

# Microsoft Teams



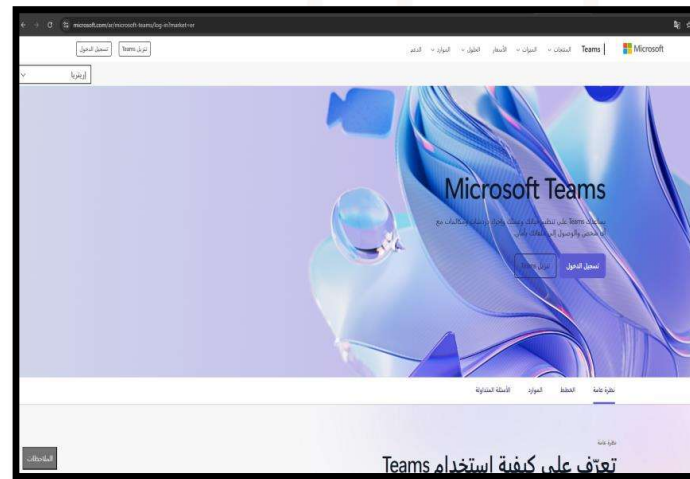
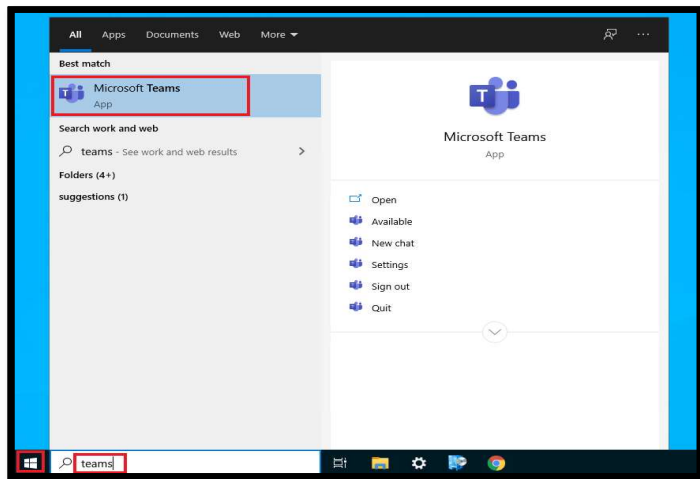
# Complete guide for creating, scheduling, and managing Teams meetings



# Opening Microsoft Teams

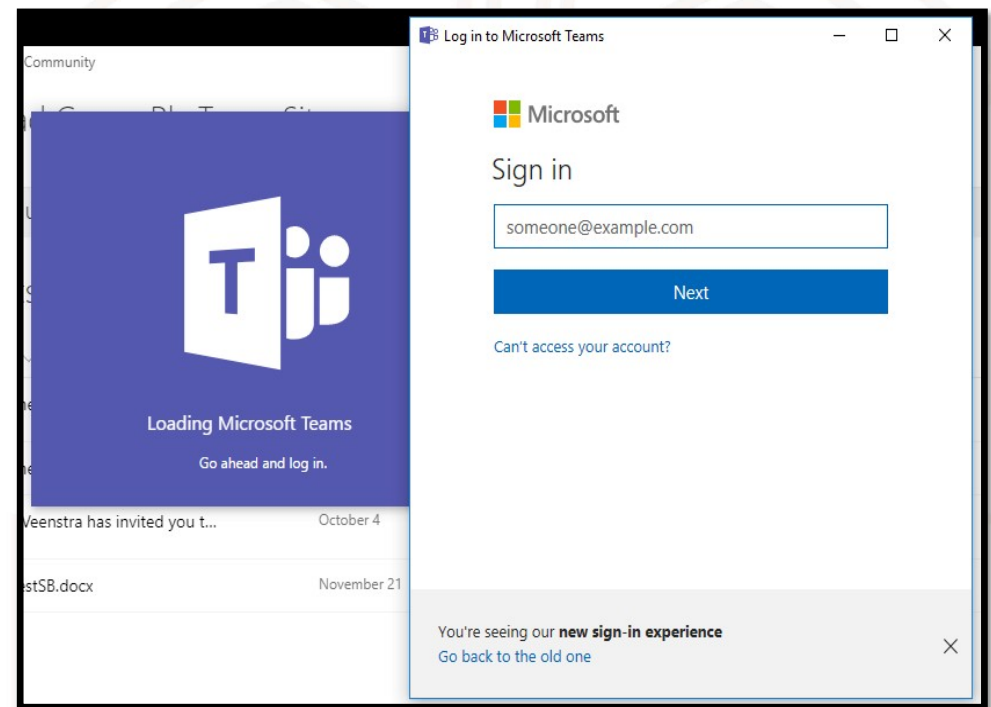
- Open Teams app or visit Microsoft Teams

