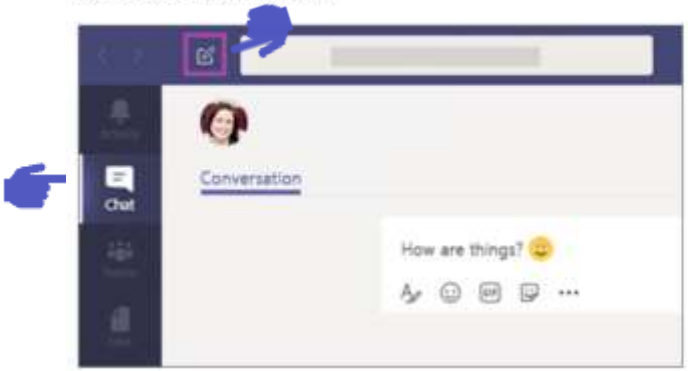
Microsoft Teams Quick Start Guide for Meetings

Make video and audio calls
Different ways to start a call

You can start a video or audio call in 3 different ways.

1. Video and audio calls from chat

You start one-on-one and group chats the same way: by selecting **New chat** at the top of your chat list.

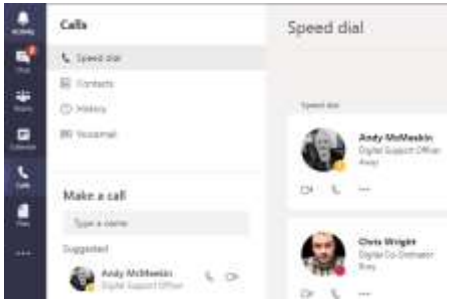


Type the name or names into the **To** field at the top of your new chat.

Then click **Video call** or **Audio call** to start a call.

2. Video and audio calls outside a chat

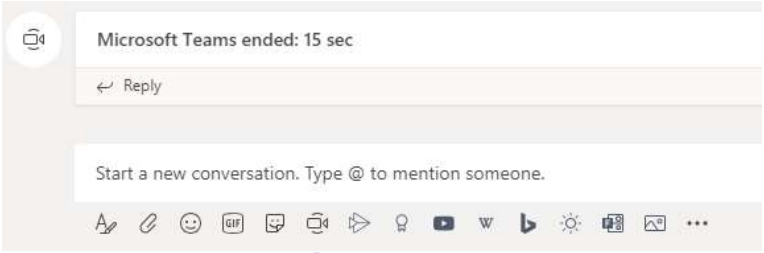
To Call or Video call outside a Chat. Click **Calls** on the left and select make a call or go into your contacts and select Call or Video call from there. View your **call history** and **voicemail** in the same area.



Get a link you can send out without Outlook 2016

3. Video/ audio call from a post in teams

Click Meet now under the area where you type a message to start a meeting in a channel., It will open up a meet now window.



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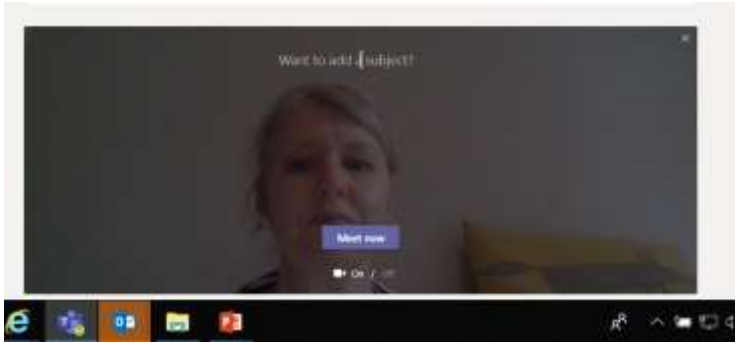
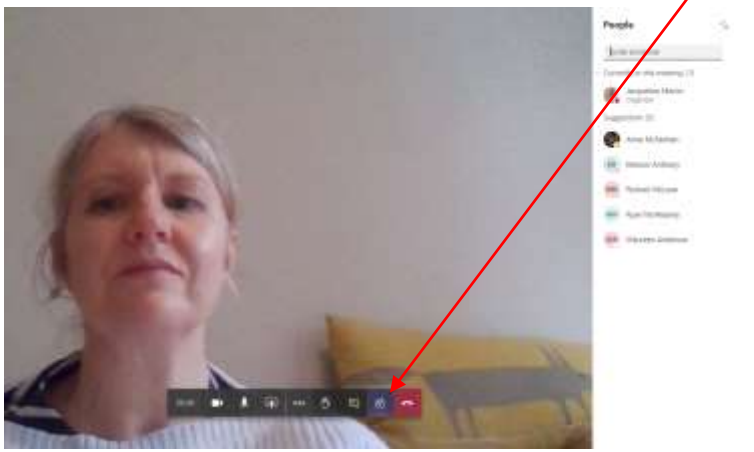
Get a link you can send out (cont.)

