USING MICROSOFT TEAMS WITH O365 APPS INSTRUCTIONS

MAY 11, 2020

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Effectively Using Teams

This section, provide tips to navigate within Teams effectively. Although, Teams provides many features, these instructions cover the basics.

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] calendar icon to view your available days for a meeting. Click on the [New Teams Meeting] icon to create a new online meeting:
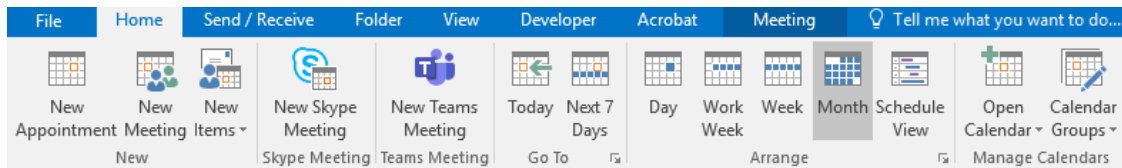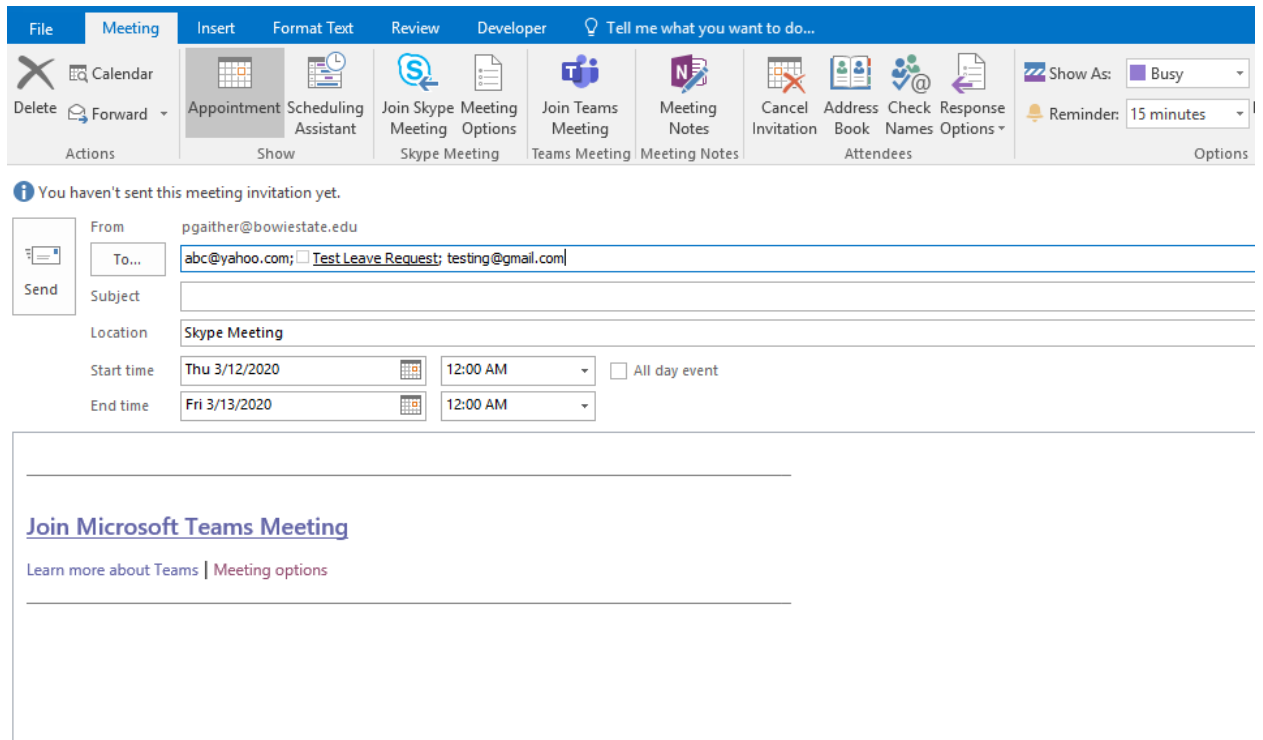

- Type in the attendees email address in the [To...] textbox followed by a semicolon after each email address. Type in a name for the topic of the invite in the [Subject] textbox. Input the correct start date/time and end date/time for the meeting [Start time Thu 3/12/2020 12:00 AM / End time Fri 3/13/2020 12:00 AM]. Click on the [Send] icon to deliver the invitation to all attendees.

