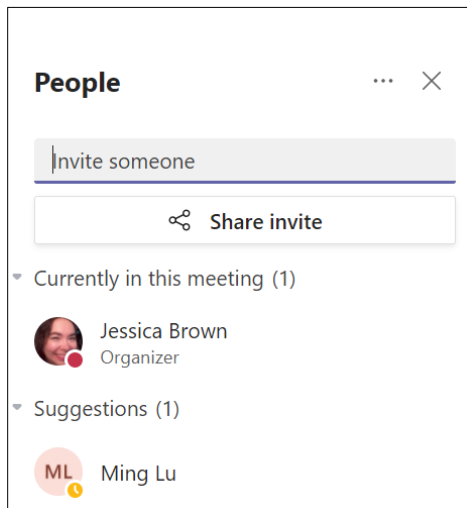


- f. hand: click to raise your hand to alert the organizer

g. word bubble: text chat



- h. people icons: show participants. You can invite more attendees from here as well. In the screenshot below, Ming is a suggestion because he is a member of the Team. If you hover over his name, three dots will appear. Click those for the option to **Ask to join**.



- i. red phone: end the meeting (also under more options). Click here to leave the meeting if you are simply an attendee.

Note: Breakout rooms and sharing sound from presentations are only available on the desktop version of Teams, not the web version. Download Teams apps [here](#). Microsoft tutorial on how to use breakout rooms [here](#).

For more step-by-step guides for Office 365, please go to: <https://www.sd57curriculumhub.com/office-365>