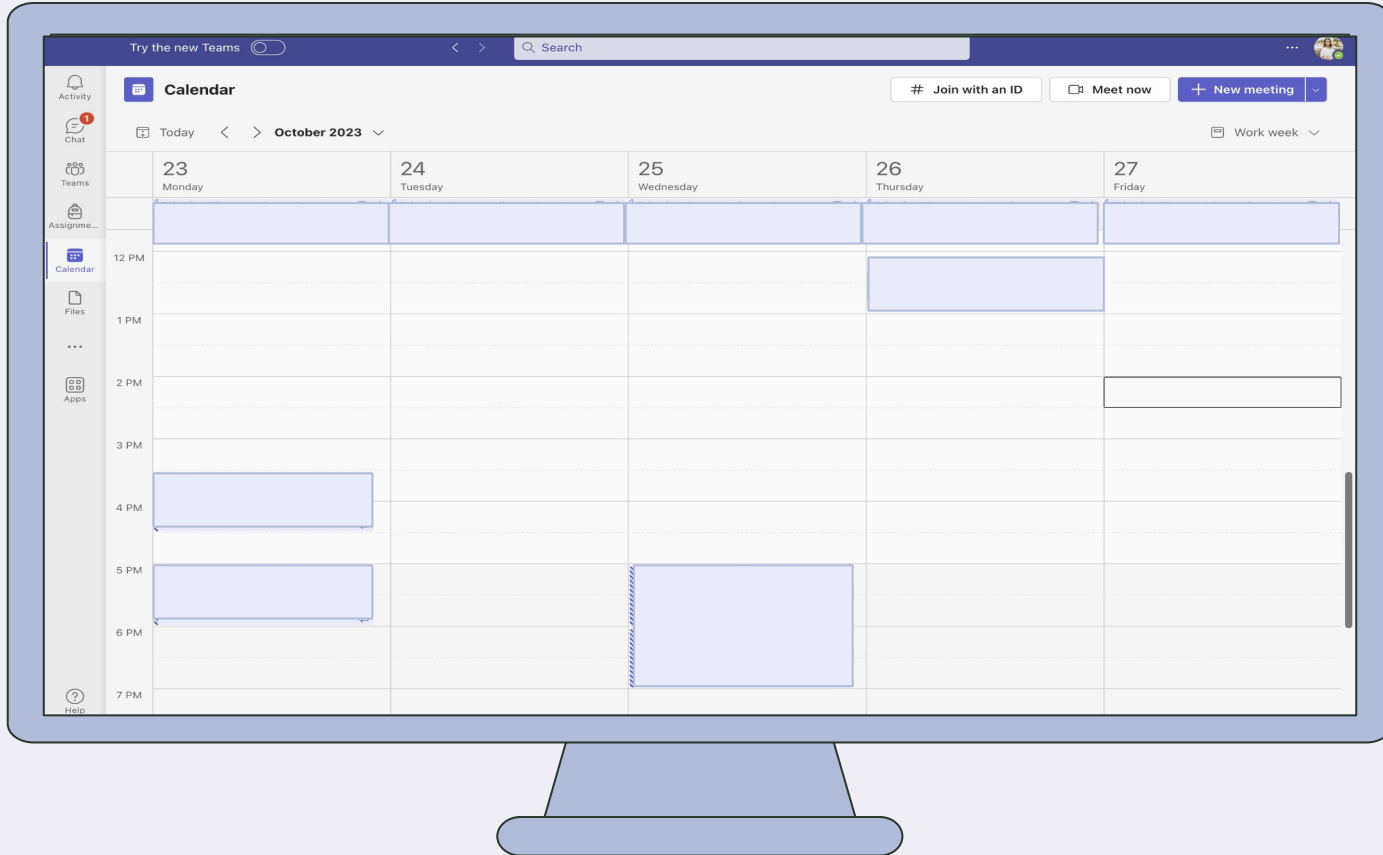




How To: Scheduling the Presentations on Teams

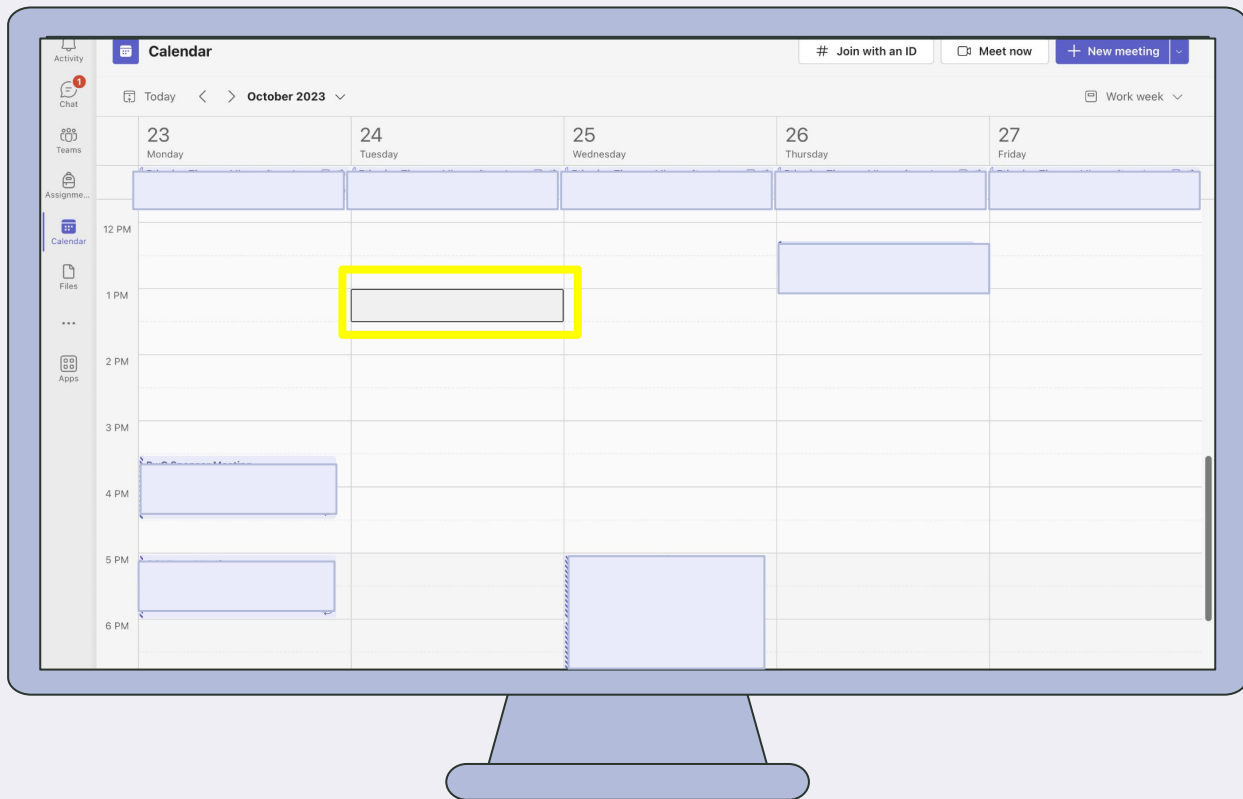
