



Microsoft Teams 101



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 **@REEDTIERRA**

Microsoft Teams

Meeting 101

- **Today's Focus: Meetings**
 - **Overview**
 - Demo
 - Q & A



Teams Meetings

Meeting Tools	Using Meet Now	Scheduling a Meeting	Meeting Settings
• Video and Audio • Chat • Participants • Sharing your Screen • Device and view settings	• Practice Tools • Record Content • Call others to the meeting	• Send an invite to 1 or more emails • Send an invite to an entire Team	• Set up during or prior to a meeting • Virtual lobby • Presenter and attendee settings

Communicate Through Meetings

Stay connected with a complete meeting solution supporting sharing, video and audio conferencing

Engage in all types of meetings – spontaneous, scheduled, external and large 1:manys

Get work done faster by having context and content at your fingertips

Stay in the know with meeting recordings with transcription and translation, indexed for searching

Join from a range of platforms and devices – incl. desktop, browser, mobile, and meeting room devices



00:22:06



Leave



Oscar Ward



Jordan Mitchell



Reed Flores



Shawn Hughes



Jessie Irwin



Markus Long



Kerry Allen



Malik Barden



Wesley Brooks



Brandon Stuart



Tomas Richardson



Hayden Cook



Renata Hall



Abigail Jackson



Juan Morgan



Rowan Murphy



Christopher Reed



Ana Bowman



Eric Solomon



Sara Perez



Vance DeLeon



Morgan Connors



Maria Sullivan



Anthony Ivanov



Ashley Schroeder



Grace Taylor



Cameron Baker



Taylor Phillips



Michelle Harris



Hannah Jarvis



Amber Rodriguez



Serena Davis



Mario Rogers



Briana Hernandez



Andre Lawson



Logan Edwards



Alex Johnson



Jacob Hancock



Nathan Rigby



Isabel Gracia



Amani Rivera



Graham Barnes



Miguel Reyes



Quin Campbell



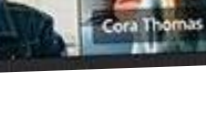
Kayla Lewis



Jasmine Miller



Kai Carter



Cora Thomas

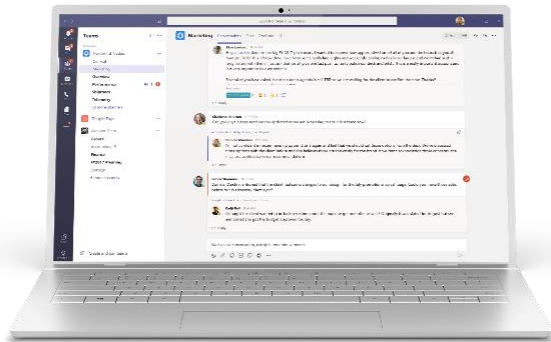


Dylan Williams



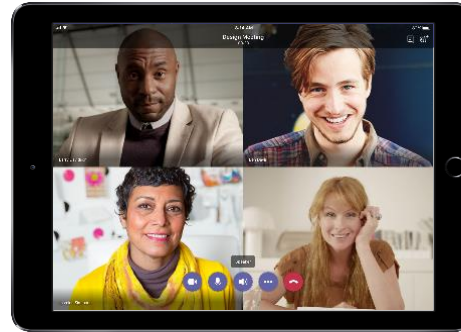
Stay connected, with consistent experience across devices

Desktop



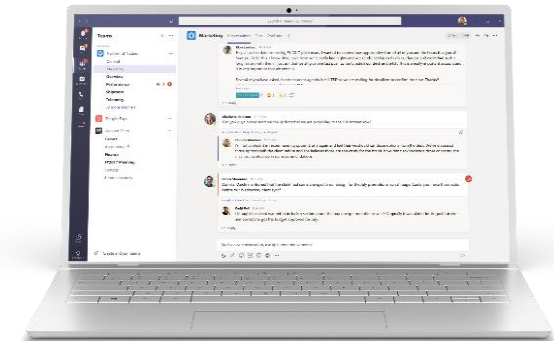
 Windows 7+

Mobile



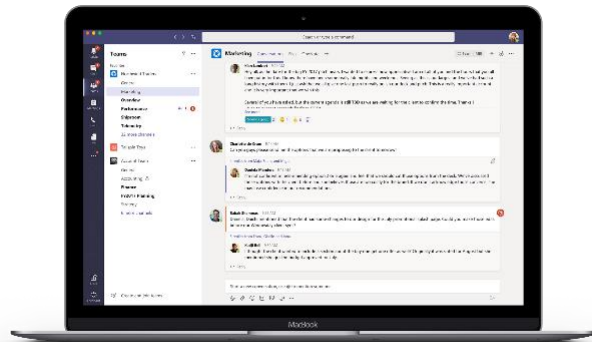
iPad

Web

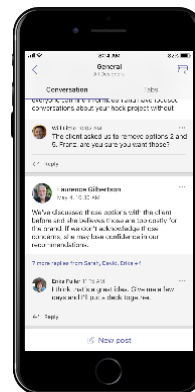


 Edge

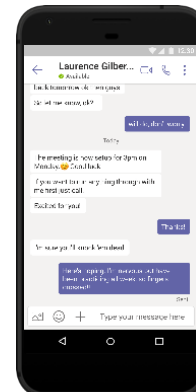
 Chrome



 OS X 10.11+



iPhone



Android

test_test_Microsoft US EDU

TAP

Search

Calendar

Meet now

New meeting

Today

<

>

September 2020

Work week

	07 Monday	08 Tuesday	09 Wednesday	10 Thursday	11 Friday
8 AM					
9 AM					
10 AM					
11 AM					
12 PM					
1 PM					
2 PM					

My calendar

DEMO Meeting

September 9, 11:30 AM - 1:00 PM

Join

Edit

Chat with participants

Kristi Collins
Organizer

DEMO Meeting
Kristi Collins

PC Mic and Sp...