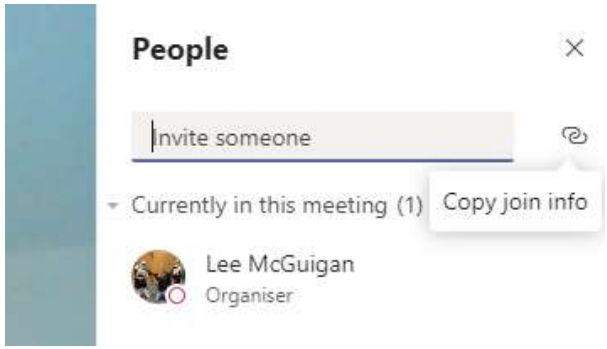


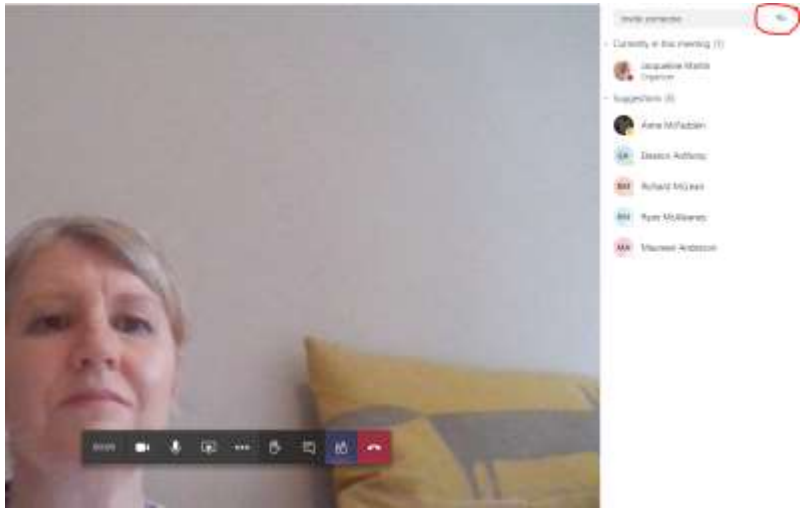
Remember at this point, you will be the only participant, until you invite people in. it is only yourself when you hit meet now that will be on the call- you have to manually add other people in so start the meeting- you can name the meeting…. Then click on the show participants icon on the taskbar



- You can also just start the meeting there and then and add participants by adding their names and they automatically get called immediately.

- To create a link to your meeting, go to the right of where you invite someone to the meeting in participants window and
- select the **link icon** (red).
- This copies the link to your clipboard to then paste in to an e-mail etc





