

Microsoft Teams Meetings Tutorial

SPRING 2020



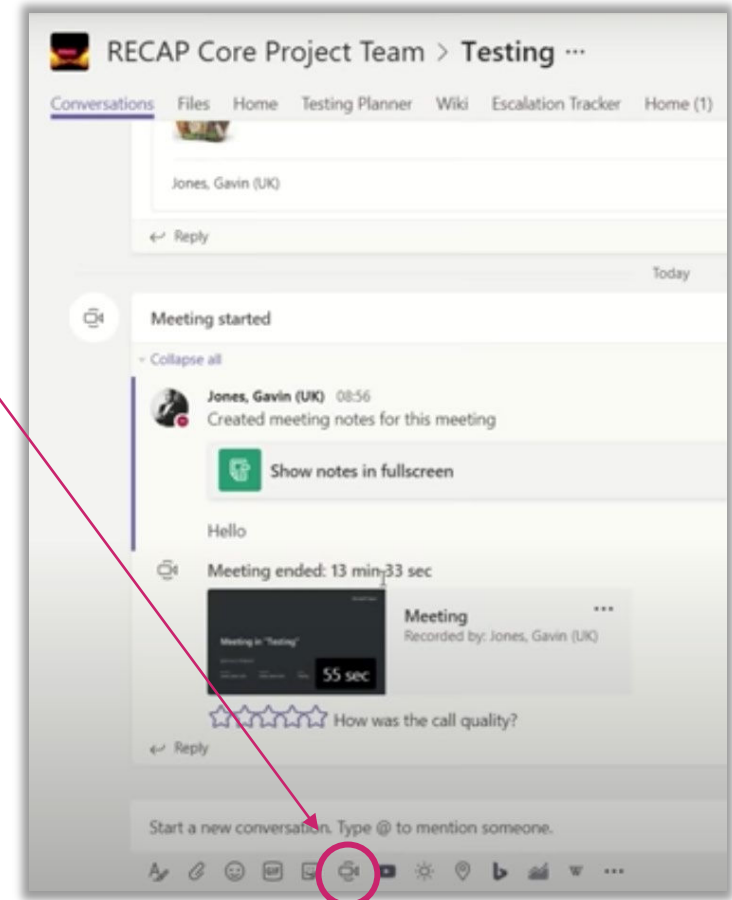
Key Features

1. Start / Stop Video
2. Mute / Unmute Audio
3. Start / Stop Video Screen Share
4. More Options
5. Leave Call
6. Activity
7. Chats
8. Teams List
9. Meetings List
10. Calls
11. Files
12. Settings
13. New Chat
14. Profile Icon
15. Minimize Screen to Task Bar
16. Screen Size Adjustor



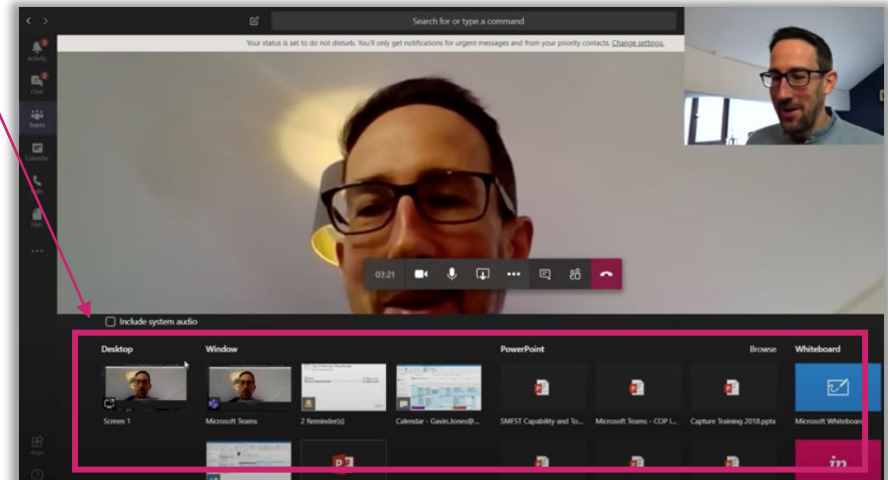
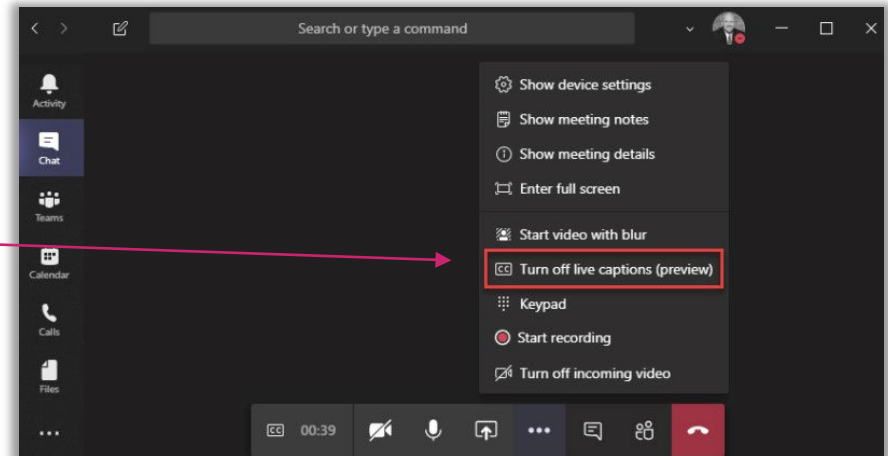
How to Set Up a Meeting