<https://www.microsoft.com/ar/microsoft-teams/log-in?market=er>



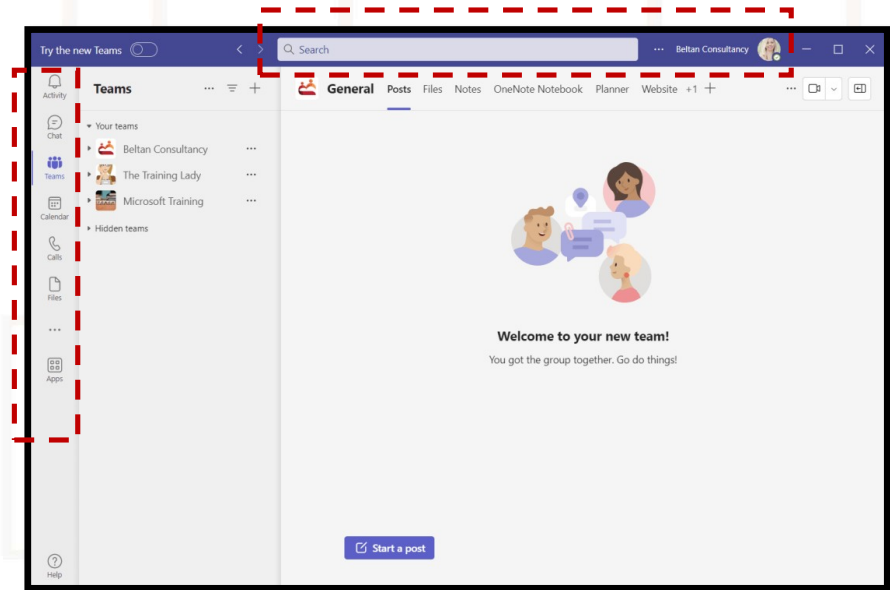
## Opening Microsoft Teams

- Sign in with your university email and password



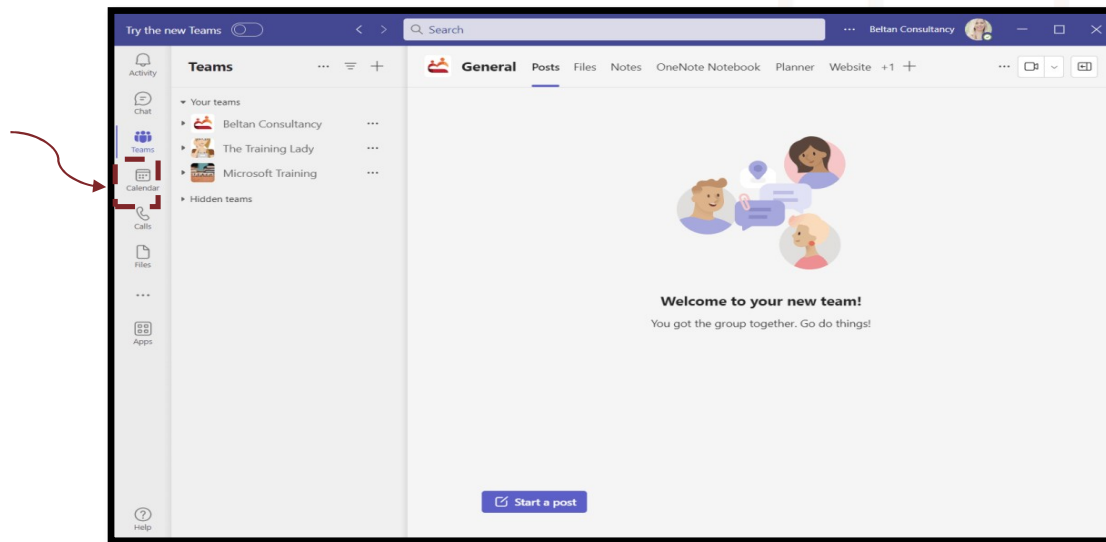
## Main Interface

- Familiarize yourself with the layout:  
Left panel (**Activity, Chat, Teams, Calendar, Calls, Files**),  
Top bar (**search and profile**), and the central workspace.