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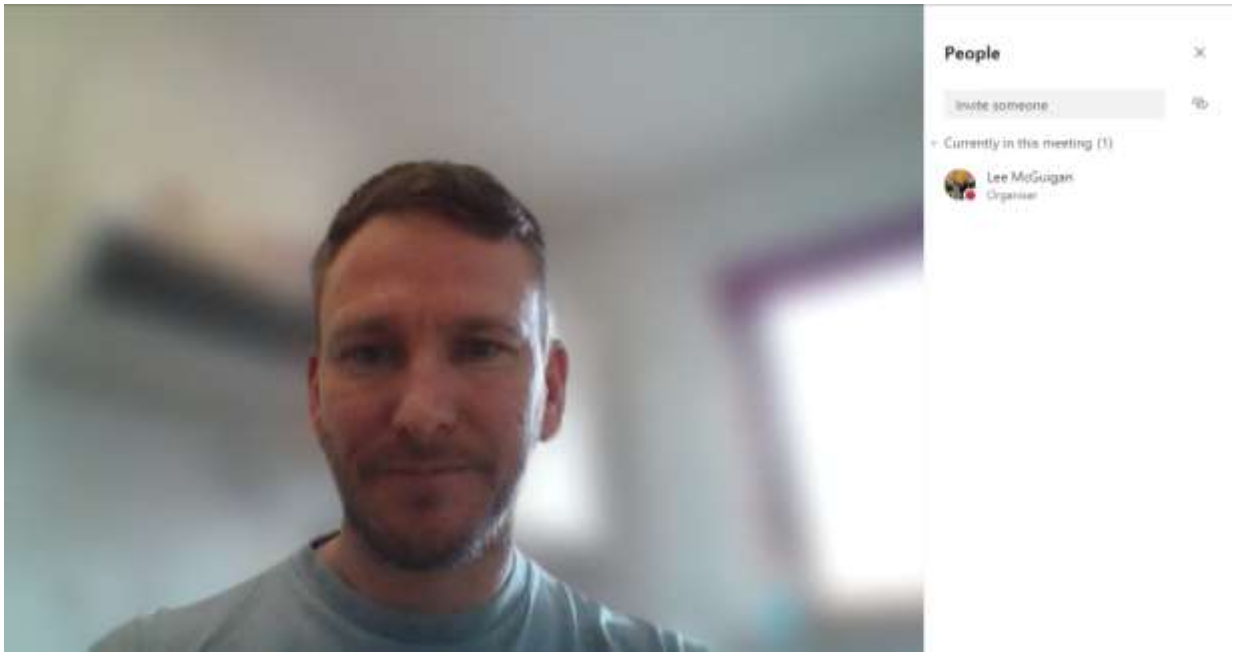
Meet now – inviting people in

Invite people into your meeting using the right side pane. You can do this **one person** at a time, or if you have created a **group** or are part of a **team** (created in Teams), you can enter the name of the group or name of the team instead. There are some useful tips on facilitating a meeting later in this guide, such as how to **mute participants**.



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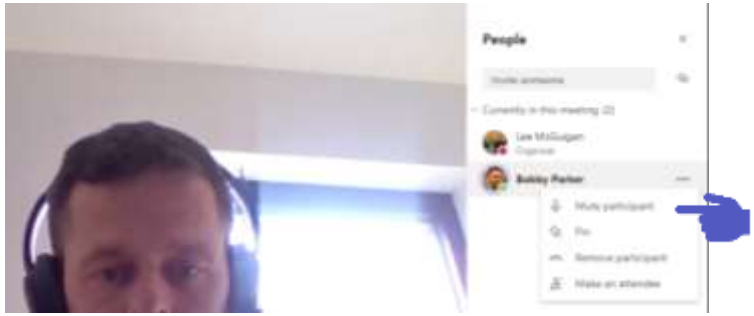
Joining a meeting

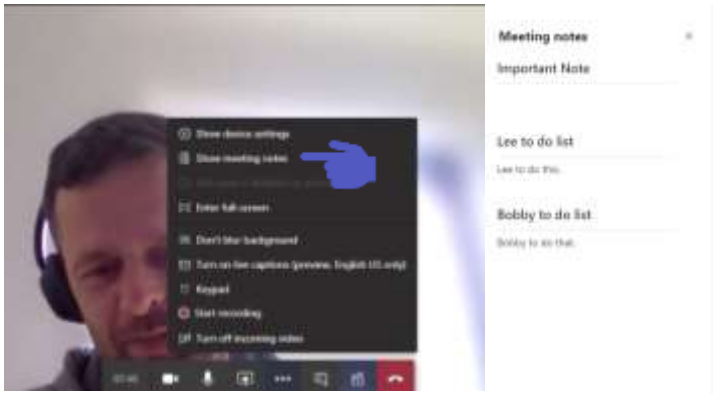
If joining a meeting using Teams go to the meeting **and click join**. Once in, there are a few useful tools you can use if you are the facilitator.