Join now

Other join options

Audio off

Phone audio

Add a room

Calendar

JULY 1 TODAY

Meeting Settings
10:30 am - 11:00 am

Join

JULY 2 TOMORROW

Element Education Meeting with Microsoft
1:00 pm - 2:00 pm

Join

Activity

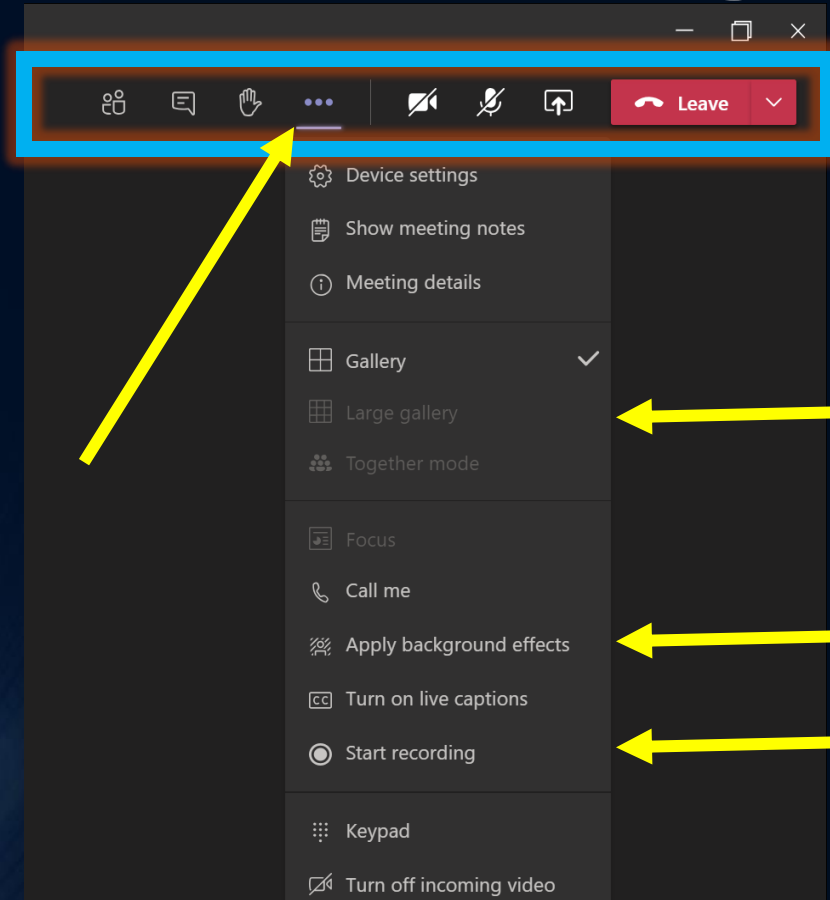
Chat

Teams

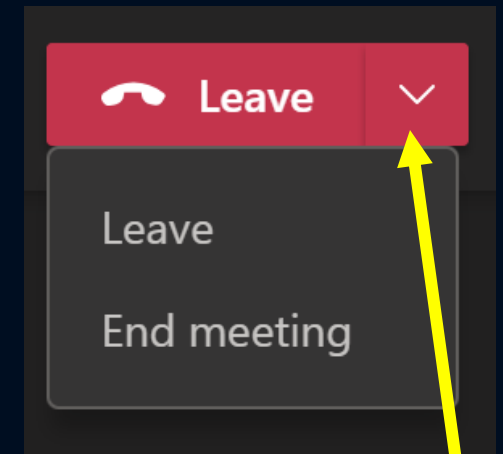
Calendar

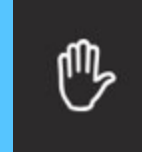
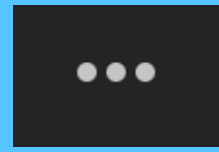
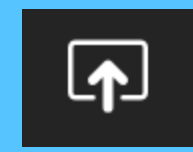
More

Meeting Tools - App

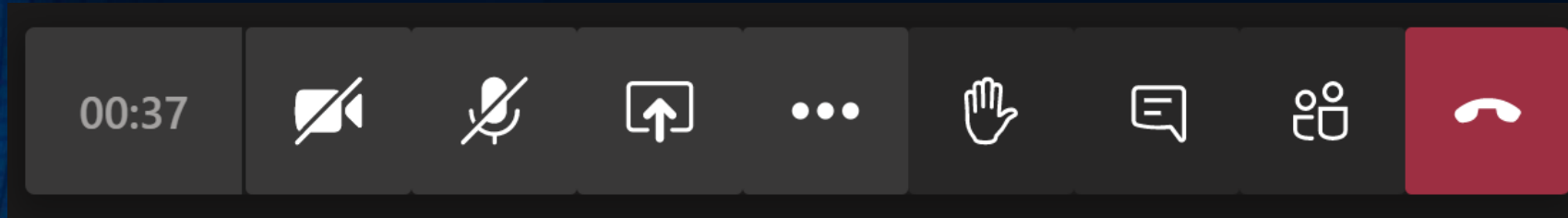


- Device settings
- Show meeting notes
- Meeting details
- Gallery ✓
- Large gallery
- Together mode
- Focus
- Call me
- Apply background effects
- Turn on live captions
- Start recording
- Keypad
- Turn off incoming video



						
Show Participants	Show Conversation	Raise Hand	Open More Actions	Video and Audio On/Off	Share Screen	Leave End Meeting

