

DIVISION OF INFORMATION TECHNOLOGY

USING MICROSOFT TEAMS INSTRUCTIONS
MAY 11, 2020

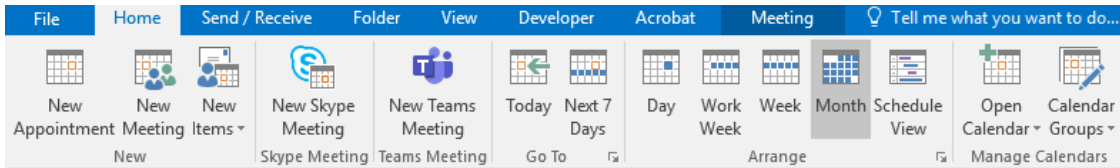
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
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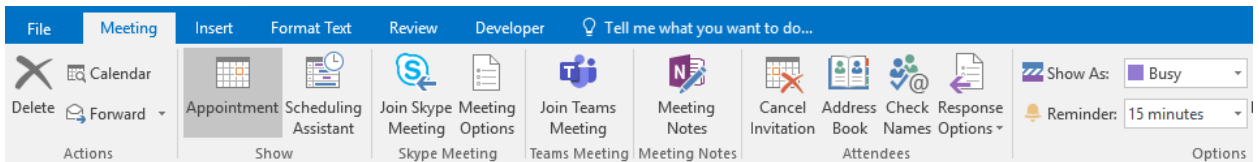
Creating Online Meeting using Outlook

- 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  icon to create a new online meeting:



- 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 textbox. Input the correct start date/time and end date/time for the meeting. Start time: 12:00 AM. End time: 12:00 AM. Click on the  icon to deliver the invitation to all attendees.



You haven't sent this meeting invitation yet.

From: pgaither@bowiestate.edu

To:

Subject:

Location: Skype Meeting


Start time: 12:00 AM All day event

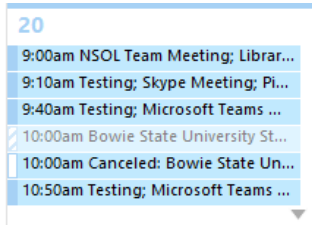
End time: 12:00 AM

[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:



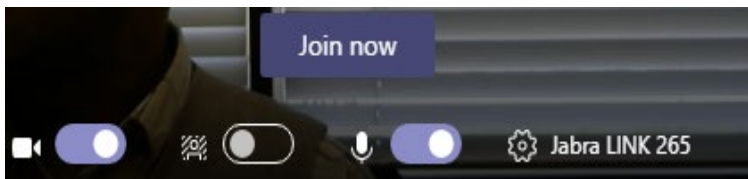
- Click on the **Join Microsoft Teams Meeting** link, and then click on the **Join now** button (Make sure that the camera and microphone display in purple like the image below. If the camera or microphone is grey, then this feature is not enabled):

Join Microsoft Teams Meeting

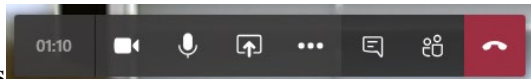
+1 240-468-7910 United States, Bethesda (Toll)


Conference ID: 244 100 078#

[Local numbers](#) | [Reset PIN](#) | [Learn more about Teams](#) | [Meeting options](#)

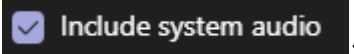


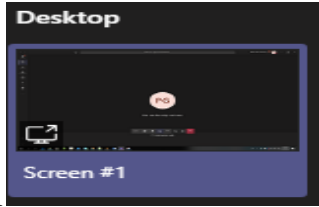
Sharing Your Screen during a Teams Meeting