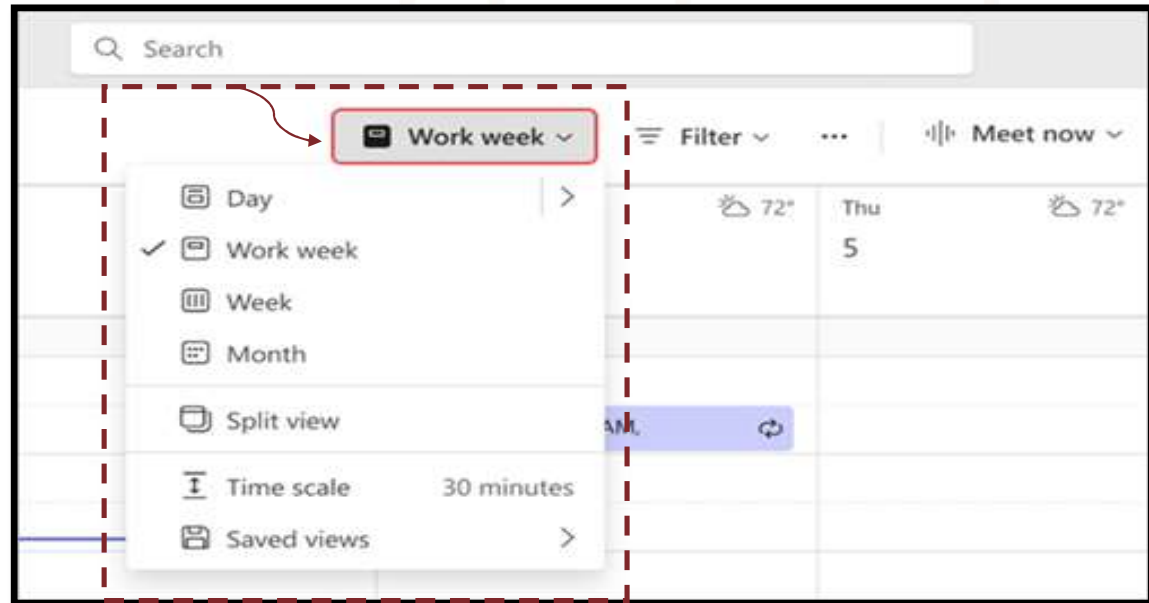
## Navigating to Calendar

- From the left panel, click on the **Calendar** (📅) icon to access meeting schedules



## Calendar Views

- You can switch views: **Day, Week, or Work week** to display working days only



# Meet Now or New Meeting

Creating a New Meeting

- **Meet now:** starts instantly
- **New:** schedules for a future date and time



# Check Your Account Before Creating a Meeting

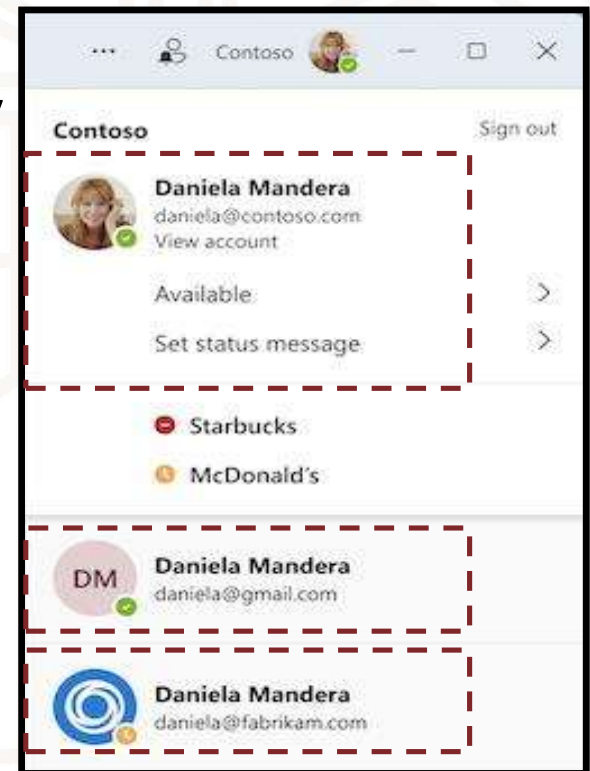
## Important Reminder When Creating a Meeting

When creating a meeting, please check which account you are using especially if you have more than one email account.