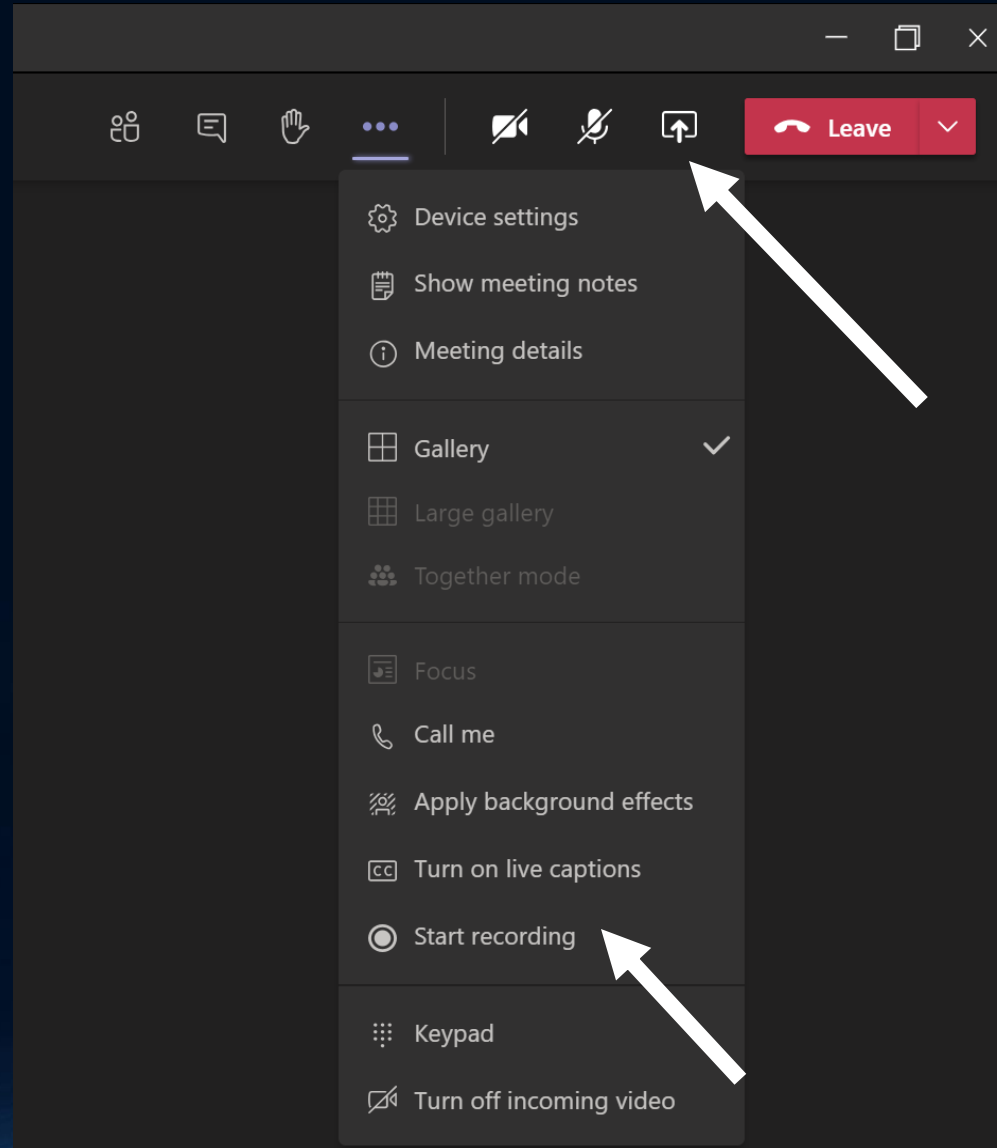
Meeting Tools - Browser



-  Show device settings
-  Show meeting notes
-  Show meeting details
-  Enter full screen
-  Keypad
-  Start recording
-  End meeting
-  Turn off incoming video

						
Video and Audio On/Off	Share Screen	Open More Actions	Raise Hand	Show Conversation	Show Participants	Hang up

Share & Record



Share your...	If you want to...	Great when...
Desktop	Show your entire screen, including notifications and other desktop activity	You need to seamlessly share multiple windows
Window	Show just one window, and no notifications or other desktop activity	You only need to show one thing and want to keep the rest of your screen to yourself
PowerPoint	Present a PowerPoint file others can interact with	You need to share a presentation and want others to be able to move through it at their own pace
Whiteboard	Collaborate with others in real time	You want to sketch with others and have your notes attached to the meeting

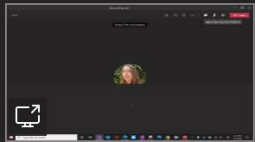
00:11



Leave

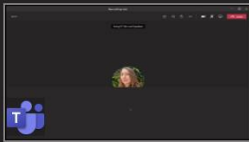
☐ Include system audio

Desktop

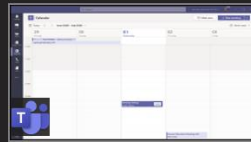


Screen #1

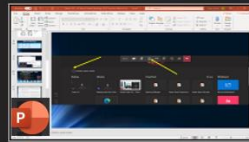
Window



New settings test | Micr...



Calendar | Microsoft Tea...



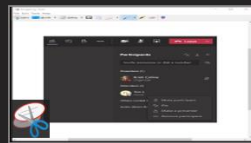
Teams 101 - All About Te...



Microsoft Educator Cent...



New Tab - Google Chro...



Snipping Tool

PowerPoint



Teams 101 - All About Te...



Teams Overview Summe...



Teams Overview Summe...



Element Education PD D...

Browse

Whiteboard

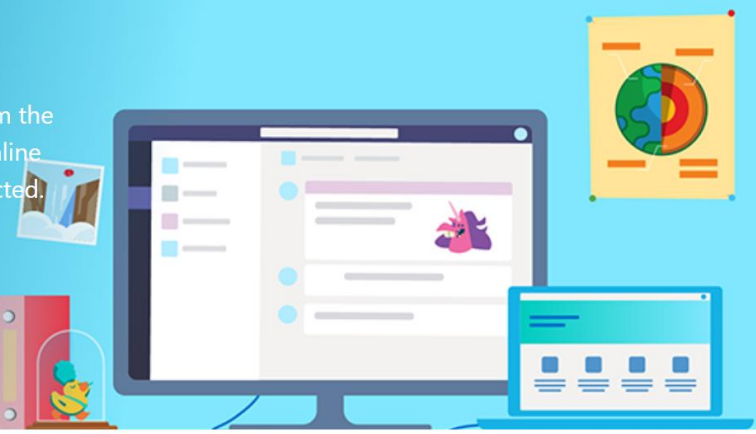


Microsoft Whiteboard

Get started with distance learning

A focused learning environment isn't easy to achieve away from the physical classroom. Microsoft is here to support multimedia online experiences that keep educators, students, and families connected.

GET STARTED >



New and noteworthy [Show all](#)



Meeting chat

2:33 PM Meeting started

2:36 PM
Meeting Announcements:

- One
- Two
- Three

Type a new message

📎 ! 📎 😊 📎 ... 📎

File saves to meeting chat

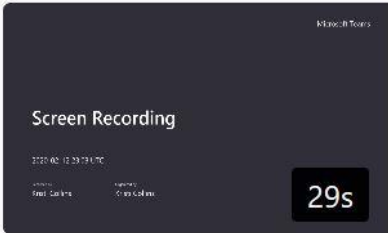
Search or type a command

 **Screen Recording** Chat Files Meeting Notes 1 more ▾

 Kristi Collins joined the meeting.

