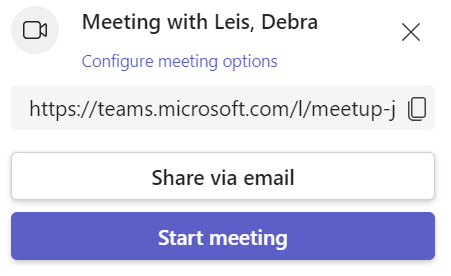
Microsoft Teams Meetings

Guide for Users

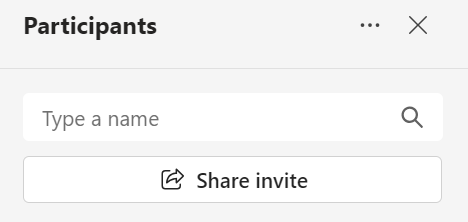
Create a Meeting in Microsoft Teams – you can create an instant meeting if you wish to start a meeting immediately, or you can schedule meetings to share with your contacts. You do not have to have a Teams account to join a meeting, but you will need to have one to schedule a meeting. You can [sign up](https://account.microsoft.com/account?lang=en-US) for free.

**To ‘Meet Now”:**

1. Open Microsoft Teams (free)
2. From the ‘Calendar’ tab, select ‘Meet Now’
3. You can keep the autogenerated name for your meeting, or you can rename your meeting in the ‘Meeting Name’ field.
4. To add participants:
   1. You can select ‘Get a link to share’ and send by selecting ‘Share via email’ and then select ‘Start meeting’



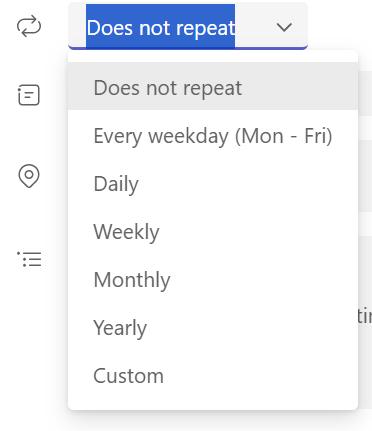
* 1. You can select ‘Start meeting’ and then ‘Join now’. There are three ways to add participants.
     1. Select ‘copy meeting link’ – this will allow you to paste the meeting link to an individual or group in the Teams Chat or in an email or text.
     2. Select ‘add participants’ – this will take you into the meeting where you will add participants in the top right corner by typing their name or sharing the invite.



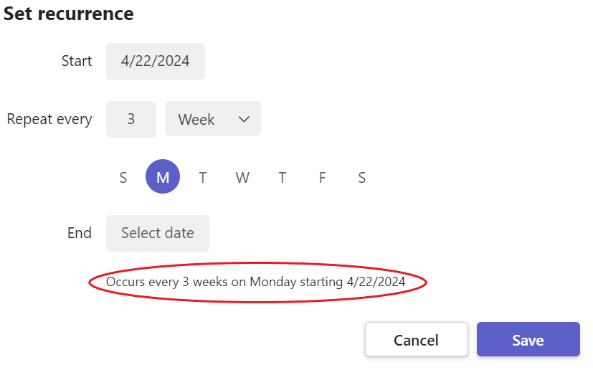
* + 1. Select ‘share via default email’ – this will allow you to email participants the link that is autogenerated into the body of the email.

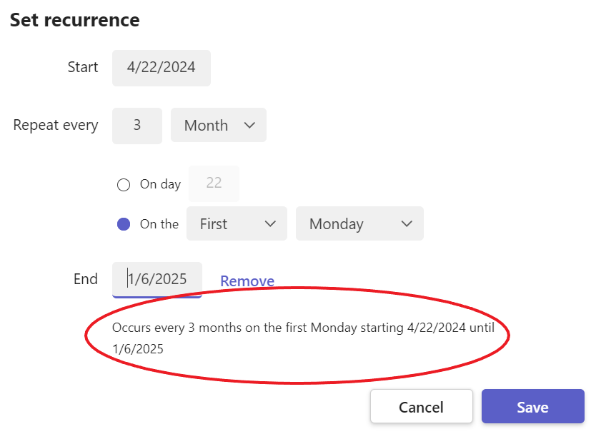
**To Schedule a Future ‘New Meeting’:**

1. Open Microsoft Teams (free)
2. From the Calendar tab, select ‘New Meeting’ at the top of the screen
3. Give your meeting a name in the ‘Add Title’ field.
4. Enter a name, email, or phone number in the ‘Add required attendees’ field to add participants to your meeting
5. Select the start date, start time, end date, and end time for the meeting.
6. If you wish to schedule recurring meetings, use the dropdown feature to the right of ‘Does not repeat’.
   1. Select a listed option -or-



* 1. Customize a recurring meeting by selecting ‘Custom’
     1. Select how often you wish the meeting to repeat
     2. Check the text at the bottom to ensure you entered the information correctly





* + 1. Select ‘Save’

**Conduct a Meeting:**

1. To begin your Teams meeting, go to the calendar in Teams and select ‘Join’ on the scheduled meeting.
2. If you need to add participants to the meeting, go to the ‘people’ icon type in their name or email address under ‘participants’, and select their name when it populates.
3. To end the meeting, go to the ‘Leave’ button and drop down to ‘End meeting’. Select ‘leave’ if you wish to leave but want the meeting to continue.

**Things that you can do in Teams Meetings** – in the meeting, you can select any of the following:

* Teams Community turn camera on or off Enable/disable your **Camera**.
* Teams Community turn mic on or offMute/unmute your **Mic**.
* Teams raise hand button **Raise**to raise your hand in the call.
* Teams Community event reactions **React**to send a reaction to the call.
* Teams share screen icon **Share** your screen. When selecting which screen you want to share, you'll also have the option to **Include computer sound**.
* Teams Community event chat **Chat**to display the meeting chat.
* Teams participants button **People** where you can view meeting participants or add people to the meeting.
* Select Teams Community event view**View**to change your view layout.
  + Teams Community event view **Gallery at top**
  + Teams speaker button **Speaker**
  + A virtual space with together mode. Share a virtual space with others in **Together mode (Preview)**.
  + Teams large gallery button View up to 49 videos at once in the **Large gallery**.
  + Teams focus on content button Enlarge shared content and hide the gallery with **Focus on content**.
  + Prioritize video
  + More options
    - Teams Gallery at top button **Gallery at top**
    - Teams video off icon **Turn off incoming video.**
    - Teams hide icon **Hide me**
    - Teams full screen button View the call in **Full screen**.
* Select Teams settings and more button**More**to bring up more actions for your call.
  + Teams Community event Meeting info Select **Meeting info**to show the meeting's title, copy the meeting link, and more.
  + Teams background effects icon [Apply background effects, like blurring or changing your background.](https://support.microsoft.com/en-us/office/customize-your-background-during-a-microsoft-teams-free-meeting-715a3e57-a0f1-44ee-ba9f-c9030888f0d3)
  + Teams Community language and speech **Language and speech** where you can Closed Captions icon displaying letters C C.[Turn on live captions](https://support.microsoft.com/en-us/office/live-captions-in-microsoft-teams-free-e30b9670-81d2-47bb-80f3-8770ba7e0758).
  + Select Settings button**Settings**to manage your device and preferences.
    - Settings button Access your **Device settings** to check your Audio and Video.
    - Meeting options icon Open the**Meeting options**to control who can bypass the lobby or present content.
    - Teams accessibility options button Choose your Accessibility options.
    - Teams don't show chat bubbles button. Don't show chat bubbles.