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] calendar icon to view the invite. Open

 the calendar invitation displayed on your calendar:
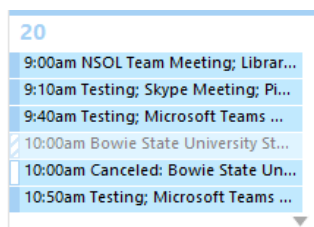
- Click on the **Join Microsoft Teams Meeting** link, and then click on the **Join now** button

  (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

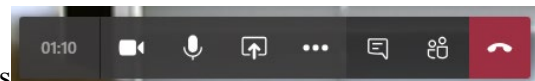+1 240-468-7910   United States, Bethesda (Toll)

Conference ID: 244 100 078#

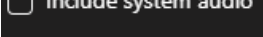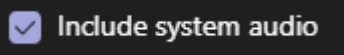Local numbers | Reset PIN | Learn more about Teams | Meeting options
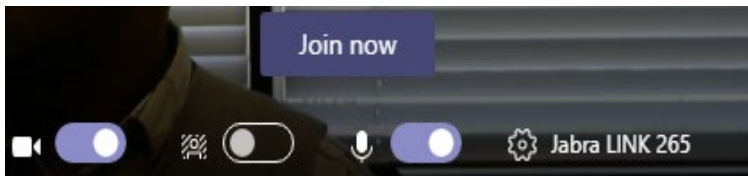
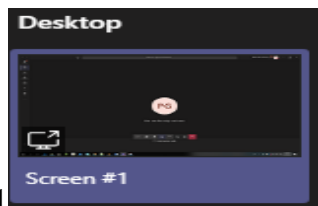**Sharing Your Screen during a Teams Meeting**

- You should see a tray showing multiple buttons .
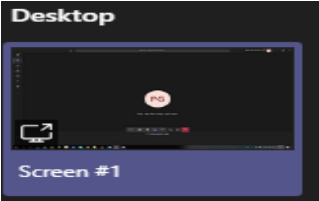
  Click on the icon to share your desktop:

- You should see . Click that checkbox so that it displays a checkmark
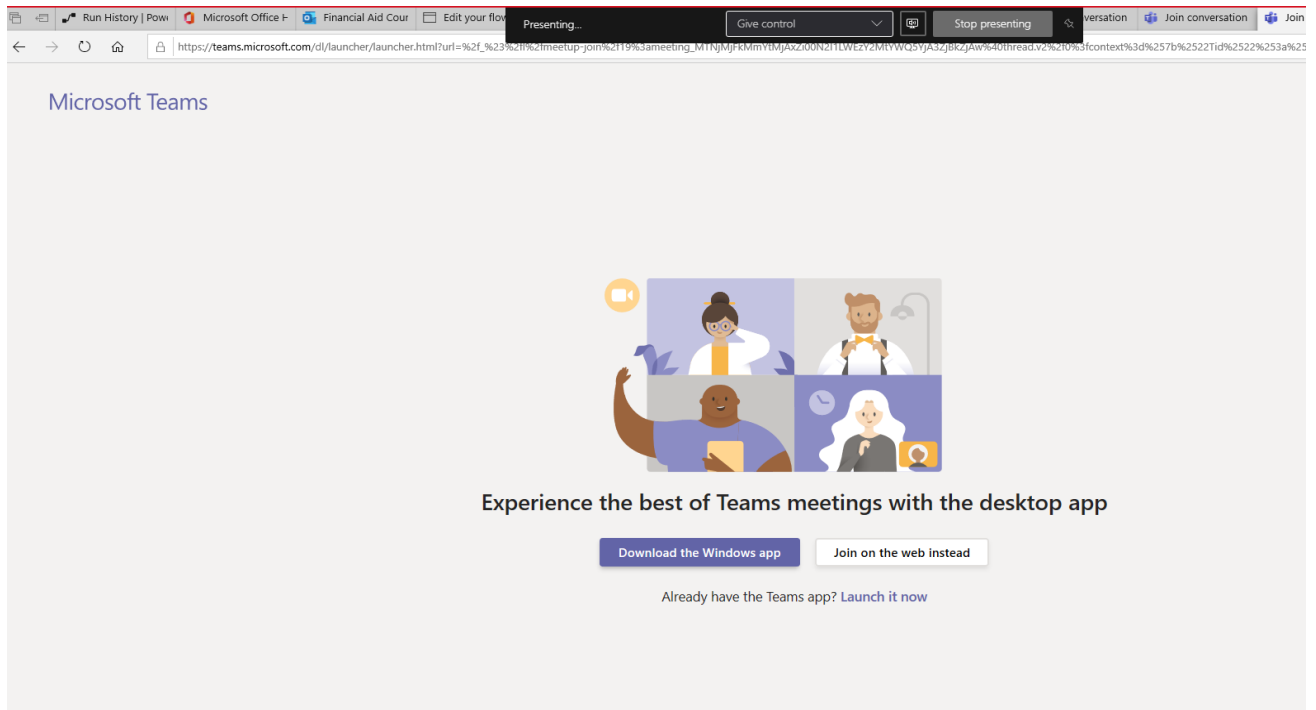
   :