1. Log into your Microsoft Teams account or app
2. Click into “Teams” and select a specific “Team” to meet with
3. Click “Meet Now” video icon at bottom of Team Page
4. Select either “Meet Now” or “Schedule a Meeting”
 1. “Meet Now” will conference the “Team” right away
 2. “Schedule a Meeting” will allow you to customize calendar details for future date/time
 1. If this option is selected, user must add all invitees to meeting (they will not preload)
 2. Hit “Save”
 3. Invite will be sent to team members



5 Minutes Before *Hosting* a Meeting

- Silence your phone
- Have charging cord near by
- Have presentation files open on screen
- Turn off live captions (unless needed)
- Click “Share Screen” and select which window you’d like to share
- If you wish to stop sharing your screen at any point in time, hover over the menu bar and hit “Stop Share”



Virtual Meeting Tips

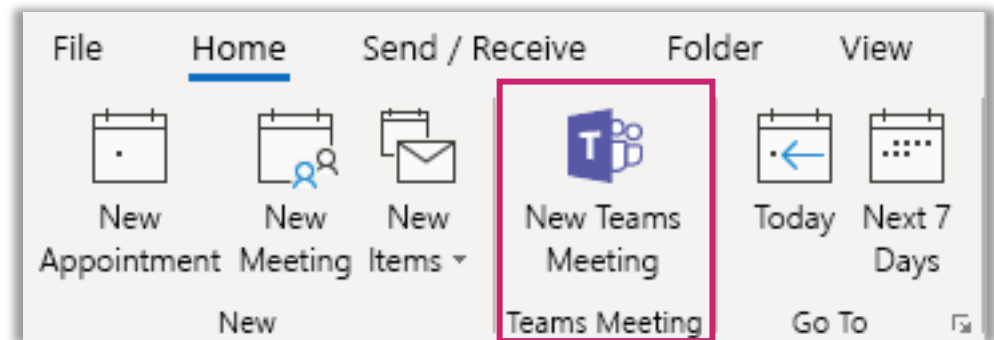
- Test your technology and audio setup prior to meeting
- Full screen helps viewers see content better
- Mute microphone when not speaking
- If using computer audio, refrain from typing on laptop while meeting is in session
- Gauge dress code prior to meeting (if video is going to be used)

Mac Shortcuts

- **Command+N:** Start new chat
- **Command+Shift+A:** Accept video call
- **Command+Shift+S:** Accept audio call
- **Command+Shift+D:** Decline call
- **Command+Shift+C:** Start audio call
- **Command+Shift+U:** Start video call
- **Esc:** Close window

Outlook Calendar Tip

- The “Teams Meeting” add-in is automatically installed for users who have Microsoft Teams and either Office 2010, Office 2013 or Office 2016 installed on their Windows PC
- Users will see the “Teams Meeting” add-in on the Outlook Calendar ribbon



PC Shortcuts

- **Ctrl+N:** Start new chat
- **Ctrl+Shift+A:** Accept video call
- **Ctrl+Shift+S:** Accept audio call
- **Ctrl+Shift+D:** Decline call
- **Ctrl+Shift+C:** Start audio call
- **Ctrl+Shift+U:** Start video call
- **Esc:** Close window

Other Questions?

- Please visit Microsoft Teams Tutorials online:

<https://support.office.com/en-us/article/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7>

THANK YOU!

waytogo@drcog.org

