USING MICROSOFT TEAMS INSTRUCTIONS MAY 11, 2020

TABLE OF CONTENTS

Creating Online Meeting using Outlook	2
Joining Online Meeting from Outlook Invitation	3
Sharing Your Screen during a Teams Meeting	3
Stop Sharing Your Screen during a Teams Meeting	4
Recording a Meeting	4
Download Attendee Report	5

Creating Online Meeting using Outlook Log on to the computer using your BSU email account and password, and open the calendar icon to view your available days Outlook client on the desktop. Click on the New Teams Meeting for a meeting. Click on the Teams Meeting icon to create a new online meeting: View ٥ij Day New New Next 7 Work Week New New Skype New Teams Today Month Schedule Open Calendar Appointment Meeting Items > Meeting Meeting Days Week Calendar - Groups -Skype Meeting Teams Meeting Manage Calendars Type in the attendees email address in the textbox followed by a semicolon after each email address. Type in a name for the topic of the invite in the Subject textbox. Input the correct start date/time and end date/time for the Thu 3/12/2020 • 12:00 AM Fri 3/13/2020 12:00 AM Send meeting Click on the icon to deliver the invitation to all attendees. ☐ Tell me what you want to do Meeting Format Text Developer S đi N Show As: Busy Calendar Delete 🔾 Forward 💌 Appointment Scheduling Join Skype Meeting Join Teams Meeting Cancel Address Check Response Reminder: 15 minutes Assistant Meeting Options Meeting Notes Book Names Options Attendees Actions Show Skype Meeting Teams Meeting Meeting Notes Options You haven't sent this meeting invitation yet. === abc@vahoo.com; Test Leave Request; testing@gmail.com To... Send Subject Location Skype Meeting Thu 3/12/2020 12:00 AM Start time • All day event End time • 12:00 AM

Join Microsoft Teams Meeting

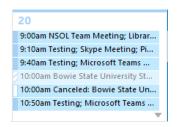
Learn more about Teams | Meeting options

Joining Online Meeting from Outlook Invitation

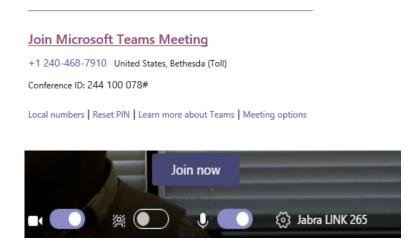
• Log on to the computer using your BSU email account and password, and open the

Outlook client on the desktop. Click on the

calendar icon to view the invite. Open
the calendar invitation displayed on your calendar:



• 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):



Sharing Your Screen during a Teams Meeting

• You should see a tray showing multiple buttons

Click on the icon to share your desktop:

• You should see Include system audio

Click that checkbox so that it displays a checkmark

Include system audio



• Click on the desktop screen 1 (You will notice that your screen has a red border, and people can now see your screen).

Stop Sharing Your Screen during a Teams Meeting

You will need to hover your mouse at the top center of the monitor, and click on the

Stop presenting

button:

| Stop presenting | Microsoft Office | Infrarcial Aid Coul | Edit your flow | New Control | Stop presenting | S

Recording a Meeting

• You should see a tray showing multiple buttons

Click on the icon to display the additional settings.

• You should see Start recording

Click on the button to begin recording. (*Note* While the meeting begins to record, there will be a notification at the top that displays the

following A You're recording Let everyone know that they're being recorded.

This privacy policy shows for all recorded meetings.)

- To stop recording, you will repeat the same steps, by opening the tray, and click on the More actions icon to display the additional settings.
- You should see Stop recording

 Click on the button to end recording. *Note*

 Recordings from a Teams meeting scheduled on the calendar are stored in Stream, and can be obtained internally, but not uploaded to an external application including YouTube, etc...)

Download Attendee Report

• You should see a tray showing multiple buttons

Click on the icon to display the participant panel.



• The report only shows the current attendees during a meeting, and it is saved here