- Click on the desktop screen 1 . (You will notice that your screen

  has a red border, and people can now see your screen).
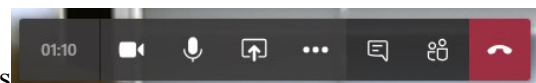
Stop Sharing Your Screen during a Teams Meeting

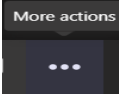You will need to hover your mouse at the top center of the monitor, and click on the

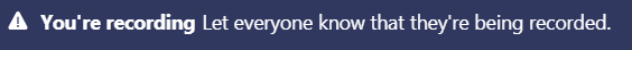[Stop presenting] button:

Recording a Meeting

- You should see a tray showing multiple buttons [image] .
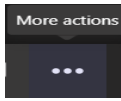
  Click on the [More actions ...] icon to display the additional settings.

- 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 [⚠ 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

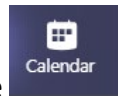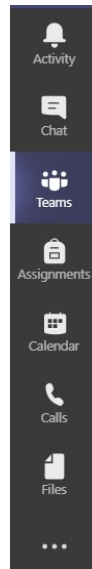- You should see a tray showing multiple buttons `01:10 ◼◀ 🎤 ⬆ ··· 🗨 👥 📞` .
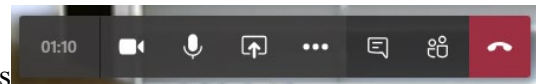
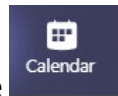 Click on the 👥 icon to display the participant panel.

- You should see this **People** ✓ₓ ↓ ✕ . Click on the ↓ button to

  download the report.

- The report only shows the current attendees during a meeting, and is here
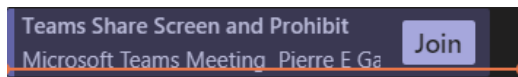
  ⬇ Downloads

Restrict Share Screen Permissions

- You should see a list of icons on the left side of the Teams application
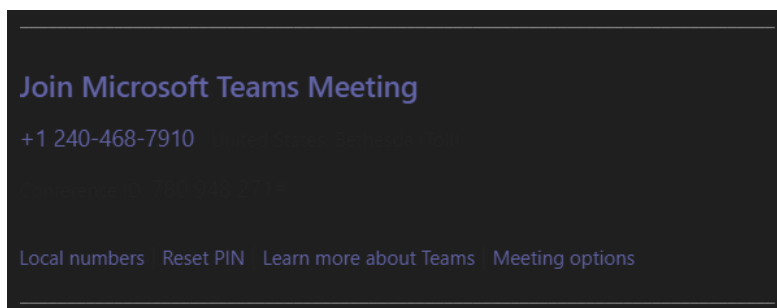
. Click on the icon to display the list of your meetings that were

created by you as the organizer.

- Double click on the meeting that you need to create the restrictions, like this example

.

- Now you need to click on the **Meeting Options** link, as seen in the screenshot below.

- You need to right click `Meeting options`, and click on `Open Link`.

- Within the meeting options section, go to `Who can present?`, and change `Everyone` to `Specific people`. Type in the name of each participant in this textbox `Search for participants ∨`. Once presenters have been inserted in the list, then click `Save`.

Meeting options

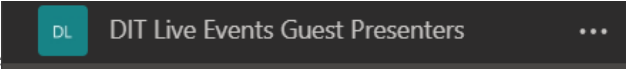|	
Who can bypass the lobby?	People in my organization ∨
Always let callers bypass the lobby	No ⬤
Announce when callers join or leave	No ⬤
Who can present?	Specific people ∨
Select presenters for this meeting	Everyone
	People in my organization
	Specific people
Allow attendees to unmute	Only me

Save

Managing Permissions to Team

- You should see a list of icons on the left side of the Teams application
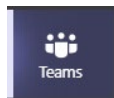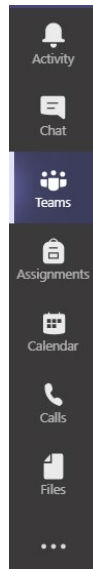
. Click on the icon to display the list of teams that you are a owner or member.
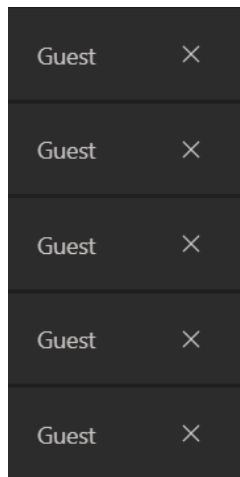
- As an owner, to view all member(s) and guest(s) of the team, browse for the team of choice

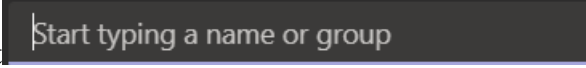like in this example , and click on the
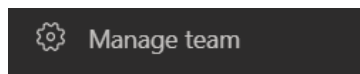
. Click on the button to see all member(s) and guest(s).