The participant window allows you to **view**, **mute** and **remove** participants, allowing you to keep control of your meeting.



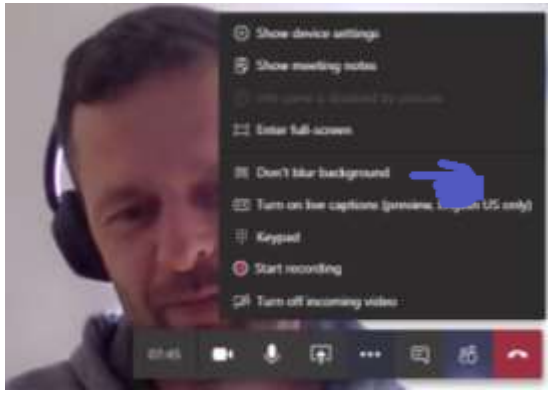
Meeting notes

Click the three ellipses ••• to access useful tools such as **meeting notes**. Here the facilitator or others can add notes important to the meeting.



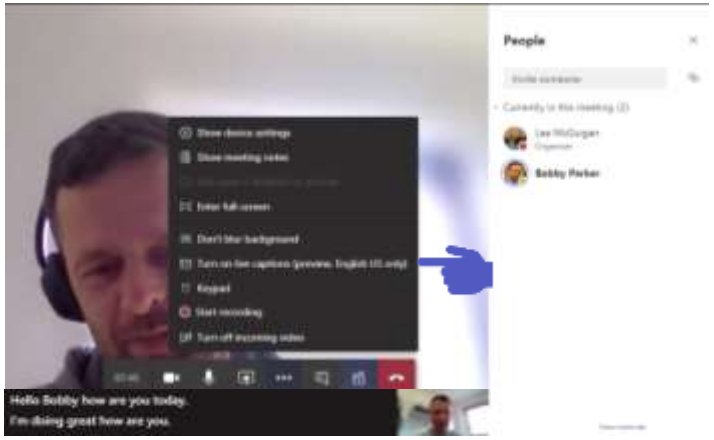
Blur background

Click the three ellipses ••• to access useful tools such as **blur background** which is great for home working. Everyone attending using video can do this.



Turn on captions

Click the three ellipses ••• to access useful tools such as **live captions** providing you with subtitles. This won't turn on for everyone, this is just a personal choice for each user.



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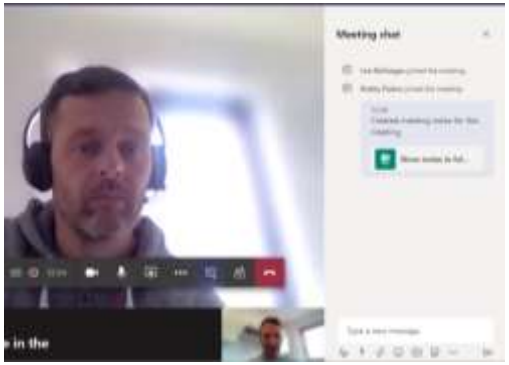
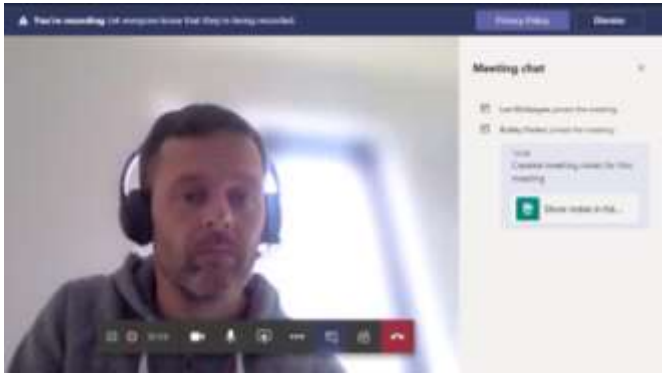
Meeting chat