- The account used to create the meeting will be the meeting organizer.
- The organizer has full control over the meeting (settings, permissions, recordings, etc.).
- If you join using a different account, you will appear as an attendee and will not be able to control the meeting or its settings.

## Before creating a meeting

- Confirm which email account is active.
- Ensure it's the correct account you want to use as the organizer.



# Creating a New Meeting

## Add Title

- Enter: Title, Required attendees, Date, Start/End time, Location (optional) or Online meeting, and Details/Agenda.

The screenshot shows the 'New meeting' interface in Microsoft Teams. The window title is 'New meeting'. The interface includes a 'Scheduling Assistant' tab, a 'Save' button, and various settings like 'Show as: Busy', 'Category: None', 'Time zone: (UTC-05:00) Eastern Time (US & Canada)', 'Response options', and 'Require registration: None'. The main form has several sections: 1. 'Add title' (1), 2. 'Add required attendees' (2) with a '+ Optional' link, 3. 'Add location' (3) with an 'Online meeting' toggle (4), 4. 'Add channel' (5), 5. A rich text editor (5) with the placeholder 'Type details for this new meeting'. On the right side, there are additional options: 6. 'Who can bypass the lobby?' (6) with a dropdown menu set to 'People in my org and guests', 7. 'Record automatically' (7) with a toggle switch, and 8. 'More options' (8). A red box highlights the 'Scheduling Assistant' tab at the top (9).

# Creating a New Meeting

## Add Attendees

- Type the name of a university member (from the directory) or enter an external email to invite a guest.

The screenshot shows the 'New meeting' interface in Microsoft Teams. The window title is 'New meeting'. The interface is divided into a main form area on the left and a settings sidebar on the right. A 'Scheduling Assistant' tab is active, and a 'Save' button is in the top right corner. The main form includes fields for title, attendees, date and time, duration, repeat options, channel, location, and a rich text editor. The settings sidebar includes options for lobby access, automatic recording, and more options. Red callouts 1 through 9 point to specific elements: 1 (title field), 2 (attendees field), 3 (location field), 4 (online meeting toggle), 5 (rich text editor), 6 (lobby access dropdown), 7 (automatic recording toggle), 8 (more options button), and 9 (Scheduling Assistant tab).

