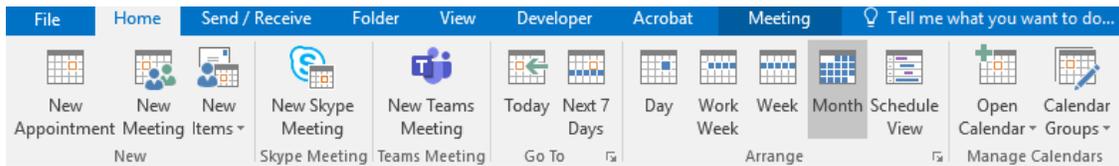
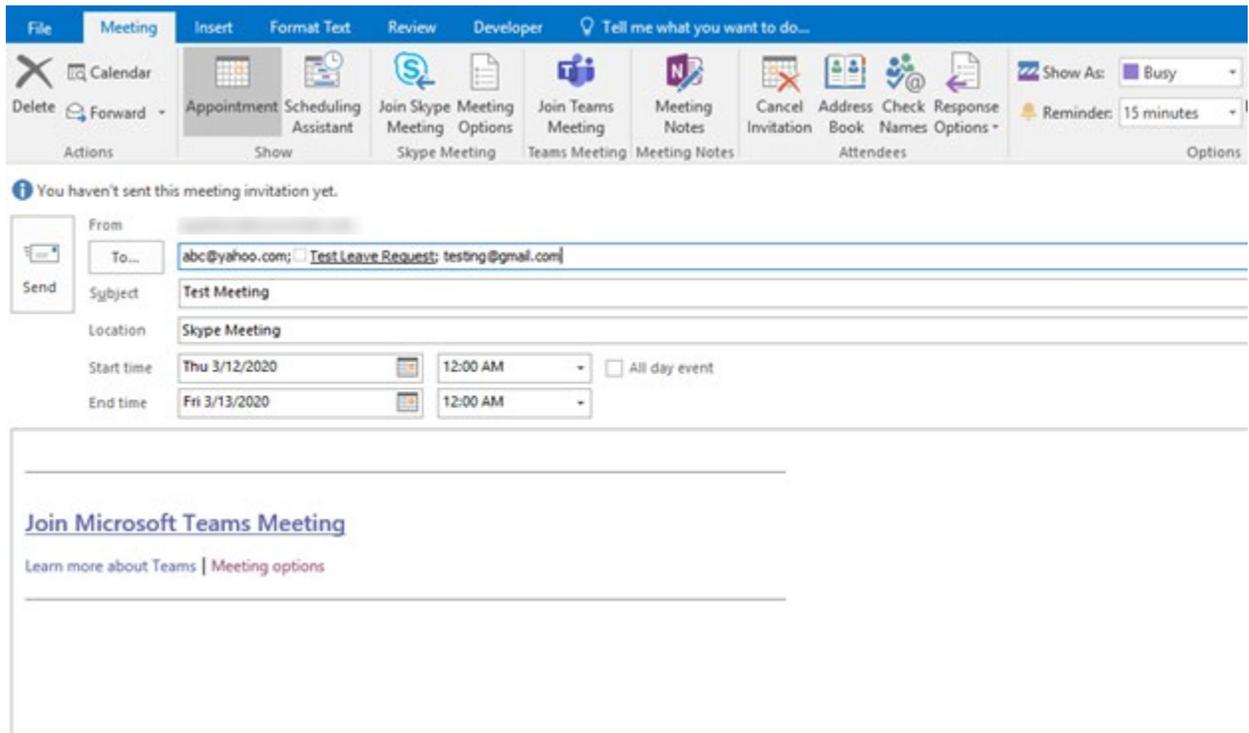


Instructions for Creating Online Meeting using Outlook on the Desktop

1. Log on to the computer using your BSU email account and password, and open the **Outlook** client on the desktop. Click on the **Calendar** icon  to view your available days for a meeting. Click on the **New Teams Meeting** icon  to create a new online meeting:

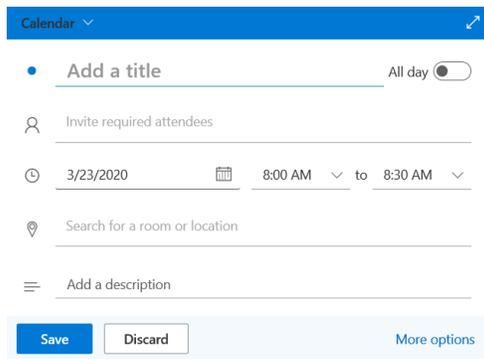


2. Type in the attendees email address in the **To:** text box followed by a semicolon after each email address. Type in a name for the subject of the invite in the **Subject** text box. Input the correct start date/time and end date/time for the meeting . Click on the **Send**  icon to deliver the invitation to all attendees.



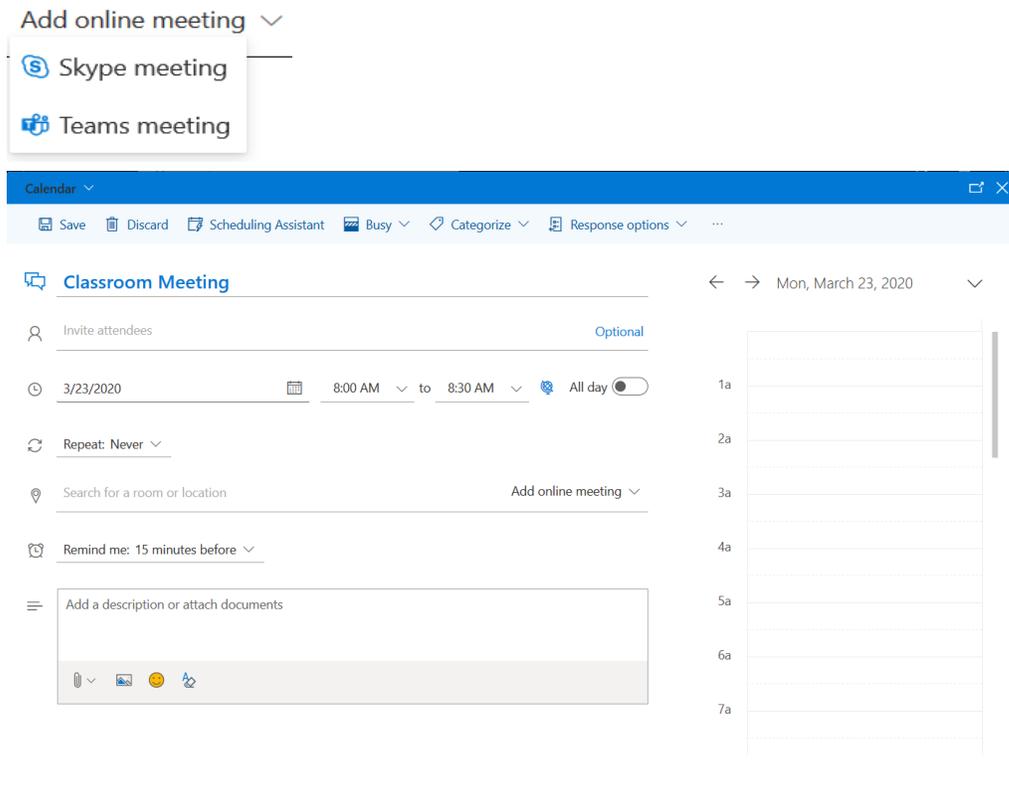
Instructions for Creating Online Meeting using Outlook on the Web

1. Navigate to office.com and login using your BSU email account and password. Click on the **Calendar**  icon to view your available days for a meeting, and click on the day that you want to schedule. Click on the **More Options**  icon to expand the list of options for creating the meeting.