From the Admin TAs

Step 1: Go to the Calendar on Teams



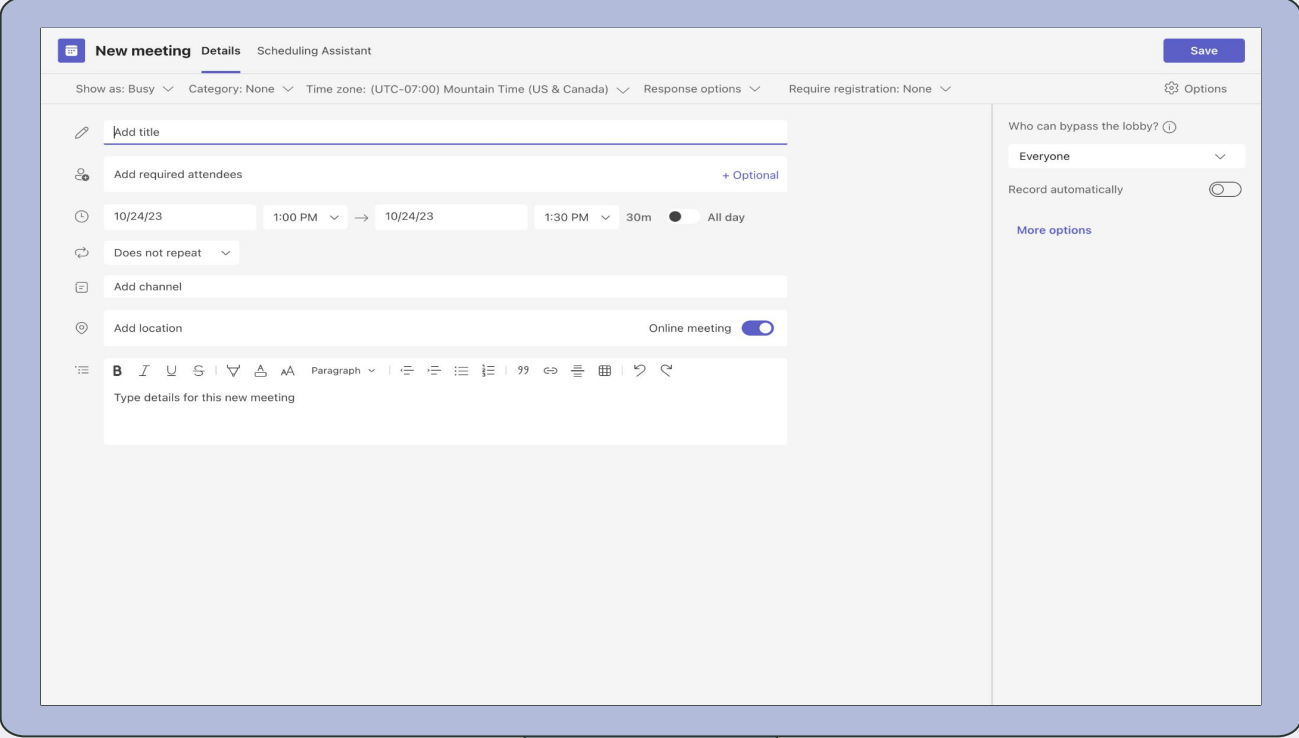
Step 2: Select the Time of Your Presentation

Please note:
the highlighted
box is an
example time.
Schedule
according to
your time.



Step 2 . Part 2

Please note:
After clicking
on the time
for your
Midterm or
Final
Presentation,
this screen
should pop
up.



The screenshot shows a 'New meeting' details screen. At the top, there's a header with a calendar icon, the text 'New meeting Details', and 'Scheduling Assistant'. A 'Save' button is in the top right. Below the header, there are several settings: 'Show as: Busy', 'Category: None', 'Time zone: (UTC-07:00) Mountain Time (US & Canada)', 'Response options', and 'Require registration: None'. An 'Options' gear icon is on the right. The main content area has a text input for 'Add title', a section for 'Add required attendees' with a '+ Optional' link, a date and time selector showing '10/24/23' from '1:00 PM' to '1:30 PM' for '30m' with an 'All day' toggle, a 'Does not repeat' option, an 'Add channel' field, and an 'Add location' field with an 'Online meeting' toggle. A rich text editor is at the bottom with a toolbar and the placeholder text 'Type details for this new meeting'. On the right sidebar, there's a 'Who can bypass the lobby?' dropdown set to 'Everyone', a 'Record automatically' toggle, and a 'More options' link.

New meeting Details Scheduling Assistant Save

Show as: Busy Category: None Time zone: (UTC-07:00) Mountain Time (US & Canada) Response options Require registration: None Options

Add title

Add required attendees + Optional

10/24/23 1:00 PM → 10/24/23 1:30 PM 30m All day

Does not repeat

Add channel

Add location Online meeting

B I U S A Paragraph Paragraph 99

Type details for this new meeting

Who can bypass the lobby? Everyone

Record automatically

More options

Step 3: Fill out Meeting Details

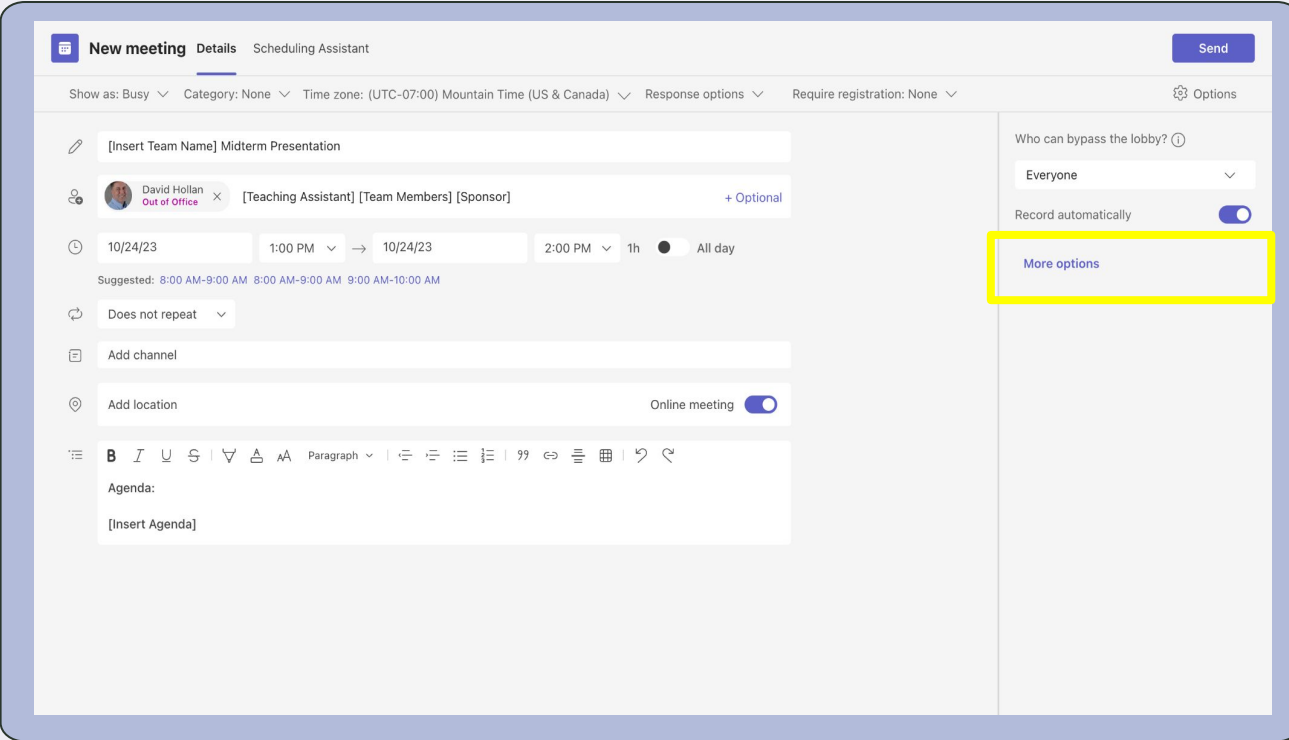
Please note:
Fill in the []
with your
team's
information.
Also, please
click the
record
automatically
button. For
the Final
Presentation,
adjust the
meeting title.