To view **meeting chat**, simply click on the **chat icon** If your meeting was started through a chat in Teams, you can access the chat here or start a new chat. This is also useful for presenters who ask for people to raise questions in the chat window to keep the flow of the presentation uninterrupted.



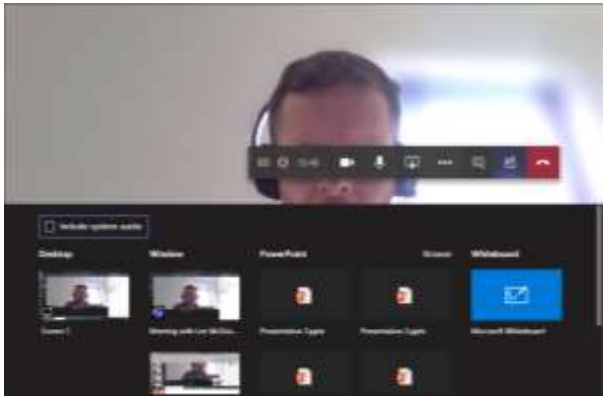
Record a meeting (disabled just now)

Click the three ellipses ••• to access useful tools such as **record meeting** which is great for sharing meetings with people who could not attend. Everyone attending will be notified that someone is recording the meeting.



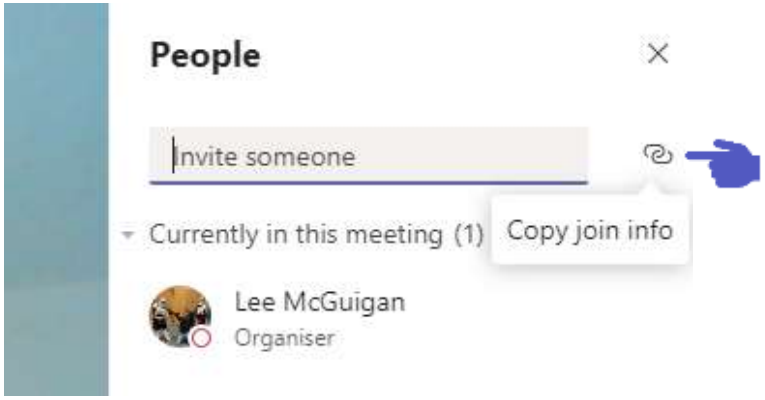
Sharing a screen

Share a screen by clicking the share icon This is a fantastic tool for presentations because anyone can present from their own desktops. This is also hugely useful for technical roles where people are asking for direction with using software or with something only they can see on their screens.