- 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





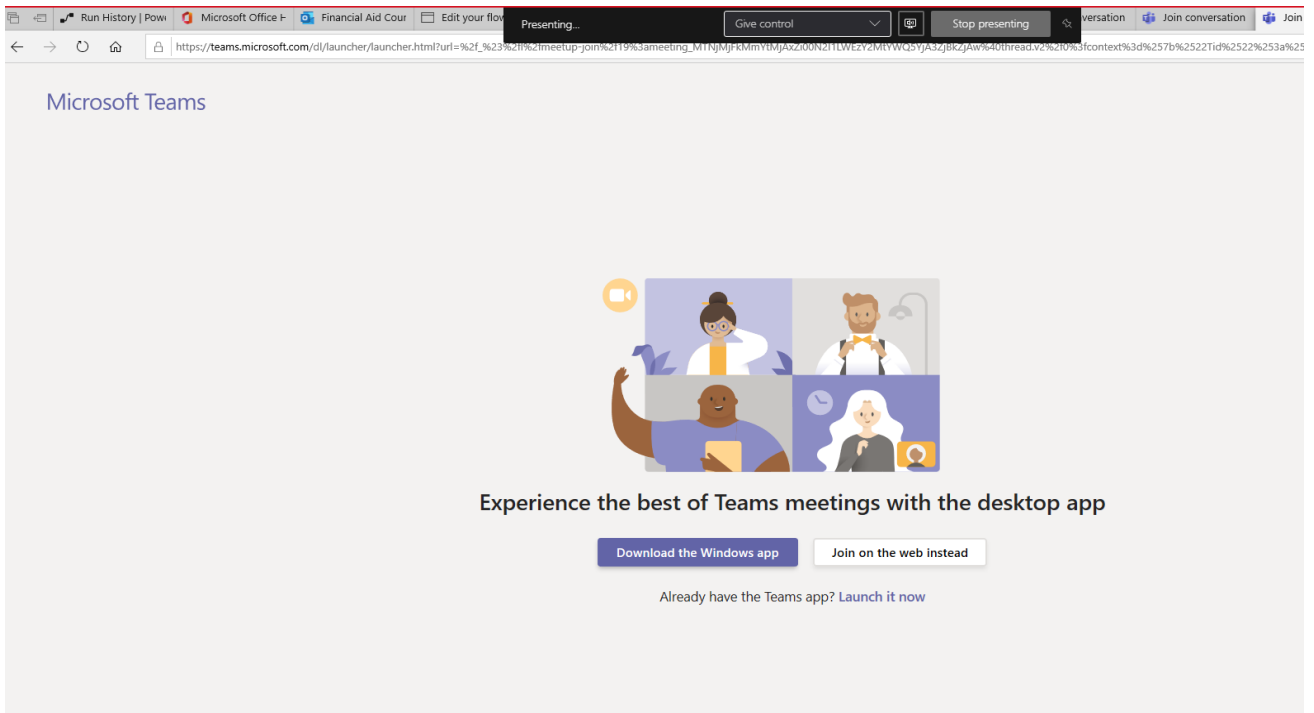
- Click on the desktop screen 1 (You will notice that your screen has a red border, and people can now see your screen).

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

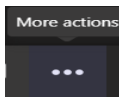
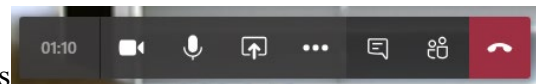


button:

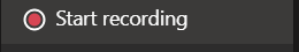


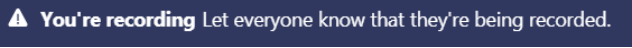
Recording a Meeting

- You should see a tray showing multiple buttons

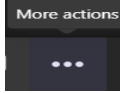


Click on the icon to display the additional settings.


- You should see . 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 . 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

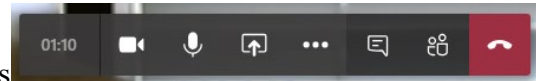


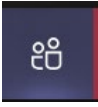
icon to display the additional settings.

- You should see . 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.

- You should see this . Click on the  button to download the report.

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