The screenshot displays the Microsoft Teams 'New meeting' interface, specifically the 'Details' tab. The interface is divided into several sections:

- Header:** Includes the 'New meeting' title, 'Details' tab, and 'Scheduling Assistant' sub-tab. A 'Send' button is located in the top right corner.
- Filters:** A row of filters at the top includes 'Show as: Busy', 'Category: None', 'Time zone: (UTC-07:00) Mountain Time (US & Canada)', 'Response options', and 'Require registration: None'. An 'Options' gear icon is on the far right.
- Title:** A text field with a placeholder '[Insert Team Name] Midterm Presentation'.
- Attendees:** A section showing 'David Hollan' (Out of Office) and '[Teaching Assistant] [Team Members] [Sponsor]' with a '+ Optional' link.
- Time and Date:** Fields for '10/24/23', '1:00 PM', '10/24/23', '2:00 PM', '1h', and 'All day'. Below these are suggested time slots: '8:00 AM-9:00 AM', '8:00 AM-9:00 AM', and '9:00 AM-10:00 AM'.
- Repetition:** A dropdown menu set to 'Does not repeat'.
- Channel:** A text field labeled 'Add channel'.
- Location:** A text field labeled 'Add location' and a toggle switch for 'Online meeting' which is currently turned on.
- Rich Text Editor:** A toolbar with various formatting options (bold, italic, underline, link, unlink, text color, background color, paragraph, bulleted list, numbered list, link, unlink, insert, table, insert video, insert image) and a text area with the placeholder 'Agenda: [Insert Agenda]'.
- Right Sidebar:** Contains settings for 'Who can bypass the lobby?' (set to 'Everyone'), 'Record automatically' (a toggle switch that is turned on), and a 'More options' link.

Step 3 . Part 2

Please note:
Click on
"More
Options."



The screenshot displays the Microsoft Teams 'New meeting' interface. The main title bar shows 'New meeting' with tabs for 'Details' and 'Scheduling Assistant', and a 'Send' button. Below the title bar, there are filters for 'Show as: Busy', 'Category: None', 'Time zone: (UTC-07:00) Mountain Time (US & Canada)', 'Response options', and 'Require registration: None'. The main content area is divided into two sections. The left section contains fields for the meeting title '[Insert Team Name] Midterm Presentation', attendees (David Hollan, Teaching Assistant, Team Members, Sponsor), date and time (10/24/23, 1:00 PM to 2:00 PM), suggested times, recurrence ('Does not repeat'), channel ('Add channel'), location ('Add location'), and a rich text editor with a toolbar and the text 'Agenda: [Insert Agenda]'. The right section contains settings for 'Who can bypass the lobby?' (Everyone), 'Record automatically' (toggle on), and a 'More options' link, which is highlighted with a yellow rectangle.

New meeting Details Scheduling Assistant Send

Show as: Busy Category: None Time zone: (UTC-07:00) Mountain Time (US & Canada) Response options Require registration: None Options

[Insert Team Name] Midterm Presentation

David Hollan Out of Office [Teaching Assistant] [Team Members] [Sponsor] + Optional

10/24/23 1:00 PM → 10/24/23 2:00 PM 1h All day

Suggested: 8:00 AM-9:00 AM 8:00 AM-9:00 AM 9:00 AM-10:00 AM

Does not repeat

Add channel

Add location Online meeting

B *I* U ~~S~~ Paragraph

Agenda:

[Insert Agenda]

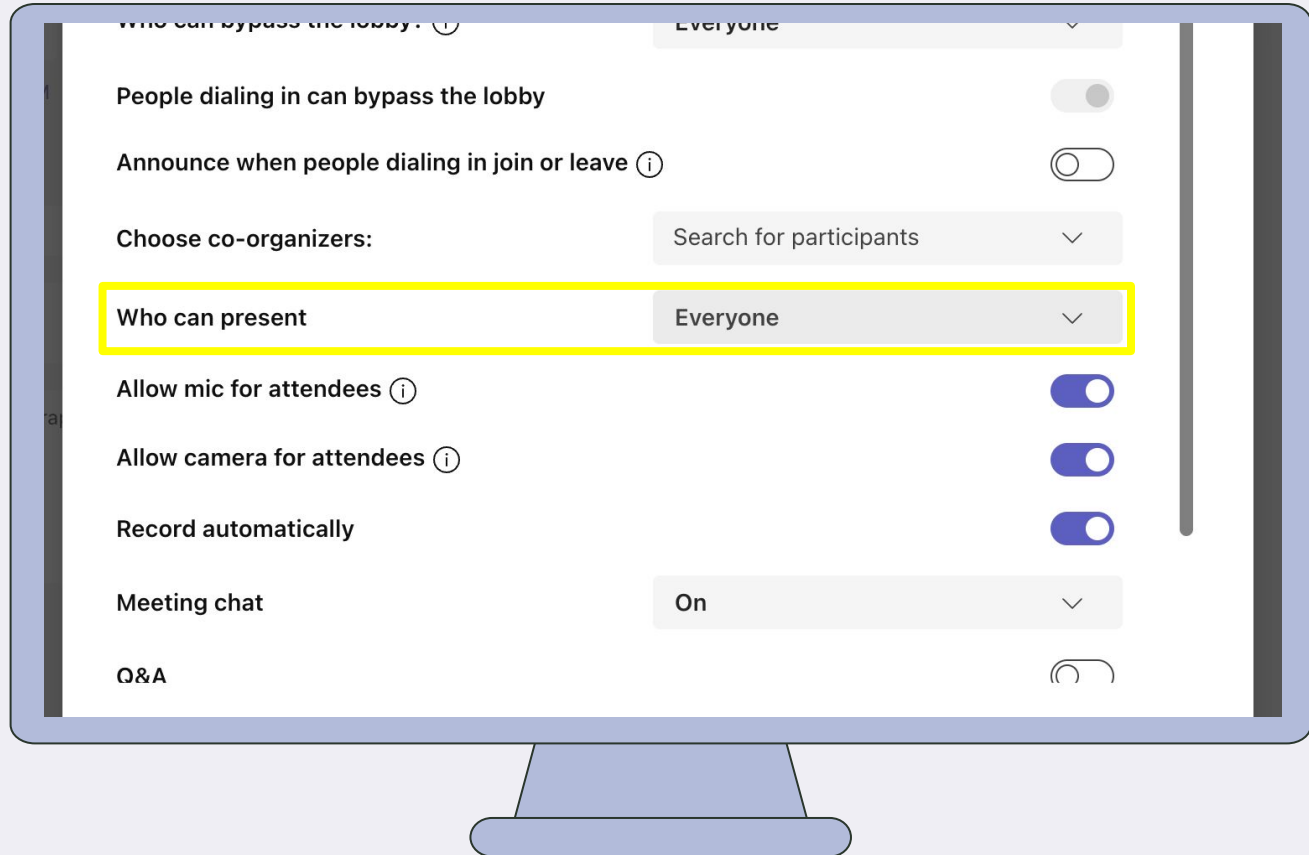
Who can bypass the lobby? Everyone

Record automatically Record automatically

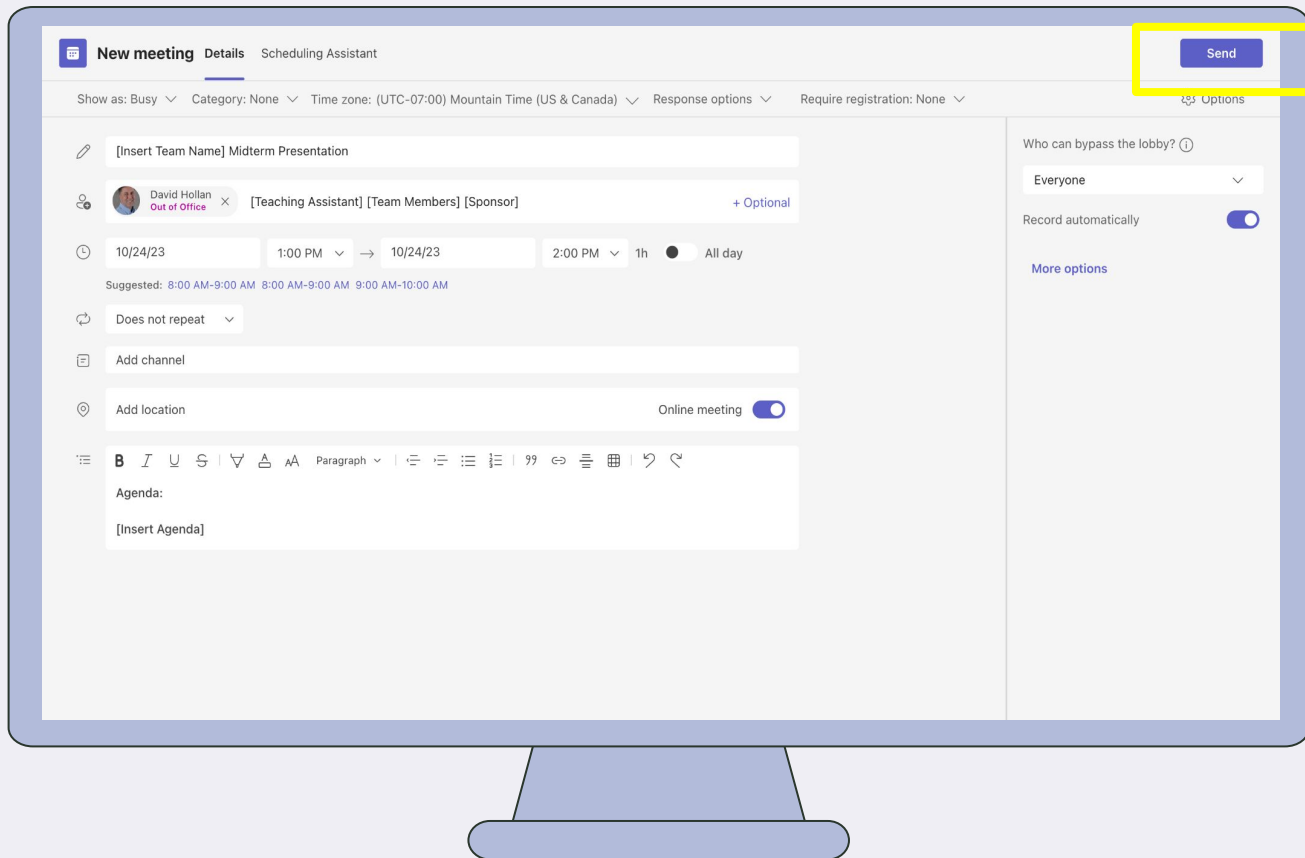
[More options](#)

Step 3 . Part 3

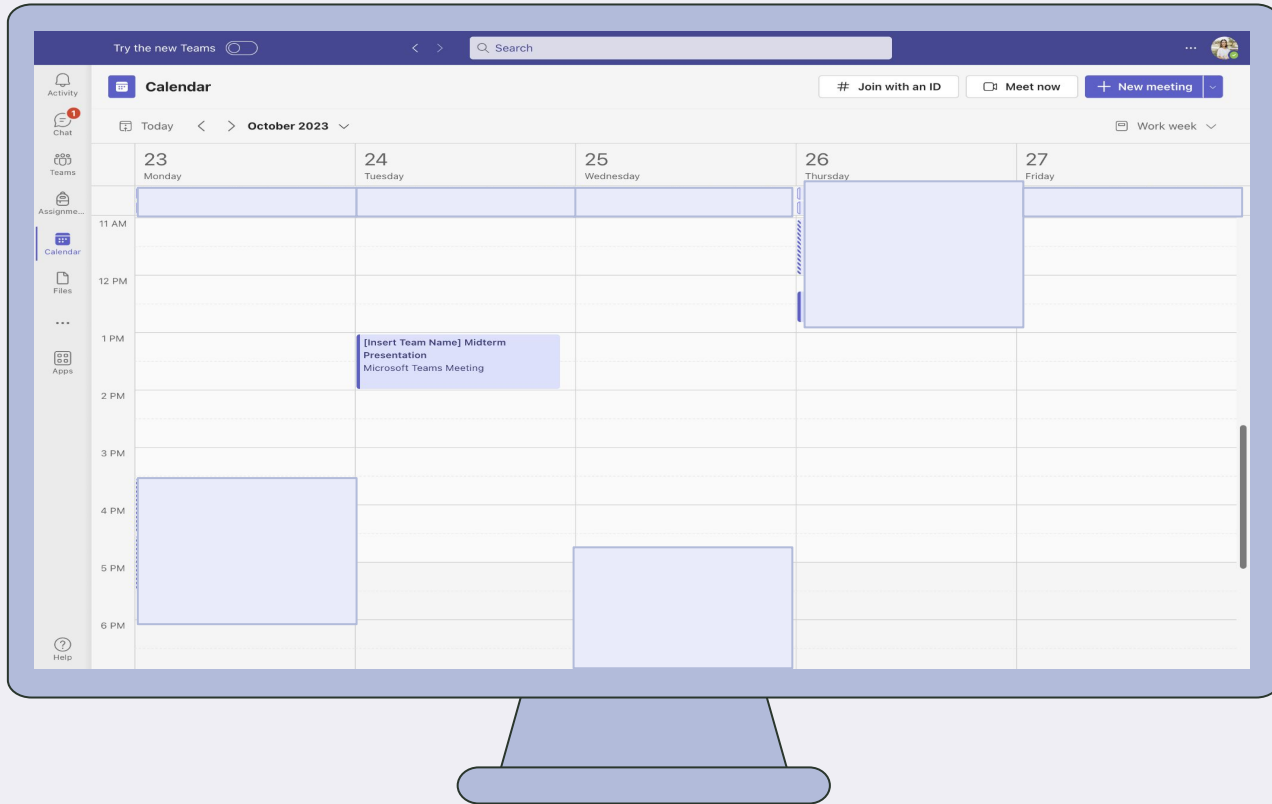
Please note:
Make sure
“Who can
present” is
set to
everyone.