 Meeting started 3:02 PM

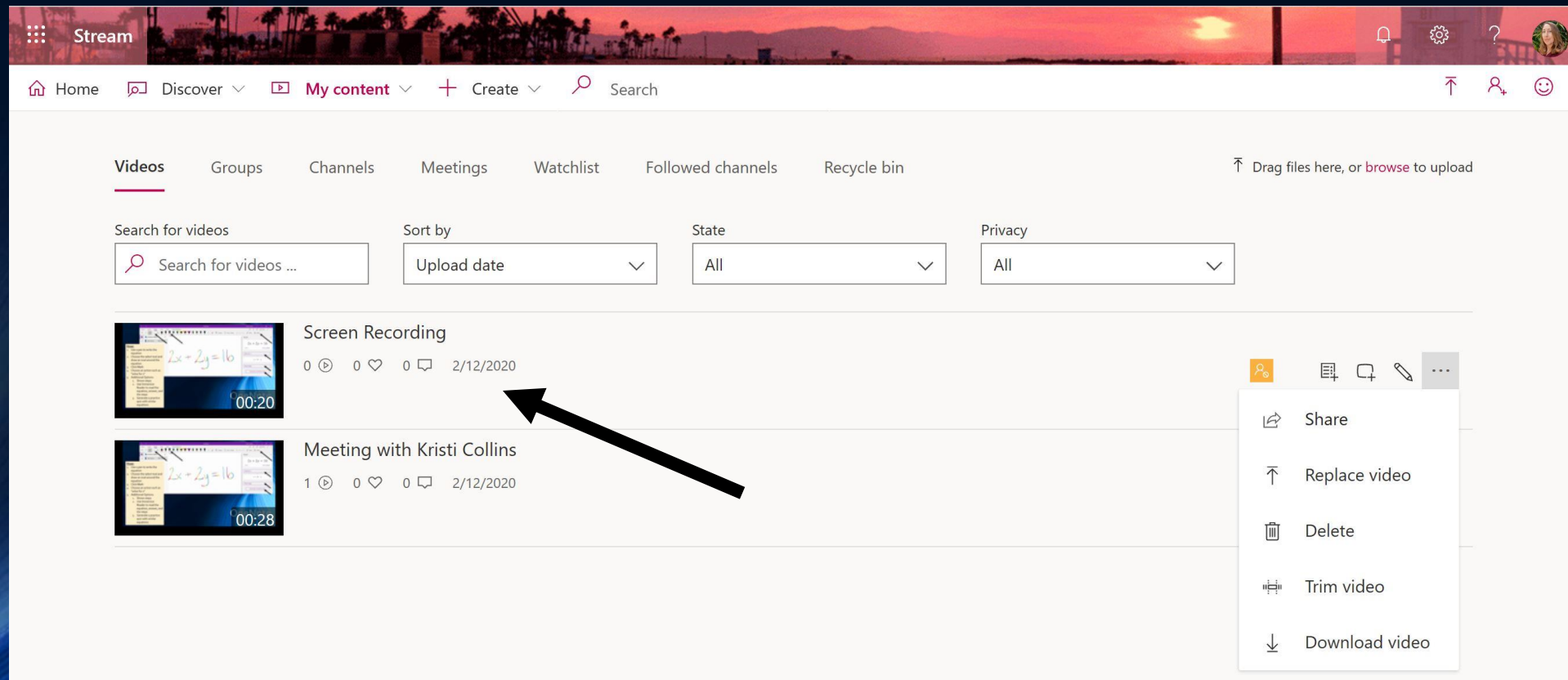
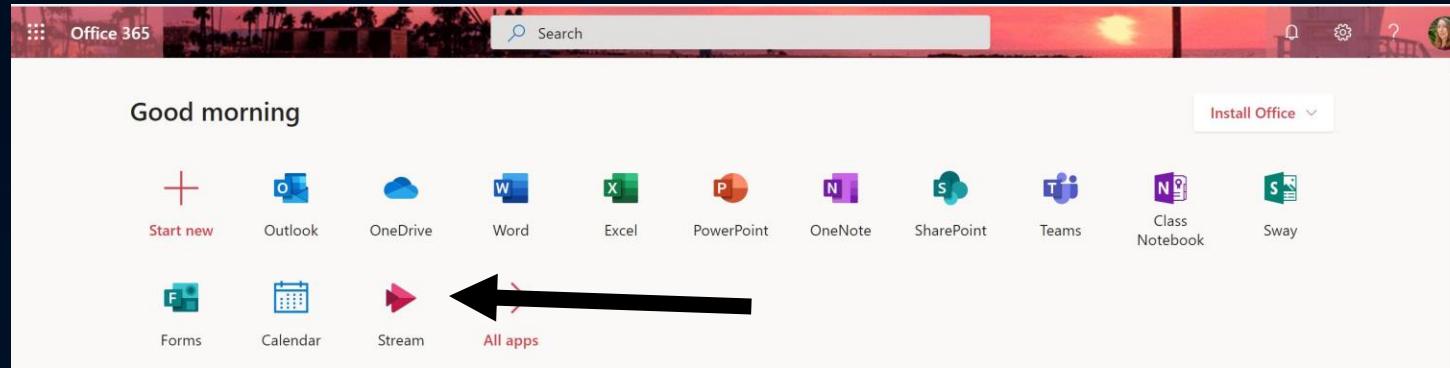
 Meeting ended 1m 47s 3:04 PM



Meeting
Recorded by: Kristi Collins



Video saves to stream



Meet Now:

- Calendar > Meet Now *OR* In Team - Channel > Meet

The image displays two overlapping screenshots of the Microsoft Teams application interface, illustrating the steps to start a 'Meet Now' session.

