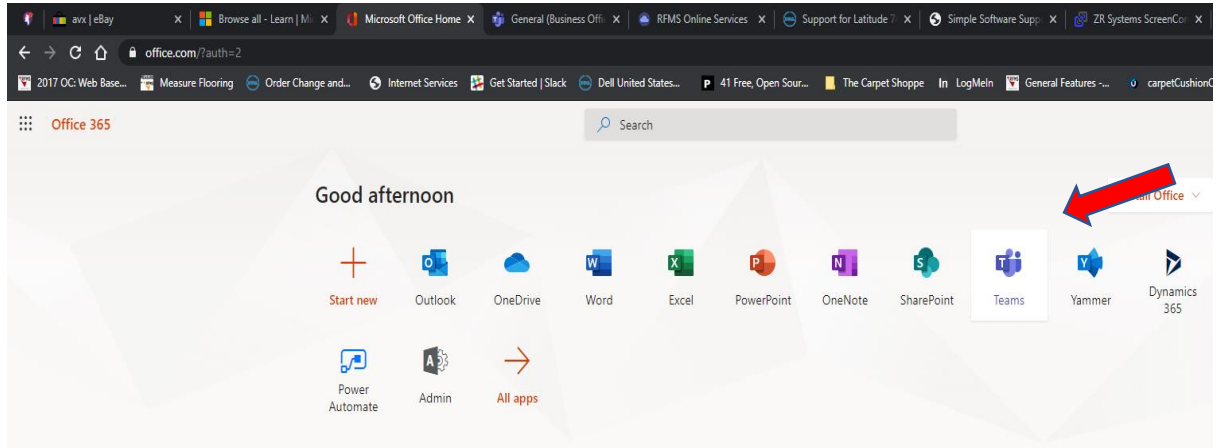


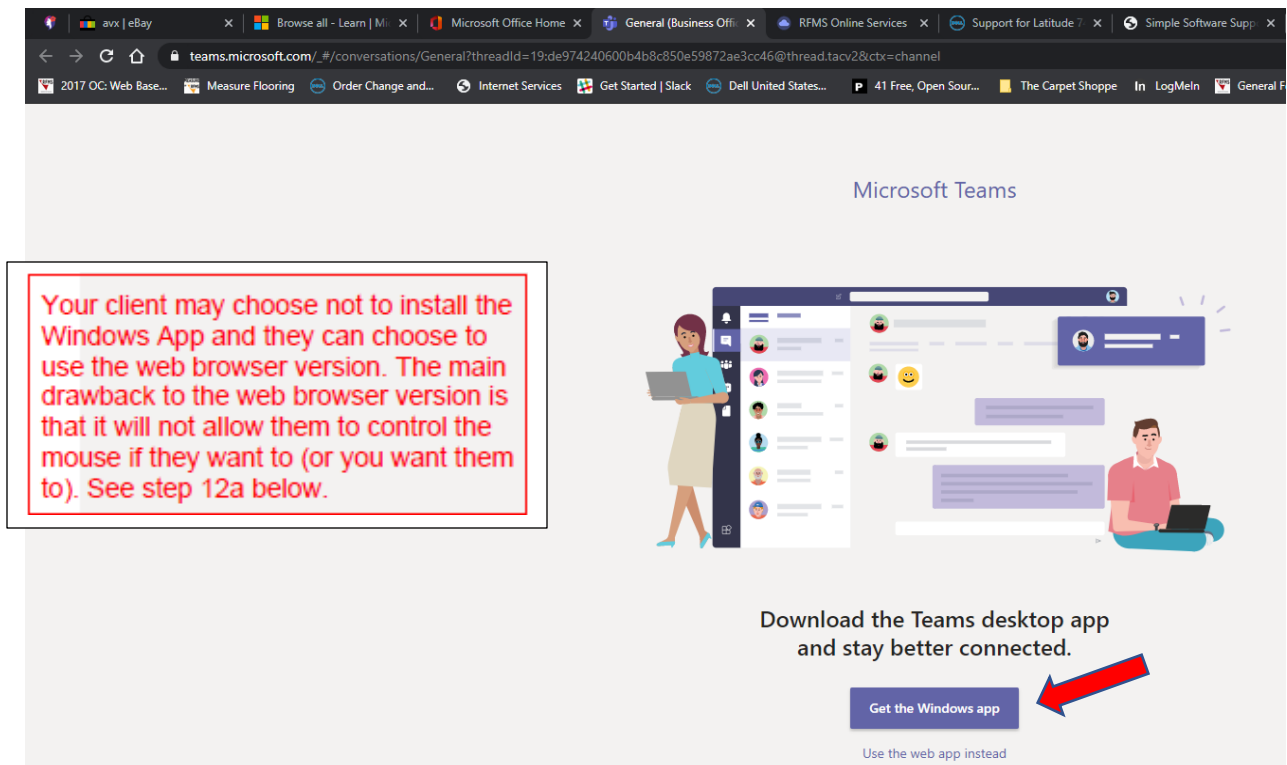
Instructions on How to Schedule a Microsoft Team Meeting, Join it, and Share Content

