Microsoft Teams: Meetings in Teams

WHAT ARE MICROSOFT TEAMS MEETINGS?

Teams Meetings is an online platform that allows users to host and schedule live web-meetings. Microsoft Teams is part of Office 365 offered to all active faculty and staff by WCU. Attendees can collaborate through live audio, video, and screen & file sharing. Meeting hosts can schedule instant meetings with Team members or schedule future meetings by sending *Join* links to any attendee outside of the Team.

JOIN A MEETING

- All you need is the link. Watch this 1 min video on how to Join a Teams Meeting.
- To join from the web: Tap the Team Meeting link and choose either to Download the app or Join on the web instead. Type in your name and choose your audio and video settings. Tap *Join Now*. Depending on the settings, you may enter a lobby or get in right away.
- To join from the app: You can join from your Teams calendar, channel, or from the chat.

SCHEDULE A MEETING

- To schedule from the chat: Select 📅 to Schedule a Meeting (found below the chat box).
- To schedule from the calendar: Go to the Teams Calendar on the left menu and select New Meeting in the top right corner.
- To schedule from within your Team: Select 🎥 Meet ⌄ in the top right. From the dropdown choose either *Meet Now* with Team members or *Schedule a Meeting*.
- To start an instant meeting: Select *Meet Now*
- To invite people from outside your organization: Select *Schedule a Meeting* and enter their email address.

MEETING TOOLS

- The tool bar will differ depending on the device you are using or if you are using the app or the web version. Generally, you will see the following controls:
- ⬆ Share your screen: Select the desktop, a window, a PowerPoint, or a whiteboard.
- 💬 Open the chat: You can add emojis, insert files, or type a message to the group.
- 👥 Show participants: You can also invite others from here and get a copy of the Join link.
- 🎤 Turn your microphone on/off.
- 📹 Turn your video on/off.
- ⋯ Additional tools are found here: Gallery Mode, Background effects, Start Recording.

ADVANCED RESOURCES

Check out this link: it has absolutely everything you would ever want to know about Teams Meetings
How to join a Meeting in Microsoft Teams [Video]
How to schedule a Meeting in Microsoft Teams [Video]