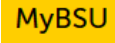- To delete a member or guest from the team,

, click on the "X" button for the selected row.

- To add a member or guest within the team, click on the **Add member** button. It is important that you input the name to add a member, and input the email address to add a guest **Start typing a name or group**. For example, a member is someone that has an account ending in "@bowiestate.edu", and a guest is someone that does not have an account ending in "@bowiestate.edu". Once the member or guest account is in the textbox, then click on **Add**, and select the **Close** button.

Effectively Using Stream

This section, provide tips to navigate within Stream effectively. A key topic, that is covered, is integrating videos within a Teams meeting. Although, Stream provides many features, these instructions cover the basics.

Signing into Stream

- While logged into the Teams meeting using the desktop version, you need to open a new browser using Edge, and type www.bowiestate.edu. From the navigation bar above, click on the **MyBSU** link:
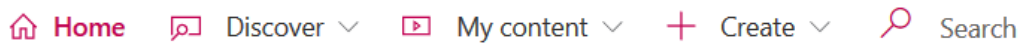
  Bulldog Connection   MyBSU   Directory   Library   Information For ⌄   Give   🔍

- Click on the **Faculty/Staff Email** link. *Note* You need to sign in using your BSU email and password:
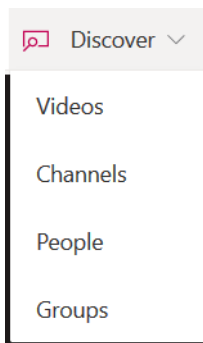
Quick Access

- Faculty/Staff Email
- PeopleSoft Faculty/Staff Login
- PeopleSoft Financials
- Blackboard
- iCAN/Starfish
- Directory Search
- Update Your Directory Information
- Academic Calendar
- Holiday Calendars
- Bowie Electronic Emergency System (BEES)
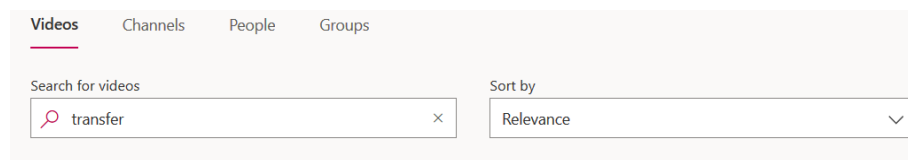
Managing Permissions to Video Content using Stream

- From the **Home** screen in Stream, you need to click on the link:

- Click on the **Videos** option from the list:

- Search for the video, and then hit the enter key on your keyboard:

- Click on the icon:

- Type in the faculty/staff member name in the textbox, and then hit the enter key on your keyboard. (The checkbox to "Allow everyone in your company to view this video", should be used when **all** faculty/staff need to watch the video.)

- Click the **Apply** button, to save the changes.
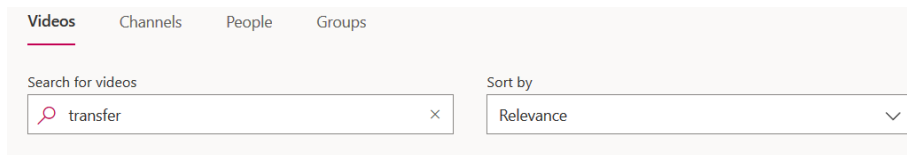
Playing Video Content using Stream

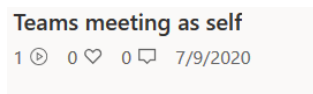- From the **Home** screen in Stream, you need to click on the **Discover** link:
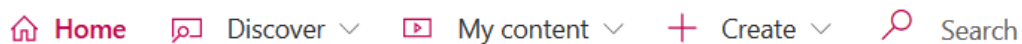
- Click on the **Videos** option from the list:

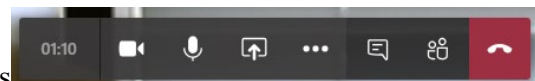- Search for the video, and then hit the enter key on your keyboard:
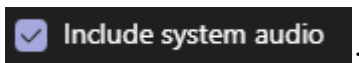

- Click on your video link:

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 . Click that checkbox so that it displays a checkmark

   :

- Click on the browser where Stream is located. (You will notice that the browser screen has

  a red border, and people can now see the Stream screen).

Stop Sharing Your Stream Screen during a Teams Meeting

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

 button.