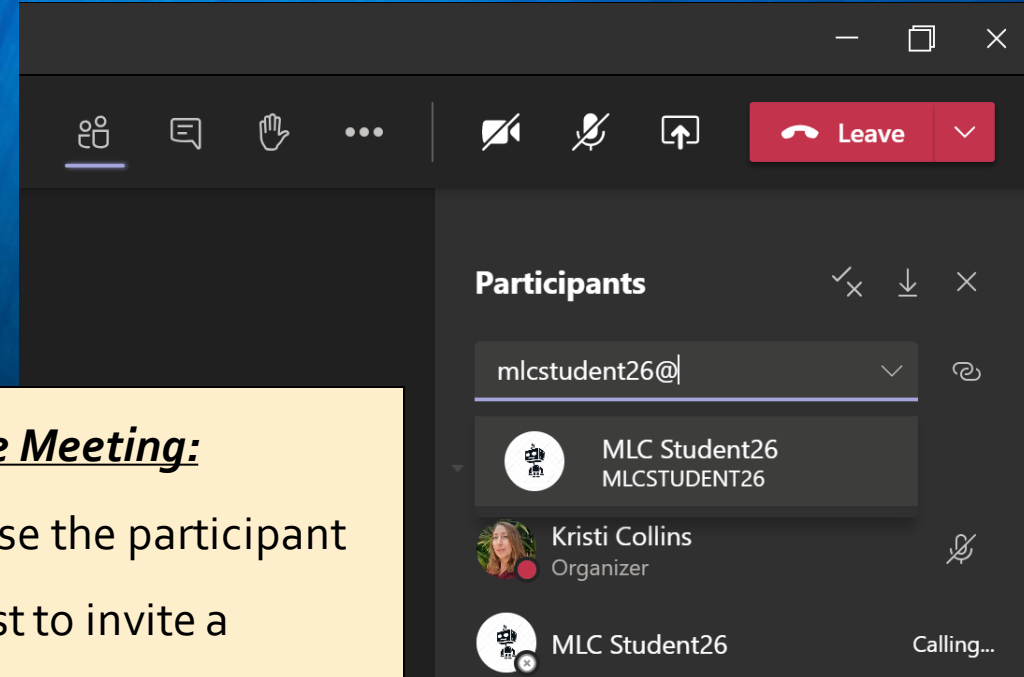
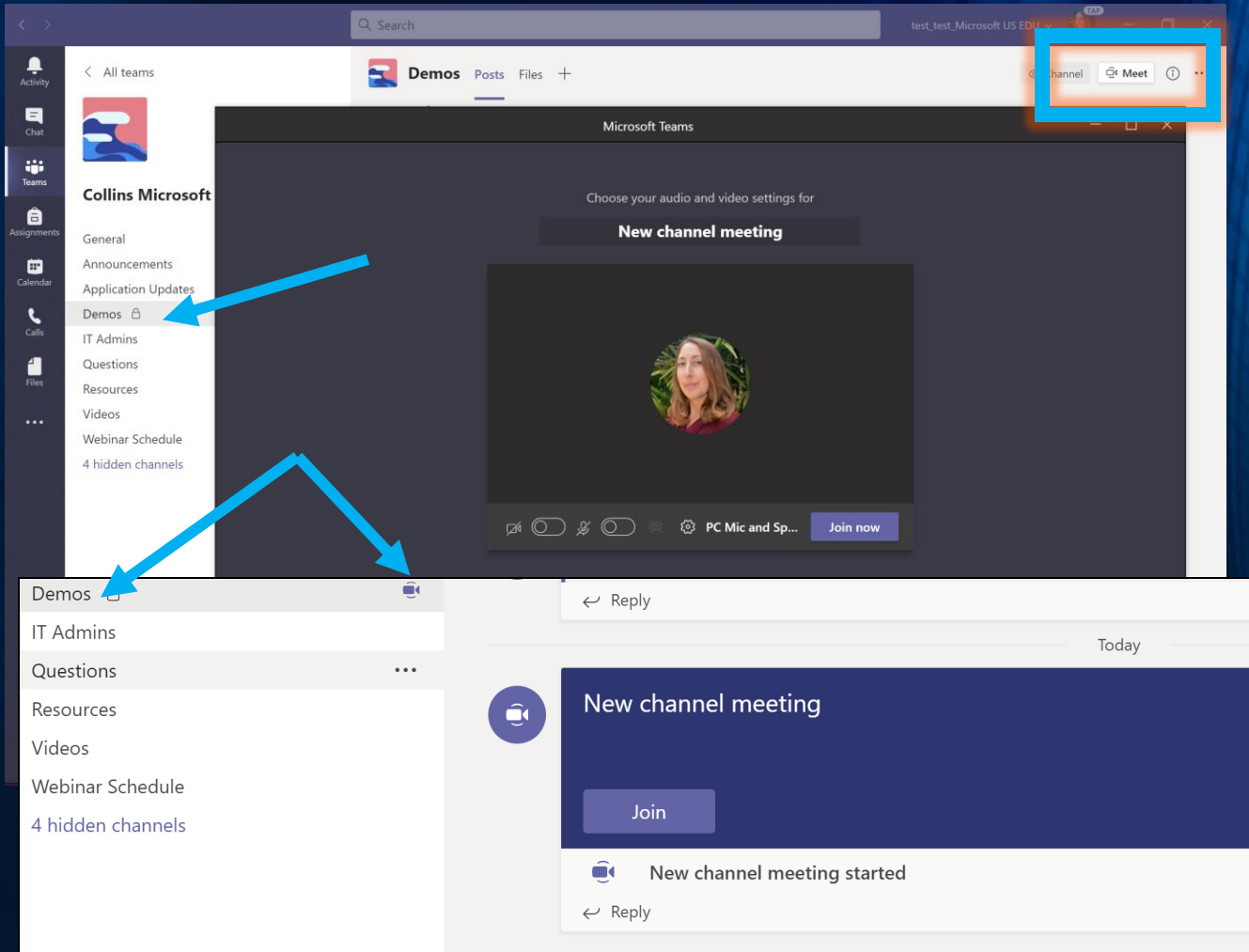
Top Screenshot (Calendar View): This view shows the 'Calendar' app. In the top right corner, the 'Meet now' button is highlighted with a red rectangle. In the bottom left corner, the 'Calendar' icon in the left-hand navigation pane is also highlighted with a red rectangle.