External participants – Meet Now

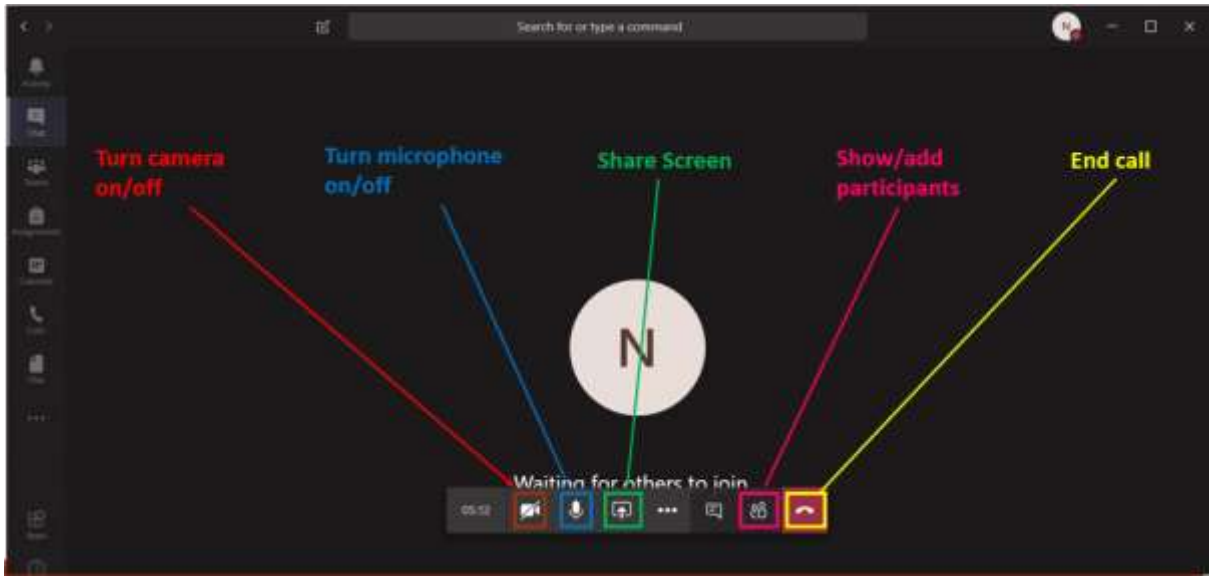
When inviting someone external, you can do this in **Meet Now.** If you are in Meet Now, simply click the meeting link like below and email this directly to the external participant.



Microsoft Teams Quick Start Guide for Meetings

Meeting controls

Click the three ellips ••• to access useful tools such as **meeting notes**.
Here the facilitator or others can add notes important to the meeting.



- To share your screen with people in your meeting, select the '**Screen Share**' icon on the control panel
- ***Desktop***: This duplicates your screen and will allow people within the meeting to see everything you do on your desktop
- ***Window***: This allows you to only show people certain windows that you current have open. For example, if you are wanting to show a particular word document: Open the document, begin sharing screen, select the document from the options under 'window' and then other people in the meeting will only be able to see that word document
- *(If you want to show different documents, you will need to end screen share and start it again every time then select the new document you now want to show)*

***PowerPoint*:** If you are using your meeting to give a presentation, this option allows you to upload PowerPoint presentations from your computer to appear on screen and lets you control the slides. Select '**Browse**' to find your files to upload.

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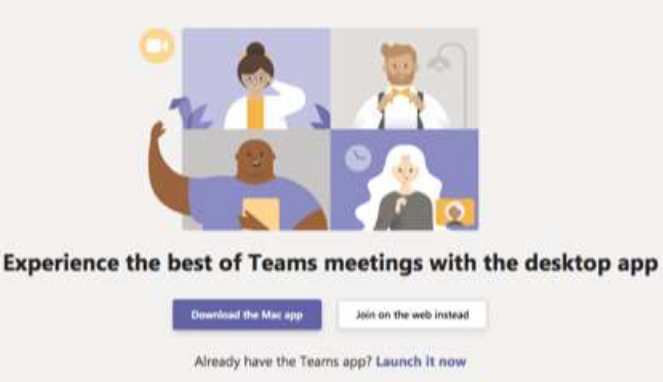
What they'll need

External participants can join a meeting without Teams. On a desktop, all they need is **Google Chrome** which works across both Windows and Macs. If Google Chrome is their default browser they only need to click the **Join Meeting** link, otherwise they can copy and paste this into the URL. They'll see a page like below and should **Join on the Web Instead**. If they are using a tablet or smartphone (Android or iOS) this will not work in a browser, they will need to download the **Microsoft Teams app**, which is currently free.