A screenshot of the Outlook 'Add online meeting' form. The form is titled 'Calendar' and has a blue header bar. Below the header, there are several input fields: 'Add a title' with an 'All day' toggle switch, 'Invite required attendees', '3/23/2020' with a calendar icon, '8:00 AM' to '8:30 AM' with dropdown arrows, 'Search for a room or location', and 'Add a description'. At the bottom, there are three buttons: 'Save', 'Discard', and 'More options'.

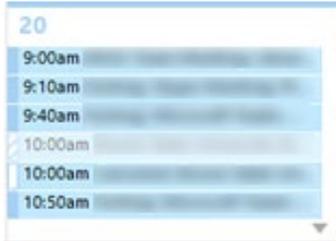
2. Once the window has expanded for creating the meeting, click on the **Add online meeting** button, and then select the **Teams meeting** from the dropdown menu.



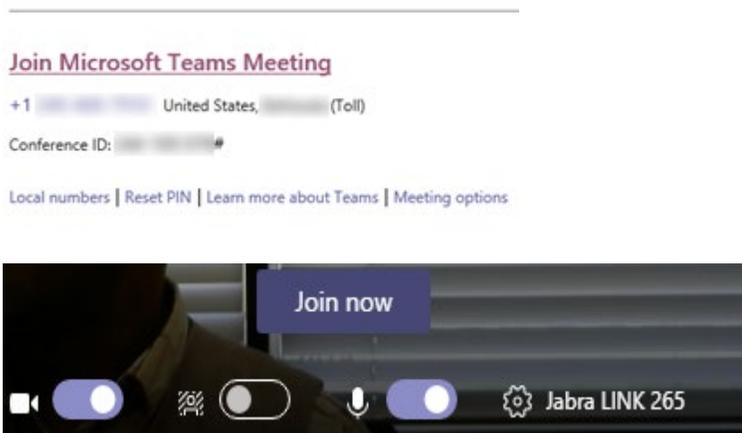
A screenshot showing the 'Add online meeting' dropdown menu and the expanded form. The dropdown menu is open, showing 'Skype meeting' and 'Teams meeting' options. The expanded form is titled 'Classroom Meeting' and has a blue header bar. Below the header, there are several input fields: 'Invite attendees' with an 'Optional' toggle, '3/23/2020' with a calendar icon, '8:00 AM' to '8:30 AM' with dropdown arrows and an 'All day' toggle, 'Repeat: Never', 'Search for a room or location' with an 'Add online meeting' dropdown, and 'Remind me: 15 minutes before'. At the bottom, there is a text area for 'Add a description or attach documents' with icons for adding attachments, images, emojis, and links. On the right side, there is a calendar grid showing the date 'Mon, March 23, 2020' and time slots from 1a to 7a.

Instructions for Joining Online Meeting from Outlook Invitation

1. Log on to the computer using your BSU email account and password, and open the **Outlook** client on the desktop. Click on the **Calendar**  icon to view the invite. Open the calendar invitation displayed on your calendar:



2. Click on the **Join Microsoft Teams Meeting** link, and then click on the **Join now** button (Make sure that the camera and microphone display in purple like the image below. If the camera or microphone is grey, then this feature is not enabled):

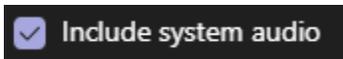


Instructions for Sharing Your Screen during a Teams Meeting

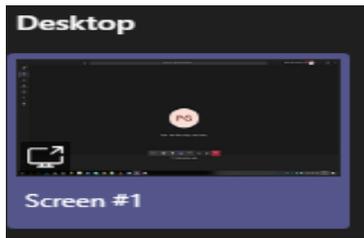
1. Click on the **Share Screen**  icon to share your desktop. You should see this icon from a tray showing multiple buttons.



2. Click on the Include system audio to ensure that it has a checkmark on it.



3. Click on the **Desktop Screen #1** (You will notice that your screen has a red border, and people can now see your screen).



Instructions to Stop Sharing Your Screen during a Teams Meeting

1. Hover your mouse at the top center of the monitor, and click on the **Stop presenting** button:

