How to Set Up and Join Meetings With Microsoft Teams
Step 1: Schedule a Meeting

If you are using the Microsoft Teams App already, you can schedule a Meeting directly from your Teams App. Just select the ‘Calendar Tab’ on the left-hand side of the Teams taskbar, to open up your Calendar.

From here, click ‘New Meeting’ in the top right-hand corner, and fill in your details as required.

Alternatively, you can set up a Teams meeting in Outlook Calendar by selecting the “Teams Meeting” option from your Calendar in Outlook.

The calendar invite will have a “Join Microsoft Teams Meeting” hyperlink that your participants can click at the time of the meeting, to join as required.
Step 2: Logging in to your Teams Meeting

You can log in to your Teams meeting in several ways:

1) You can join directly by clicking the “Join Microsoft Teams Meeting” hyperlink; you can find this on your Outlook Calendar invite

2) You can also log in to your meeting from your Outlook pop-up reminder
3) You can join your meeting from within Teams in your Teams Calendar tab
Step 3: Hosting your Teams Meeting

When you join your Teams meeting you will be greeted with a landing page. Here, you can select some initial options for the meeting, such as your video and audio options.

When you have selected ‘Join now’, you will be in a lobby waiting for your participants to arrive.

You will see a bar of options at the foot of the screen - the ‘people’ icon allows you to access the participants tab. Clicking this will open a tab on the right-hand side of the screen, showing who has arrived, who is yet to arrive, and who is invited.

Once you’re ready to go, you can bring people into the meeting by inviting them from the lobby using the participants tab.

If the participant is an internal colleague, they will join automatically. However, if you are hosting a meeting for external clients, you will need to manually select the user and allow them to join from the lobby.
Step 4: Hosting Options

When your Teams meeting is live, you will see a toolbar which offers 7 different options:

1) **Video Options**: This toggles your webcam off/on.

2) **Audio Options**: This allows you to mute/unmute your machine's speakers if necessary.

3) **Share Options**: This option allows you to share your screen, or individual tabs you may have open.

4) **More Options**: This brings up a few more advanced options to select from, such as recording your meeting, blurring your background, or showing meeting notes.

5) **Chat Options**: This opens the text chat box, so you can type comments to your meeting participants. A useful tool should you have any audio problems or wish to send links/comments whilst hosting your meeting.

6) **Participant Options**: This will show you who has arrived, who is yet to arrive. You can also choose individual user options, such as ‘mute participants’ or ‘make an attendee’.*

   *Make an Attendee – this allows you to pass over control of your meeting to another colleague, allowing them to share their screen for example.

7) **Hang Up**: Once you have concluded your meeting, you have the option to hang up and end the session.
Step 5: Sharing your Screen

When you select the ‘Share’ icon, it will bring up a toolbar to show all the open tabs you currently have, along with any recent documents you may have worked on.

1) Desktop: If you select any items from the Desktop section, you will share your entire screen with participants. This does mean, however, that if you jump between any open tabs, participants can see everything that you do on your machine.

2) Window: You can select individual pages or screens that you want to share in the meeting. So, if you wanted people to only see a PDF document, you can select this one item, leaving you free to jump between programs and tabs on your desktop, without any participants seeing this.

3) PowerPoint: If you have any recently used PowerPoint presentations, or similar documentation, Teams will highlight some options for quick access and sharing.

4) Browse Options: For those more familiar with Teams, you can use advanced features like Whiteboards and PowerApps that you have set up to link to your Teams profiles.

More Information:

- Download our Teams eBook
- Get started with SharePoint to get more from Teams

If you require assistance with Teams, or have any other remote working queries, get in touch on 01283 753 333 or email hello@neuways.com.