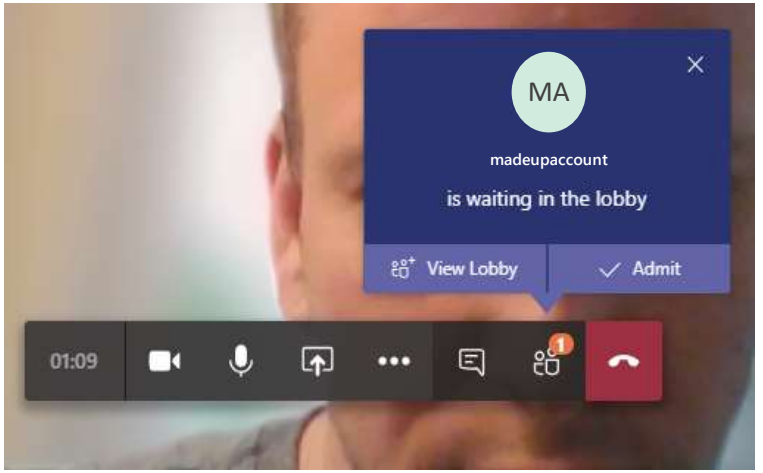


What they'll see

If invited to a Meet Now meeting they will join immediately, however if they join with a link, they will be placed into a virtual holding room until you are **ready to let them in**.

Letting them in

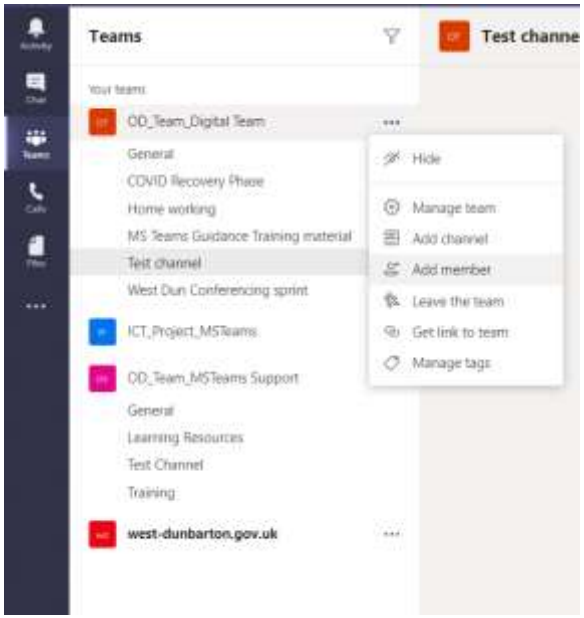
When you **start the meeting,** external participants will be waiting in the **virtual holding room.** Click **Admit** when you are ready. They will be able to present with their own presentations from their computer, just like anyone else.

