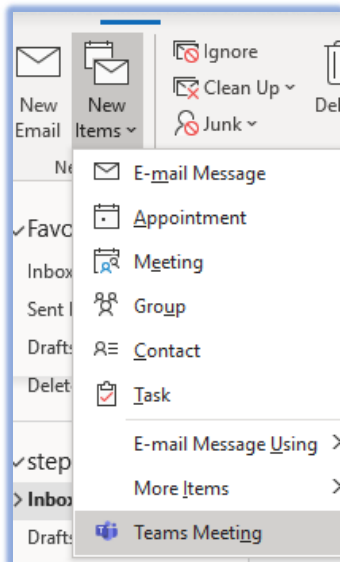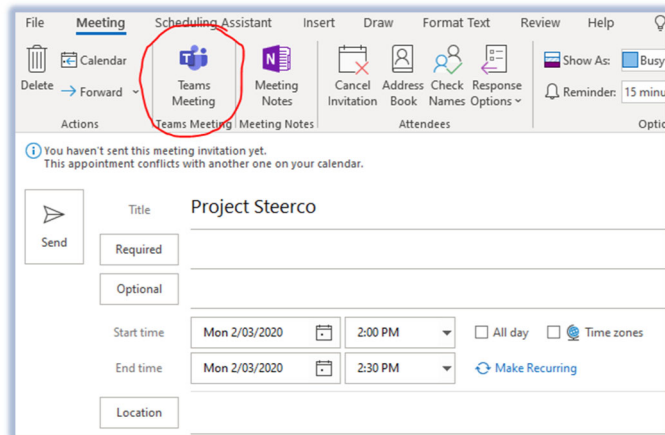# Teams Conferencing on a Page

To set up a Teams Conference:

▶ Open Outlook and click "Teams meeting". Details of the conference call will auto-populate in the meeting invite for you and your recipients.

▶ Alternatively to enable an existing meeting for Teams conference, open the meeting -> click on "Teams Meeting" then update invite.

To Join a Teams Conference:

▶ Most common method: Participants can join your conference via the embedded email link (highlighted). They can launch the conference via a web browser without the need to install Teams.

▶ Participants may also join using telephone directly by dialling the toll number provided or a number local to their locale, then follow the prompts to enter the conference ID (audio only).

Join Microsoft Teams Meeting

+61 2 8318 0024   Australia, Sydney (Toll)

Conference ID: xxx xxx xxx#

Local numbers | Reset PIN | Learn more about Teams | Meeting options

Join with a video conferencing device

teams@unsw.onpexip.com VTC Conference ID: 1373494642

Alternate VTC dialing instructions

Notice: This conference may be recorded for security, educational, quality and coaching purposes. Please contact the rights under privacy legislation.

Legal

Teams Capacity:

| Feature	Maximum limit
Number of people in a meeting	250
Max PowerPoint File Size	2GB

Common Teams Conference Features:

▶ **Blur background** to provide that added layer of privacy, especially if you are in a busy office environment. Select "Blur my background" during meeting to activate (or alternatively toggle privacy mode upon meeting commencement).

▶ **Participant management** capabilities are available to the meeting organiser by left clicking on the circled icon during a call:
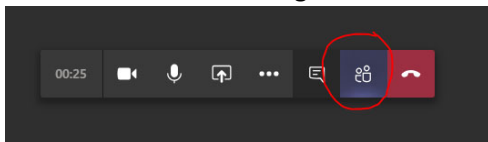
This will reveal a right-hand side panel listing current participants in the active call as well as those waiting the lobby (yet to be admitted). Actions relating to each participant can be carried out in this panel, including mute/remove/elevate privilege.

▶ **Sharing**: During the meeting, the host will be able to share their desktop, or a pre-prepared powerpoint slide/excel file by selecting the downward arrow icon, as pictured.
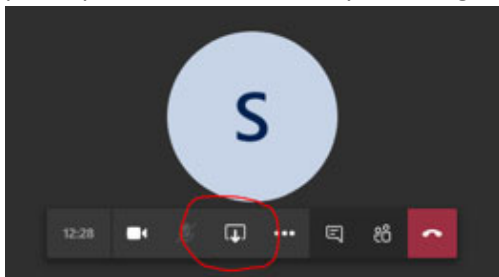
➢ Give control: When sharing a desktop window, a host will also be able to give a participant control over the desktop. (The shared screen will have a red border to indicate it is being shared)

➢ Presenter rotation: The host can assign participants co-presenter role to present their content.

▶ **Text Captioning**: The captioning feature is available from the settings menu circled in red (…), then selecting "Turn on live captions".