

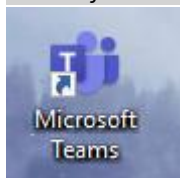
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|------------------|---|
| GOAL | Quick instructions for setting up a Microsoft Teams conference |
| AUDIENCE | |
| REQUIREMENTS | 1. Microsoft Office 365 license (All KAMS and member services users have an Office 365 license) |
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Microsoft Teams can be used to hold a video/audio conference with both internal and external participants – a meeting must be booked to invite attendees to the meeting. Teams meetings can be normal video/audio conferences or can be used to share your screen for a presentation or similar.

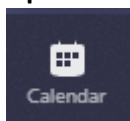
Booking the meeting

1) Open “Microsoft Teams” – either in a browser or installed app

NOTE: Microsoft Teams will have a shortcut on desktop if the application is installed – Otherwise Microsoft Teams can be accessed via web using normal Office 365 login at <https://portal.office.com>



2) Open “calendar” icon in left hand menu



3) Book a meeting

Add a title for your meeting.

Add attendees – if you are inviting people outside your organization, just type their addresses in the field, people inside the organization will show up automatically after typing their name

Select appropriate date/time as you would any normal meeting

All other details are optional, however I suggest adding a location in the location field and probably some details about the meeting

4) Save

When you save the meeting, the invite is sent to all attendees including a link they can click on to join the meeting.

People that do not have the Microsoft Teams app will be given a choice to download the app or open in browser.

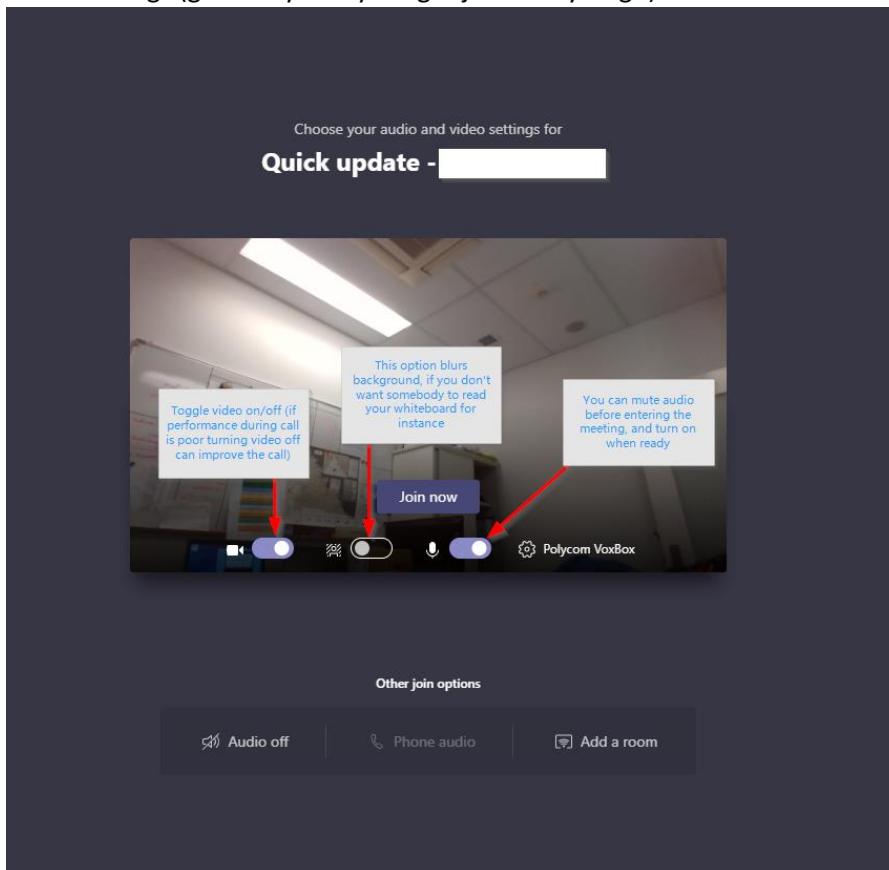
Guests/External parties should opt to open in browser, or download the app and join as guest (same applies for smart phones/tablets etc – they need to download the app to join meeting)

Starting the meeting

1) Open the meeting

When it is time to start your meeting, go to the calendar again in Teams, and click on the meeting to open it, when you are ready click “Join” in top right corner.

You will be presented with some options to prepare for the call – when you are happy with these settings (generally everything is just ready to go) click “Join now” to start the meeting



If any attendees have joined the meeting before you, they will be waiting in a “virtual lobby” – you can allow them to join when you are ready