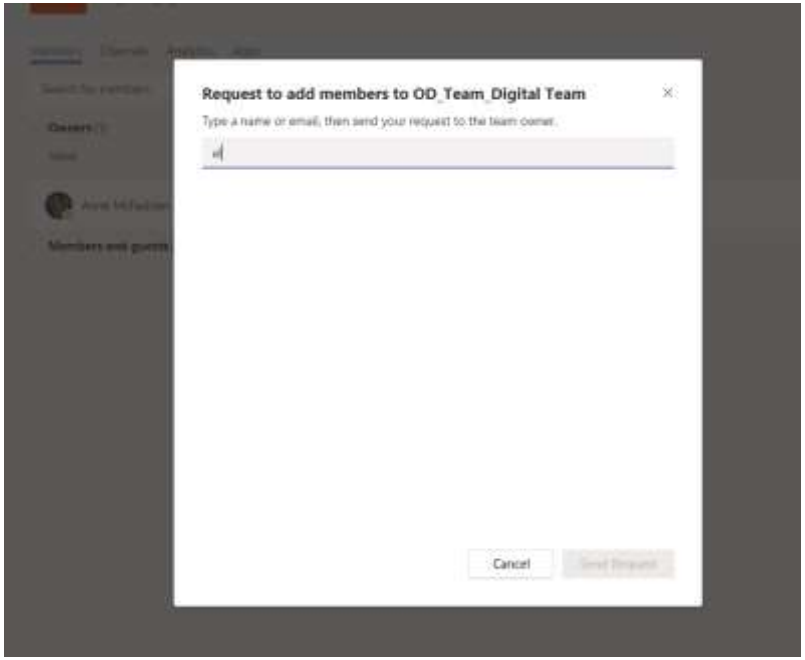


Microsoft Teams Quick Start Guide for Meetings

You may need to an external contact to a team as a guest member

The main difference between Users and Guest Users in MS Teams can be explained as follows: Users are people already registered on one (or more) of your tenants, while **Guest Users** are external people that can been invited (thus granting them access) to existing teams and channels on your tenants
Go to Teams and then click on the ellipses next to the team you want to add the guest member too- you will need to be the owner of that team to do this or you can send them a request and they can add them as a guest member. Add member or manage team will give you options to add a member- this means they will have access to the team and the channels (unless the channels are private channels)





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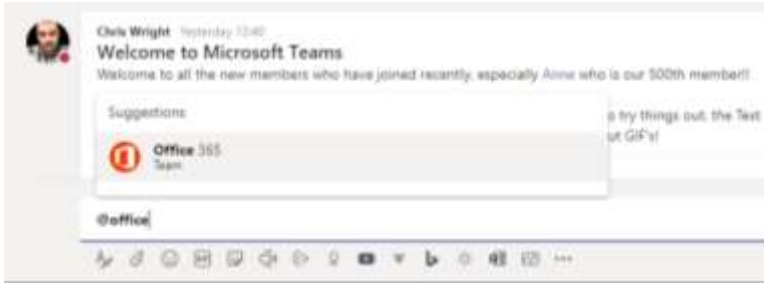
@mention someone in a post or chat

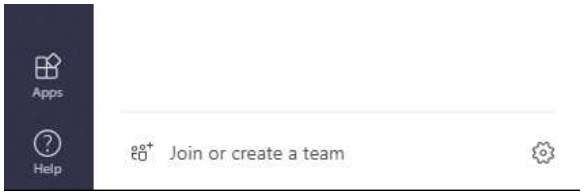
To get someone's attention, type @, then their name (or pick them from the list that appears). Type **@team** (e.g. @digitalskills) to message everyone in a team or **@channel** (e.g. @office365) to notify everyone in that channel.

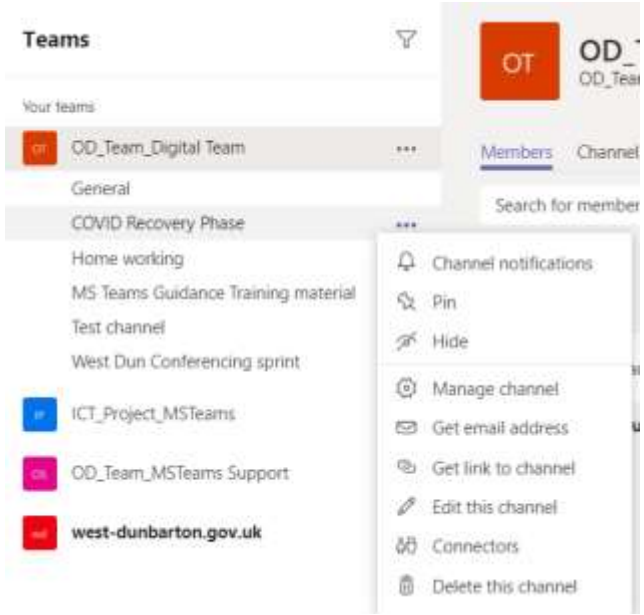


Next steps with Microsoft Teams

There is a Sway available with more details on how to use O2016 to set up meetings and some other functions.

If you require any further assistance, please reach out to the OD and **Digital Team** – organisational.development@west-dunbarton.gov.uk.
For **free training**, **tutorials** and **videos** for Microsoft Teams click **Help** on the bottom left for a wealth of material provided by Microsoft.



Send an email to a channel so it appears in the post

Go to teams then the channel that you want the email to appear within and select the ellipses (three dots) and select Get mail address- then go into outlook and forward or start a new email to this channel email address and it will appear in the post