1. Log in to your office account by opening a browser (Internet Explorer, Google Chrome, Mozilla Firefox, etc) and typing in Office.com (you will need your email and your Outlook password; let me know if you need help resetting this)
 - a. Once there, you should see a screen like the one below (Pic 1).



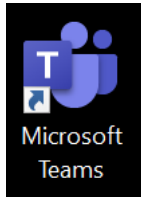
Pic 1

- b. Click on Teams (in Pic 1) and you'll see a window like the one below (Pic 2). Click on Get the Windows App and follow the prompts to install Teams on your pc.

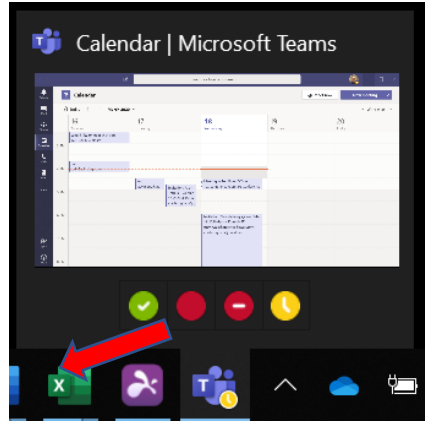


Pic 2

- c. Once you have Teams installed you will see an icon like the one below (Pic 3) and/or on your taskbar (Pic 3a)

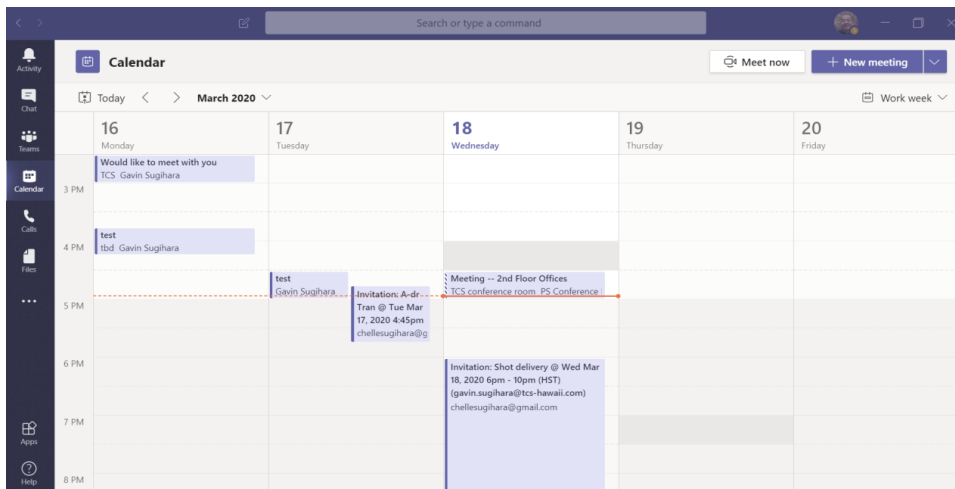


Pic 3



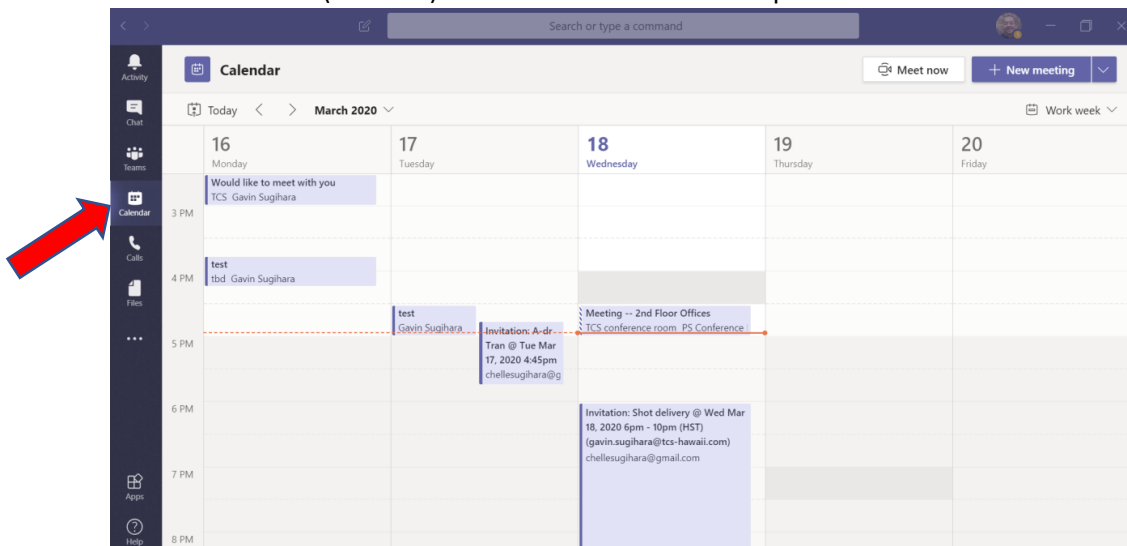
Pic 3a

2. Launch Teams and you'll see a window like the one below (Pic 4)



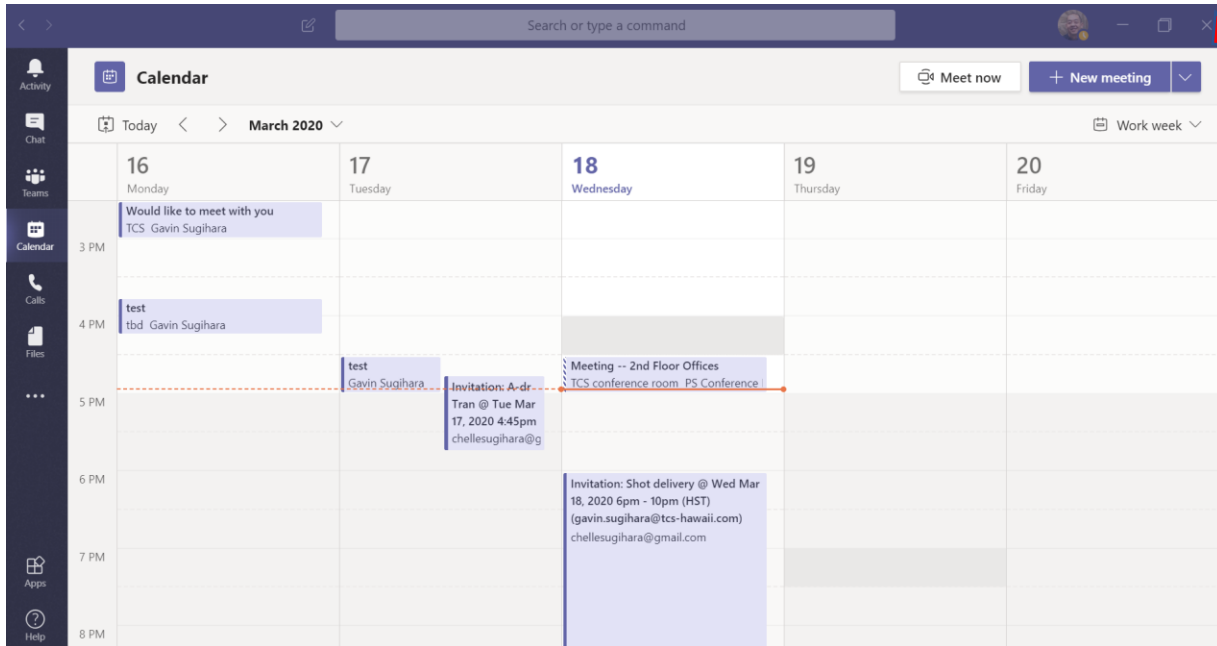
Pic 4

- a. Click on Calendar (in Pic 4a) on the left hand side in the pic below



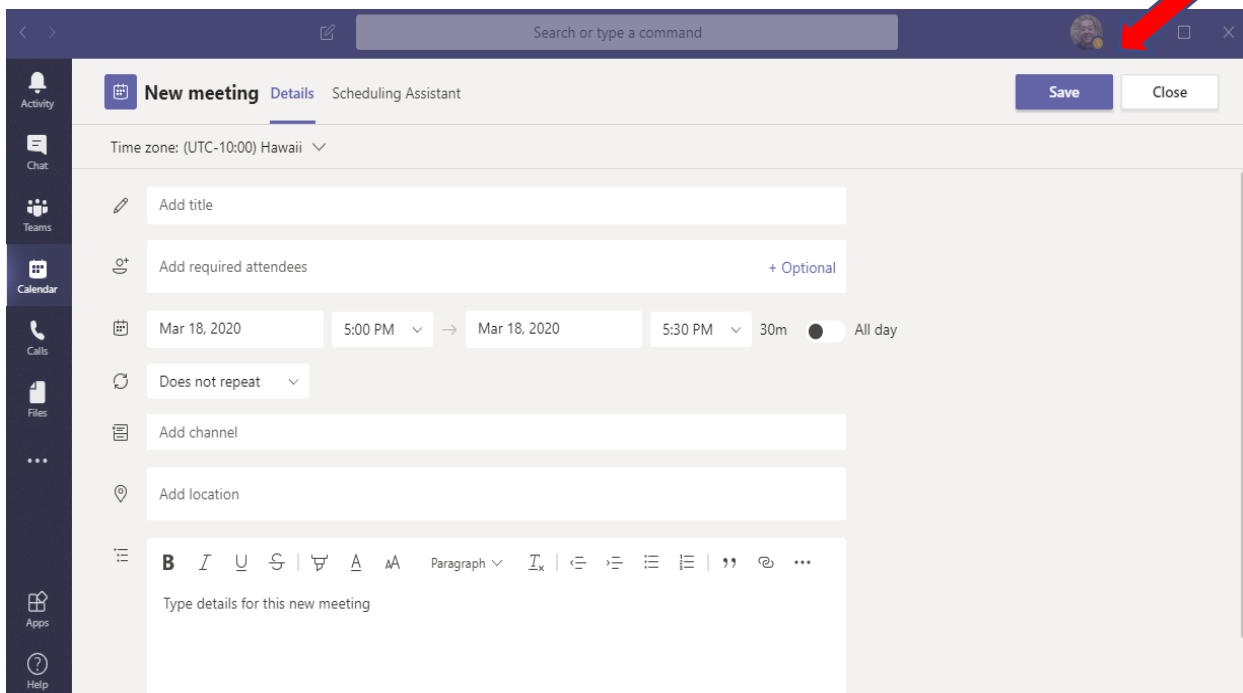
Pic 4a

3. Click on +New Meeting (Pic 5)



Pic 5

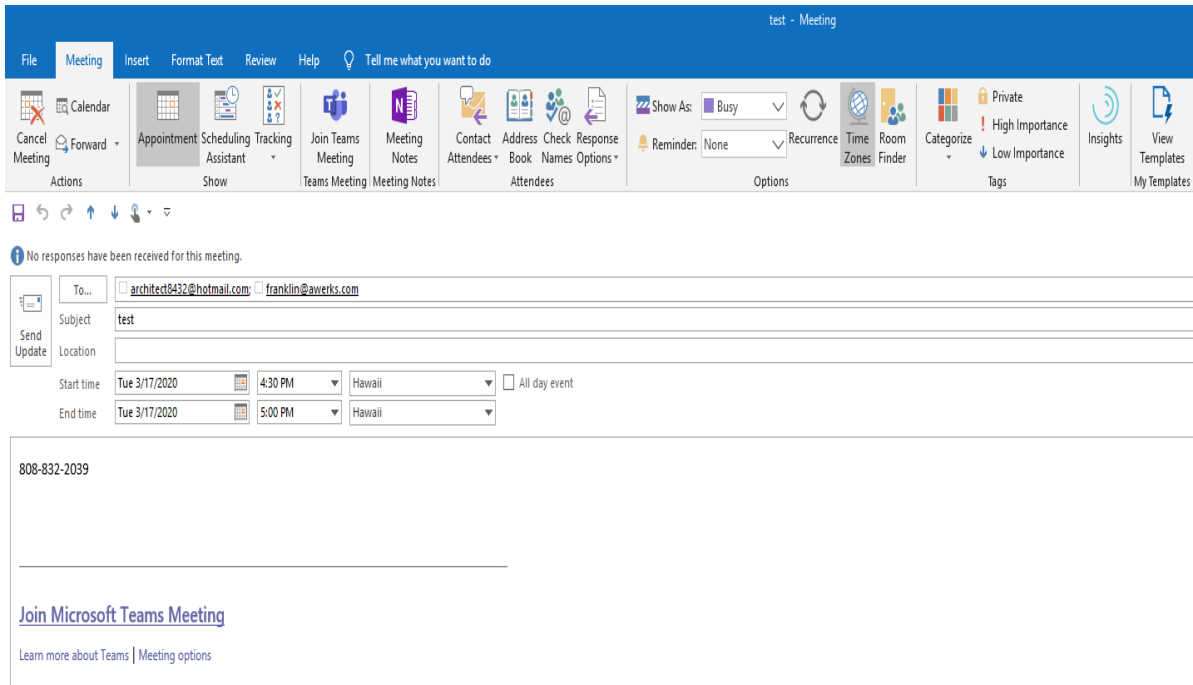
4. Once you click on +New Meeting you'll get the following window (Pic 6)



Pic 6

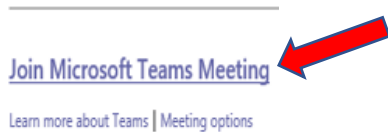
- a. To schedule a meeting (in Pic 6) fill out the title of the meeting, add the attendees, date and time, (if the meeting repeats) and the subject of the meeting and then hit Save (red arrow in Pic 6).

5. If you invite anyone it will send out the invite and look like the following (Pic 7)



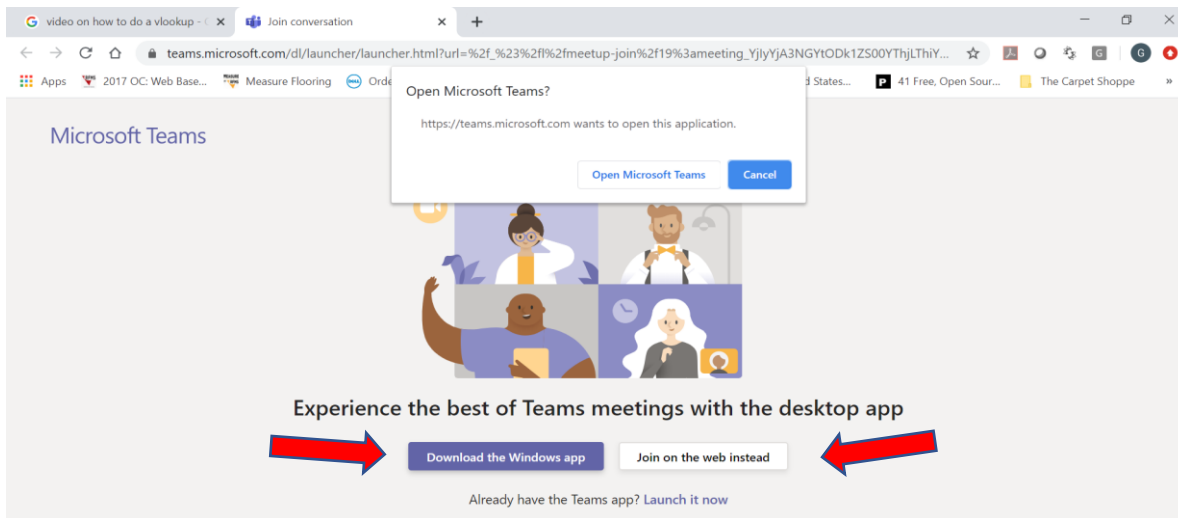
Pic 7

8. To join the meeting click on Join Microsoft Teams Meeting (Pic 8)



Pic 8

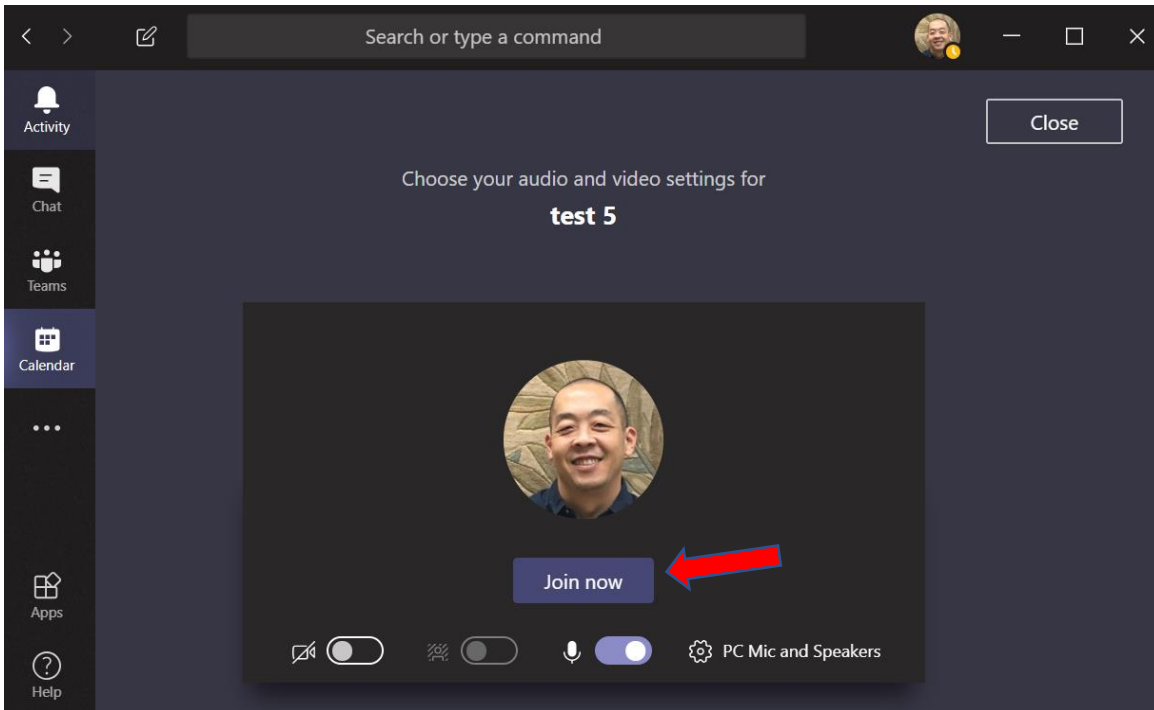
9. After you click on Join Microsoft Teams Meeting, you'll get the following window (Pic 9)



Pic 9

a. You can click on either Download the Windows app or Join on the web (Red arrows Pic 9) to join the meeting.

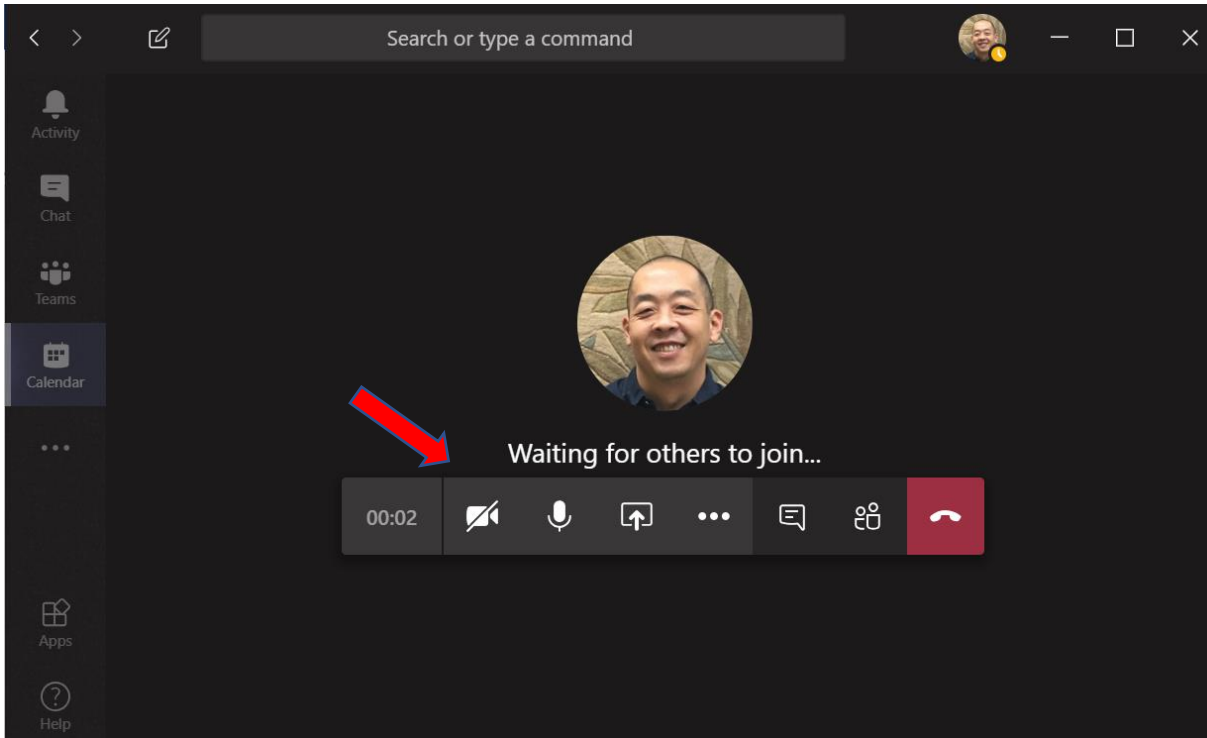
10. You'll get the following window (Pic 10)



Pic 10

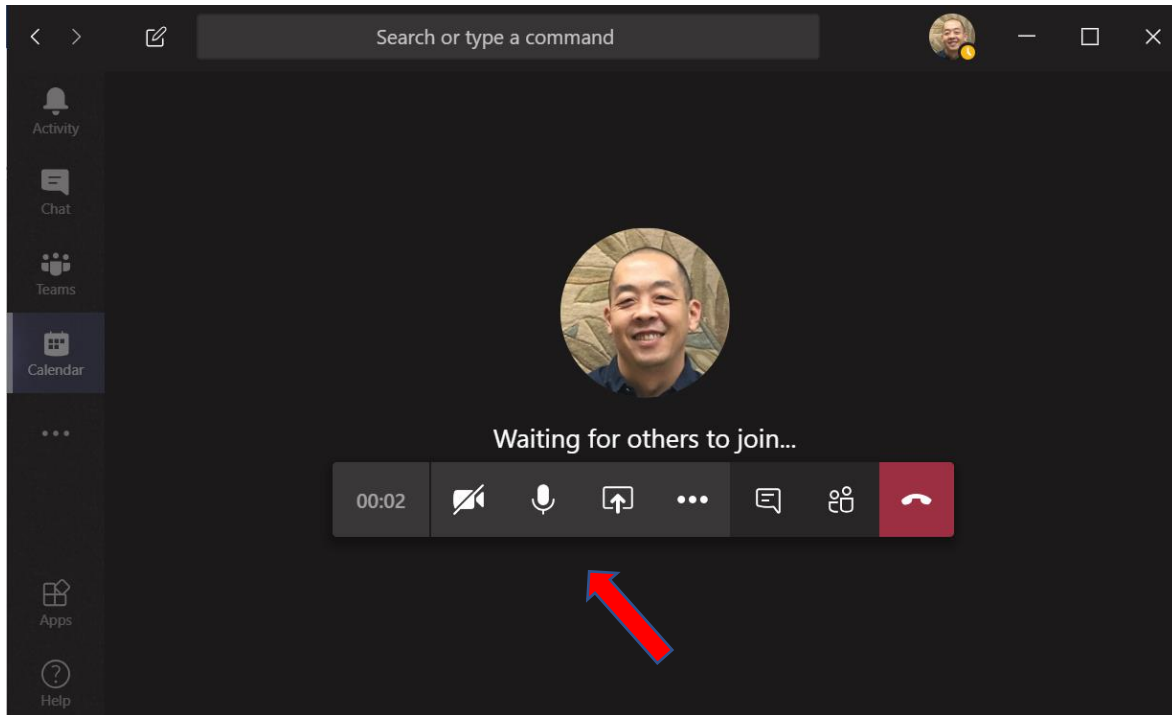
11. To join the meeting click on Join now (Red arrow Pic 10)

- a. You have likely created this meeting to do a video call and/or to share your screen.
 - i. To do a video call click on the camera icon



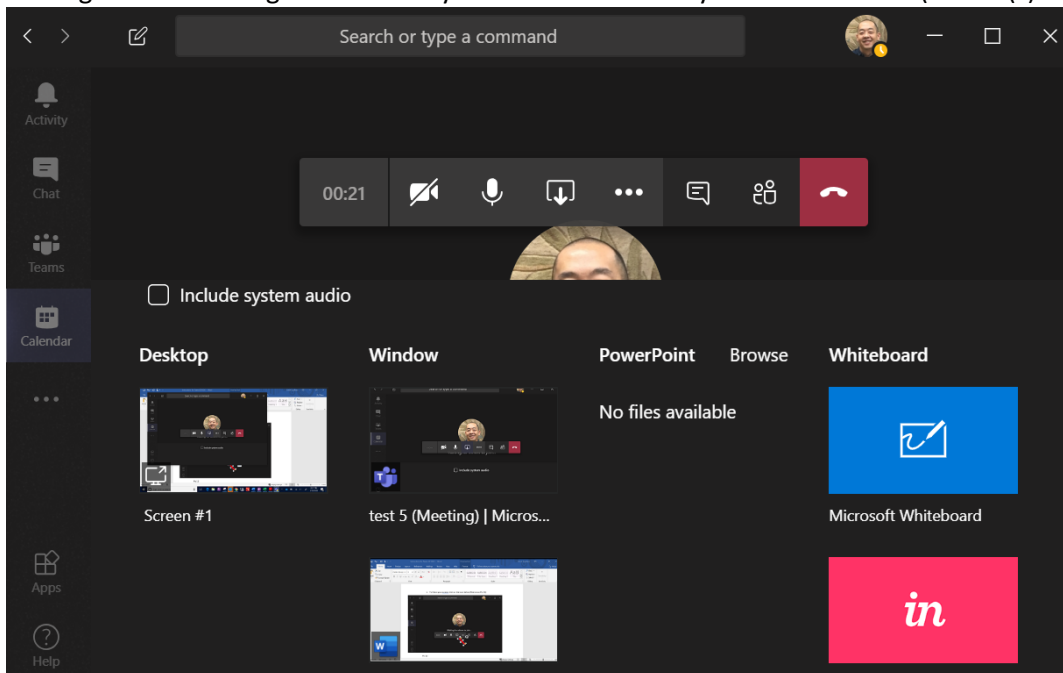
Pic 11

ii. To Share your screen click on the icon below (Red arrow Pic 12)



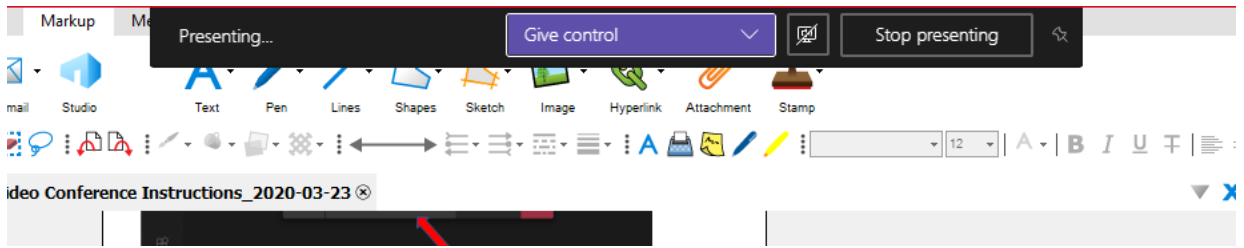
Pic 12

12. You'll get the following window and you can choose what you want to share (screen(s) or windows (Pic 13)



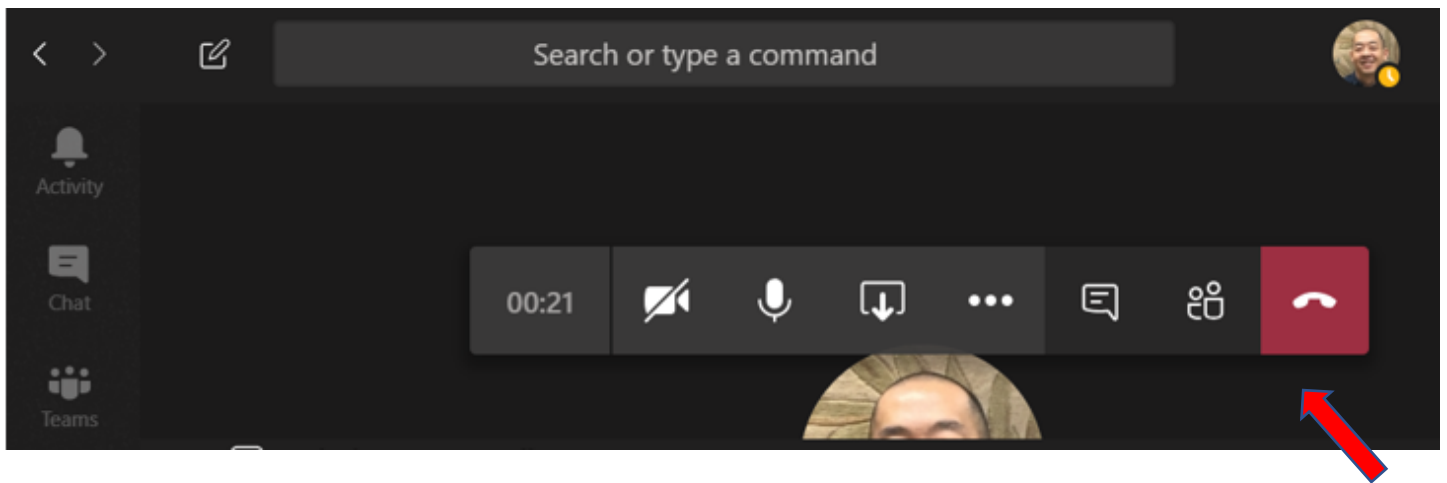
Pic 13

Step 12a. See below for giving control to your meeting participant.



12a. If you want to allow someone to control the mouse, they must use the Windows App (not web browser version). You can hold your mouse up at the top of your shared screen, a little drop down menu will come out. You can then click the down arrow to give control to that person you choose. To take back over, you can hold your mouse at the top of the screen again and take back control of the mouse.

13. If you don't want to use Microsoft Teams for the audio, you can use our phone bridge. To do that you can call ext 493 or 832-2045. The access code is 016886.
14. Once you're done with the meeting, to end it click on the phone icon (Pic 14) and it will stop the sharing and the meeting.



Pic 14

Appendix

For more information on Teams please click on the following links

<https://support.lesley.edu/support/solutions/articles/4000122681-conducting-an-online-meeting-in-teams>

https://support.office.com/en-us/article/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7?wt.mc_id=otc_home