Bottom Screenshot (Team Channel View): This view shows a team channel named 'Demos'. In the top right corner, the 'Meet' button is highlighted with a red rectangle. A blue arrow points from the 'Demos' channel name in the left-hand navigation pane to the 'Meet' button. Another blue arrow points from the 'Meet' button to the 'Meet Now' button in the top screenshot.

Bottom Bar: At the bottom of the interface, there is a text input field that says 'Start a new conversation. Type @'. Below this field is a row of icons. The 'Meet Now' icon (a camera with a speech bubble) is highlighted with a red rectangle. A blue arrow points from this icon to the 'Meet' button in the bottom screenshot.

Meet:

- In Channel – Participants click on join

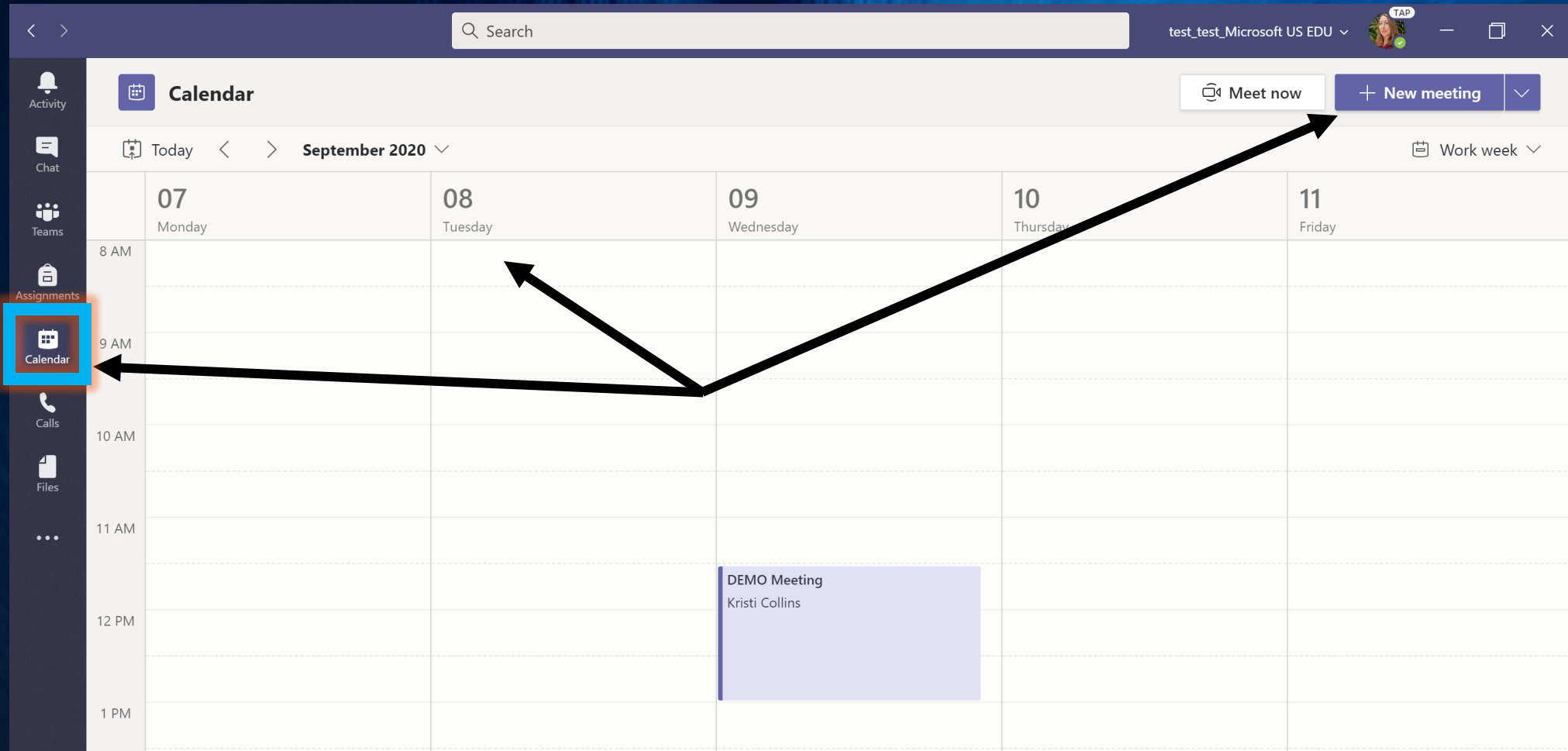


In the Meeting:

- Use the participant list to invite a participant
- Type the email to call
- Participant receives notification in their Teams app

Setting Up a Meeting:

- Choose the calendar
- Click on a day and time or choose new meeting



Meeting Details:

- Type meeting details
- Choose attendees or a channel to send to an entire Team

The screenshot shows the 'New meeting' dialog box in Microsoft Teams. The interface includes a sidebar on the left with icons for Activity, Chat, Teams, Assignments, Calendar, Calls, and Files. The main area has a search bar at the top and a 'New meeting' header with tabs for 'Details' and 'Scheduling Assistant'. Below the header, there are fields for 'Time zone' (set to UTC-08:00 Pacific Time), 'Response options' (with checkboxes for 'Request responses' and 'Allow forwarding'), and a meeting title field containing 'Tuesday Staff Meeting'. There is a section for 'Add required attendees' and a '+ Optional' link. The date and time are set to 'Sep 10, 2020' at '2:30 PM' for a duration of '1h'. The recurrence is set to 'Does not repeat'. A dropdown menu shows 'Staff Team Demo' and 'Weekly Virtual Meetings'. There is a field for 'Add location'. At the bottom, there is a rich text editor with a toolbar and a placeholder text 'Type details for this new meeting'. On the right side, there are 'Send' and 'Close' buttons. Three black arrows point from a central point to the meeting title, the 'Add required attendees' field, and the rich text editor.