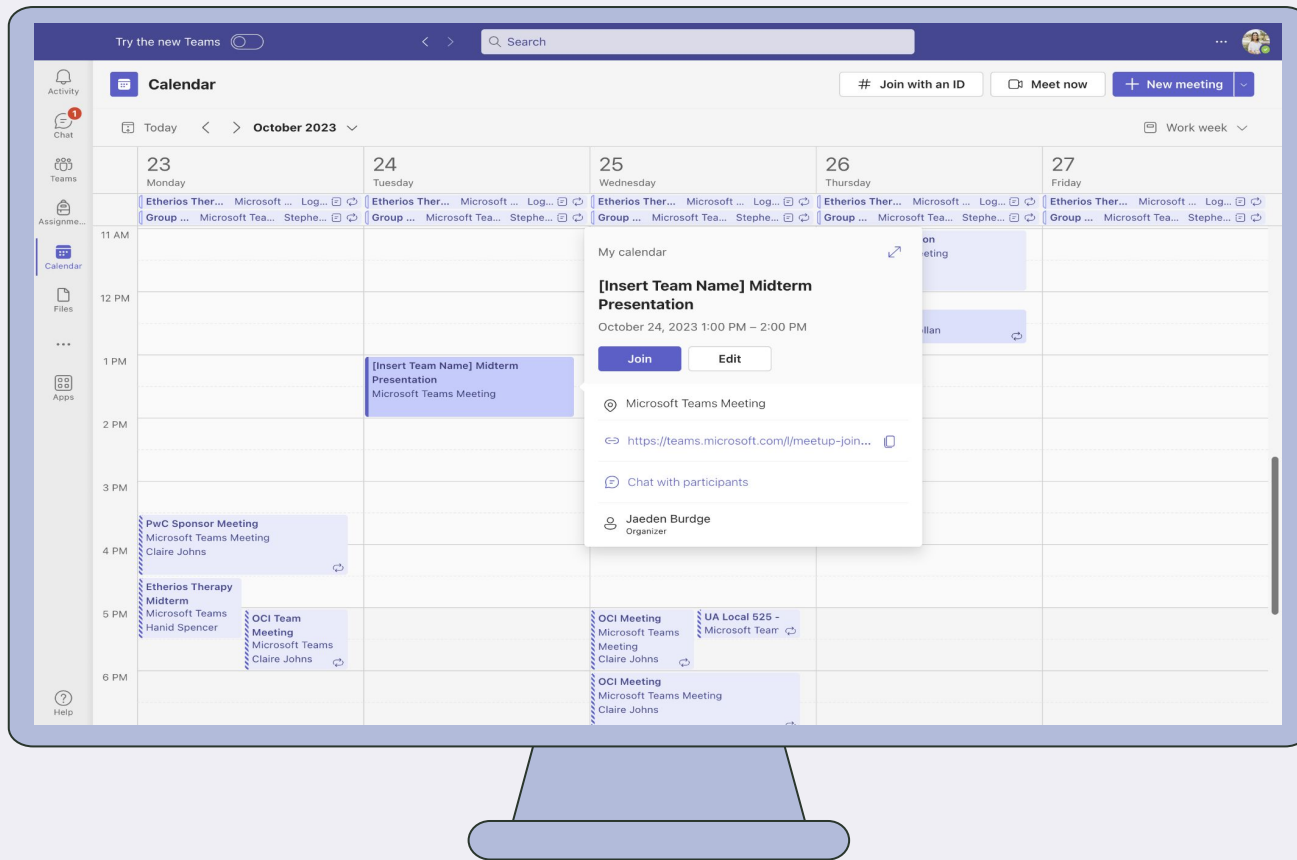
Step 4: Click Send



Step 5: Return to Your Calendar

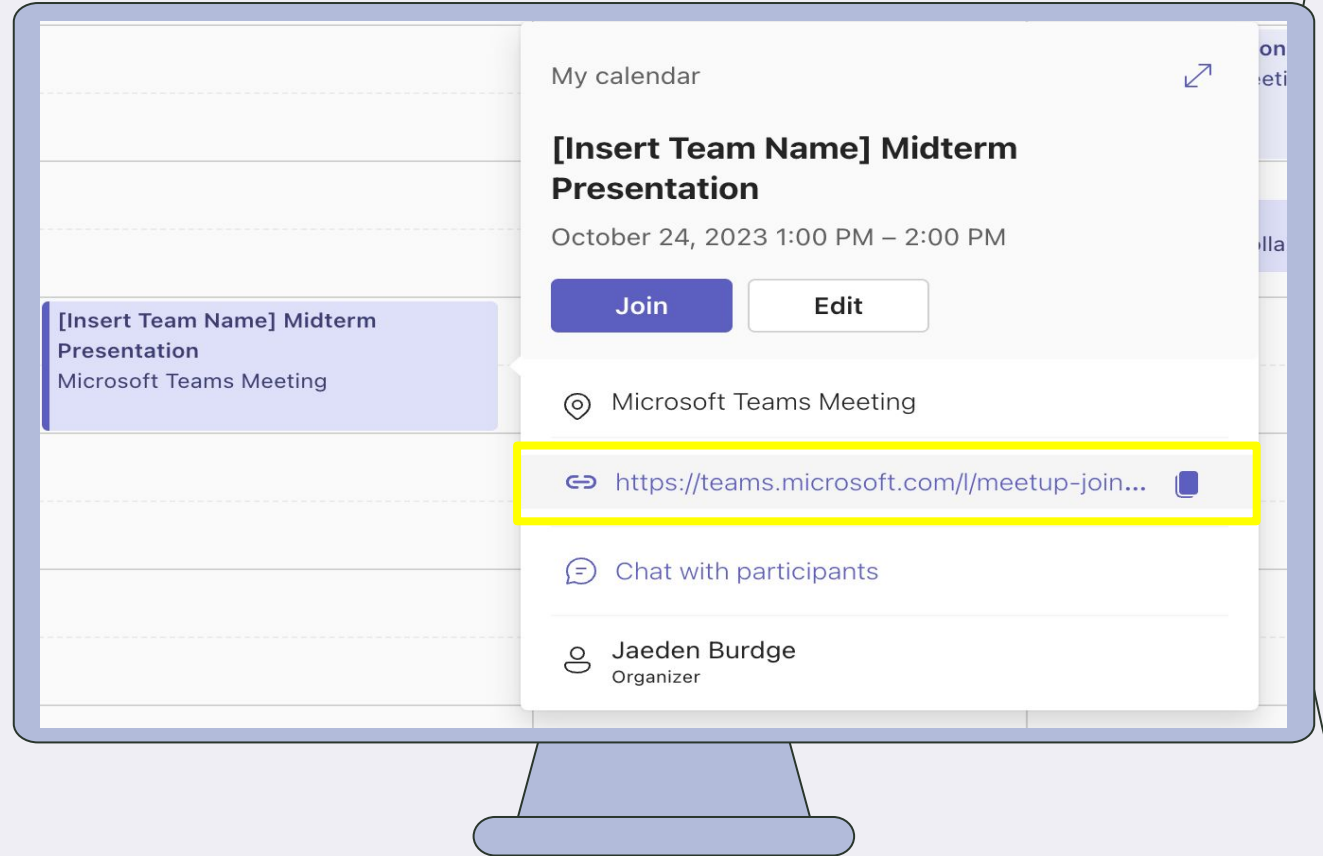


Step 6: Click on the Meeting



Step 7: Upload Important Information to the OCI Dashboard

Please note:
Copy and paste
this information
into the “Meeting
Link” section on
the OCI
dashboard.





**Good luck on the
Presentations!**

