Microsoft Teams: Basics and Accessibility

Meetings in Teams

Scheduling a Meeting

1. On the left-side navigation, select Calendar
2. In the right-hand corner, select the New Meeting icon
   a. Or you can select the Meet Now option to create a meeting without scheduling
      i. Great for impromptu meetings
3. In the new meeting, fill out the information for your meeting
   a. Title
   b. Attendees: Add/invite others to join the meeting
      i. Scheduling Assistant: Can help to find meeting times which work best for you and your attendees.
   c. Add channel: Selecting the channel (or team) only allows people from that channel to join the meeting
   d. Add location: Fill in with physical location or select Microsoft Teams for an online meeting

Joining the Meeting

Outlook:
1. Click on your Outlook calendar
2. Select the meeting
3. Click Join Meeting

Microsoft Teams:
1. Go to the Calendar tab
2. Select the meeting
3. Click Join to begin

Via the Channel in Microsoft Teams:
1. Click the channel the meeting was posted in
2. Choose Join online
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Basics:

- **Join with or without Audio** (1)
- **Join with or without Video** (2)
  - Will put the Microsoft account image you have uploaded as your video
- **Leave the meeting** (3)
- **Share your desktop screen** (4)
- **Record your meeting** (5)
  - Use the ellipses (…) to open the additional options menu
  - From there, select **Start Recording**
- **Allow others to control your screen**
  - Choose the users name from the bar at the top of the screen

**Add new members within the meeting**
- Click on the people icon on the menu items at the bottom of the screen
- Type in their email or phone number to have them join

**Channel Video Call**
1. Go to teams (1)
2. Select the team you want (2)
3. Select the channel you want to make the call in (3)
4. Select the meet now button at the bottom of the screen (4)

**Starting a Call Within an Existing Conversation**
1. Go to the Chat (1)
2. Click on the Conversation (2)
3. Click **Reply** (3)
4. Choose the **Video Call** option (4)
One-On-One/Group Calls

1. Go to the **Chat List** (1)
2. Go to **Contacts** (2)
3. Click **Create a New Contact Group** (3)
4. Type the name of the contact group (4)
5. Click on the 3 dots next to the group name
6. Click “**add a contact to this group**”
7. Type the name of the person(s) you want to call
8. Click **Video** or **Audio Call**