Search

test_test_Microsoft US EDU

New meeting Details Scheduling Assistant

Time zone: (UTC-08:00) Pacific Time (US & Canada) Response options

Tuesday Staff Meeting

Request responses ✓

Allow forwarding ✓

Add required attendees + Optional

Sep 10, 2020 2:30 PM → Sep 10, 2020 2:30 PM 1h All day

Does not repeat

Staff Team Demo Weekly Virtual Meetings

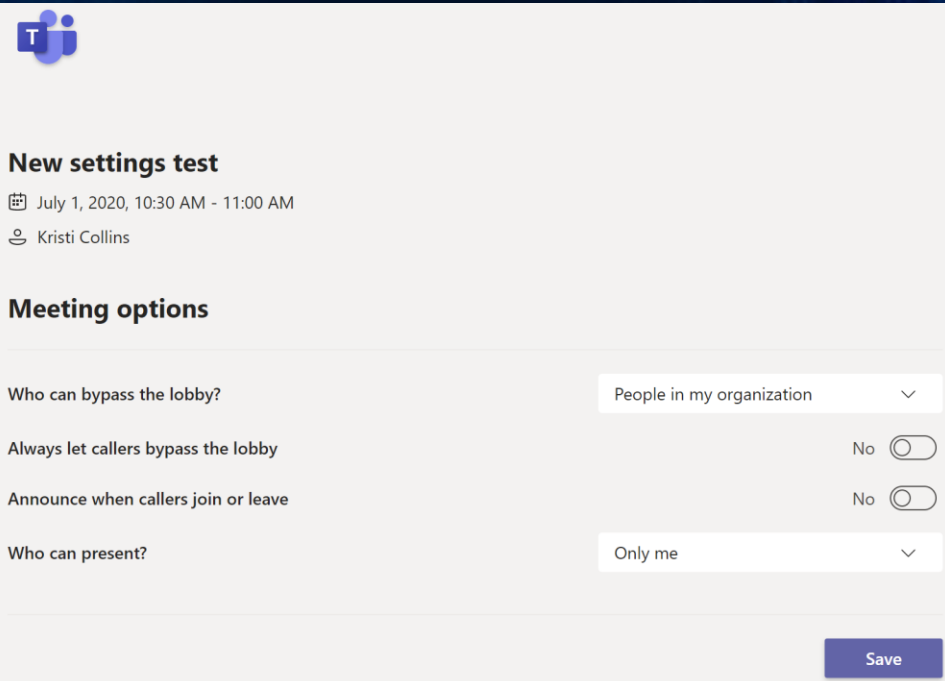
Add location

Type details for this new meeting

Send Close

Meeting Organizer:

1. Change during a meeting
 2. Set prior to the meeting
- IT Admins can set as default



New settings test

July 1, 2020, 10:30 AM - 11:00 AM

Kristi Collins

Meeting options

Who can bypass the lobby? People in my organization

Always let callers bypass the lobby No

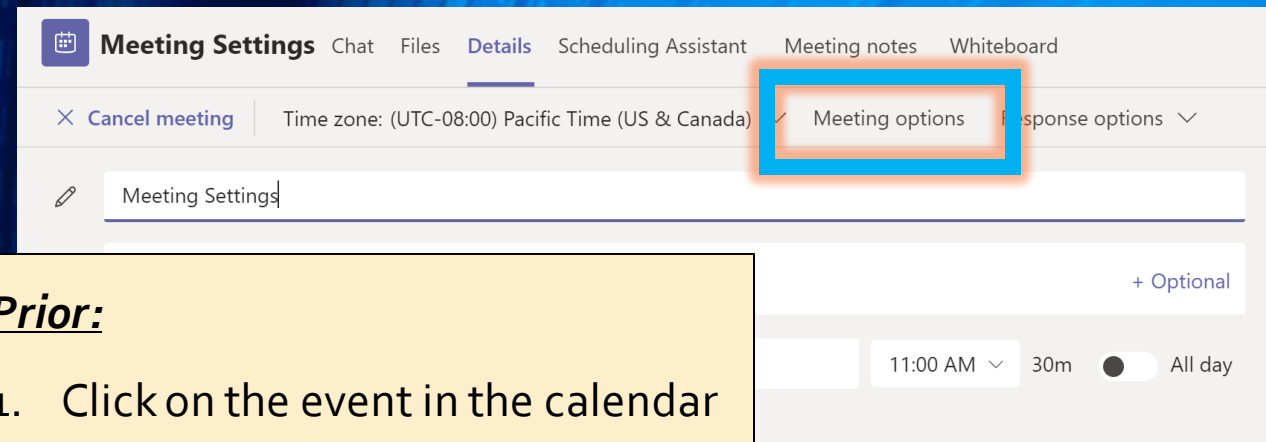
Announce when callers join or leave No

Who can present? Only me

Save

Prior:

1. Click on the event in the calendar
2. Choose edit
3. Choose meeting options



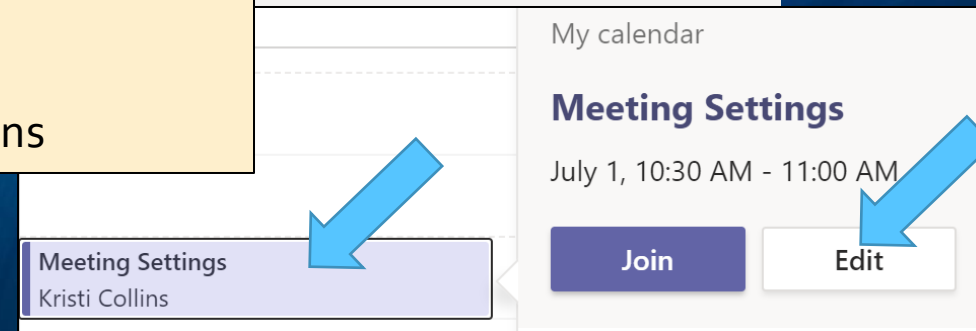
Meeting Settings Chat Files Details Scheduling Assistant Meeting notes Whiteboard

Cancel meeting Time zone: (UTC-08:00) Pacific Time (US & Canada) Meeting options Response options

Meeting Settings

+ Optional

11:00 AM 30m All day



My calendar

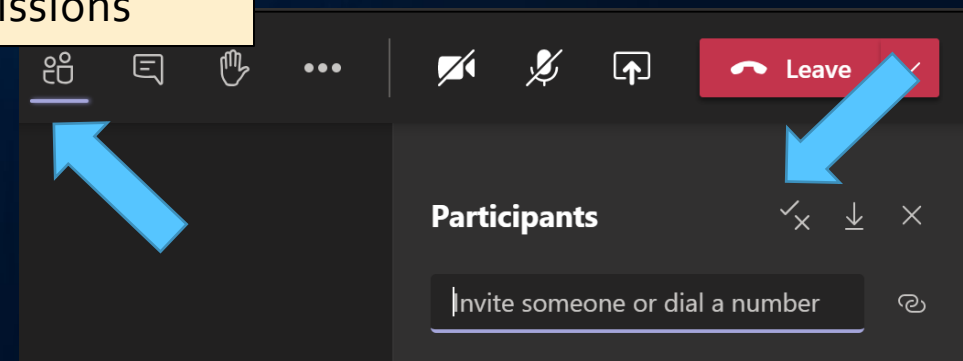
Meeting Settings

July 1, 10:30 AM - 11:00 AM

Join Edit

During:

1. Click on show participants
2. Choose manage permissions



Participants

Invite someone or dial a number

Leave

Meeting Controls

ADDITIONAL SETTINGS FOR MEETINGS

Presenter:

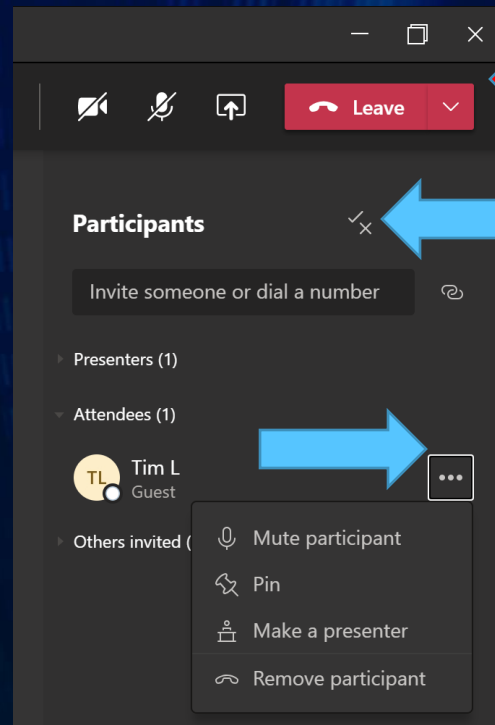
- All meeting tools

Attendee:

- Cannot mute or remove others, start or stop a recording, or share their screen

Options:

1. Change during a meeting
2. Set prior to the meeting
3. IT Admins set as default

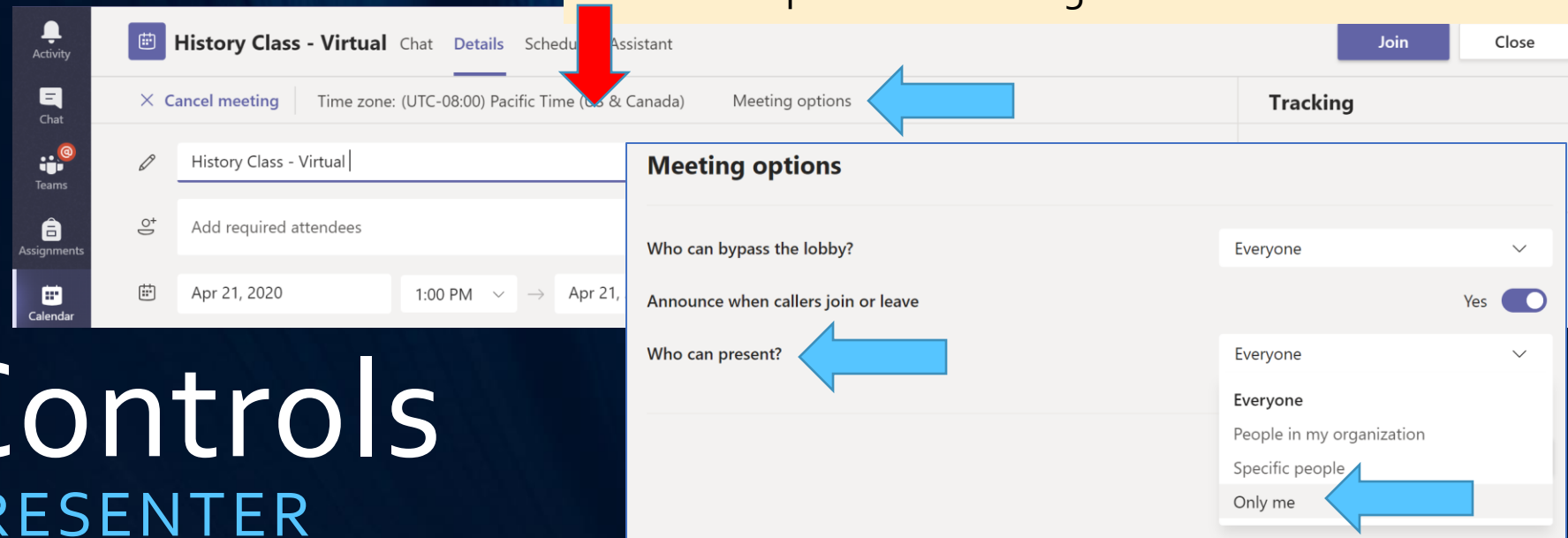


During a Meeting:

- Option 1 - Click on the "..." next to the person's name and choose "make an attendee/presenter"
- Option 2 – Choose manage permissions to set for all

Before a Meeting:

- Click on the calendar in Teams
- Choose a scheduled meeting and edit the event
- Click on "Meeting Options"
- Choose presenter settings



Meeting Controls

ATTENDEE AND PRESENTER

UNIVERSITY
OF MIAMI



ANY QUESTIONS?

ANY FEEDBACK?

UNIVERSITY
OF MIAMI



NEXT STEPS

**TECH THAT
WORKS FOR U**

TECH TALK SERIES

Visit Our Tech Talk Page

View past Tech Talks, watch recorded livestreams, access presentation slides and more.



it.miami.edu/TechTalk

Give Us Feedback

Fill out our survey and let us know how we're doing



Scan the QR code to the right using your phone's camera



<https://bit.ly/3AxKsdo>





Get In Touch With Us



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techtalk@miami.edu

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**Thank you
for attending!**