**1** Add title

**2** Add required attendees + Optional

10/4/2023 12:30

10/4/2023 13:00 30m All day

Does not repeat

Add channel

**3** Add location Online meeting **4**

**5** Type details for this new meeting

**6** Who can bypass the lobby? (i) People in my org and guests

**7** Record automatically

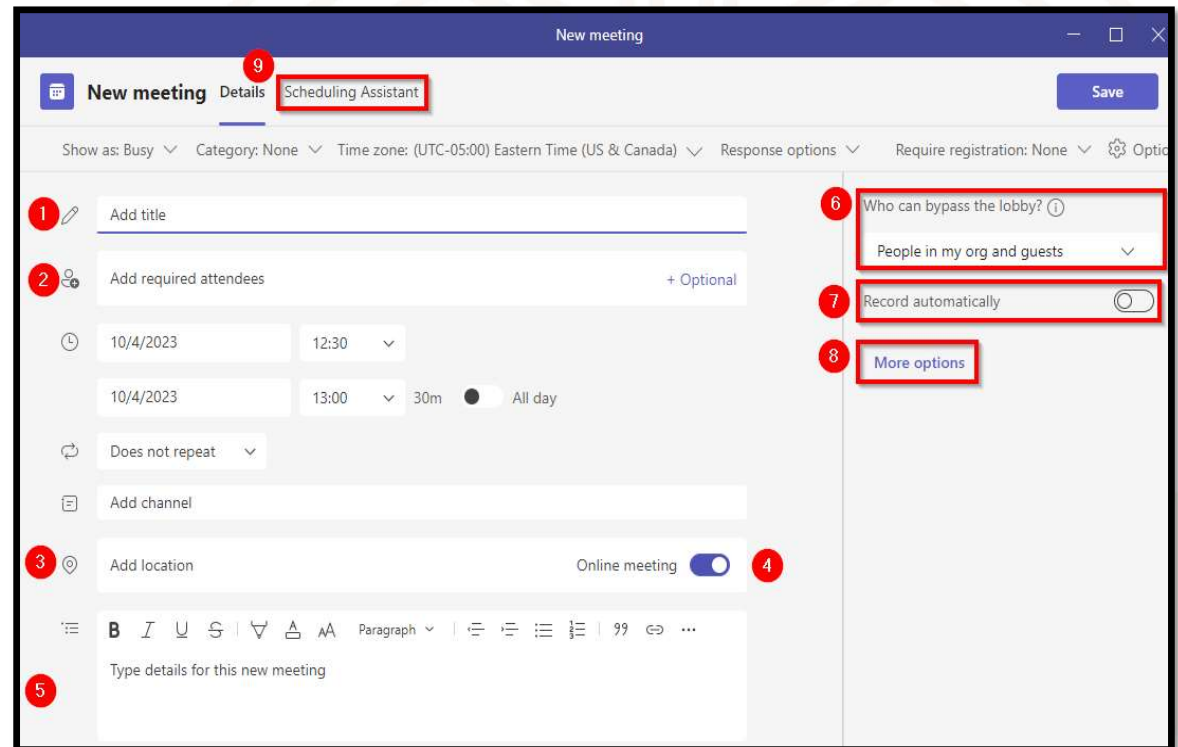
**8** More options

**9** Scheduling Assistant

# Creating a New Meeting

## Recurrence Options

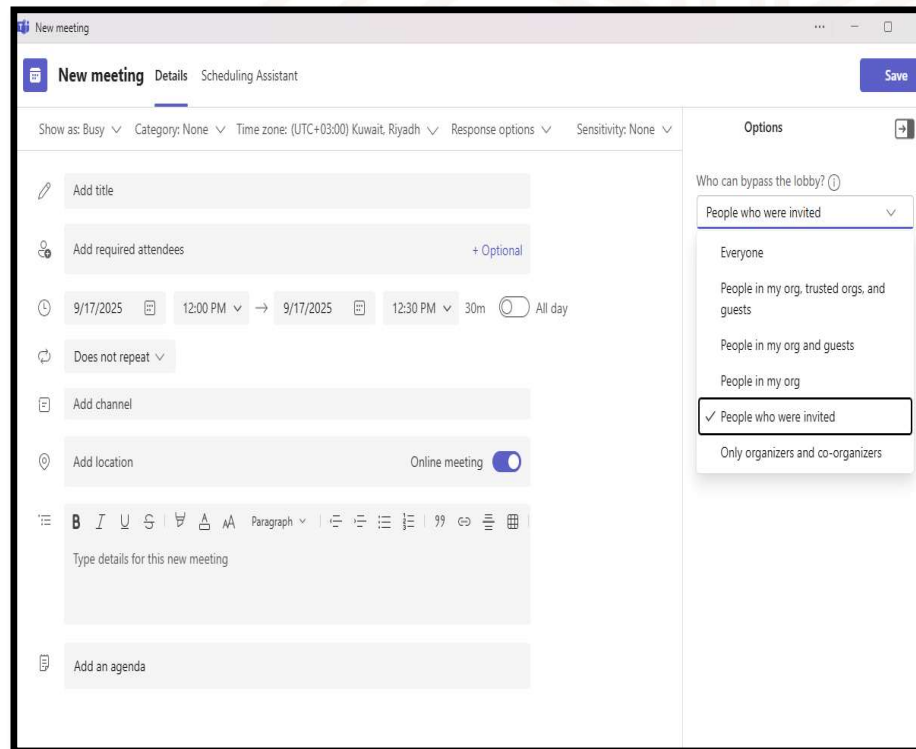
- Does not repeat: one-time
- Daily: repeats every day
- Weekly: repeats weekly
- Monthly: repeats monthly
- Custom: specify your own pattern



# Creating a New Meeting

## Important Meeting Settings

- Who can bypass the lobby
- Who can present
- Allow meeting chat
- Allow reactions
- Record automatically
- Mute participants on entry

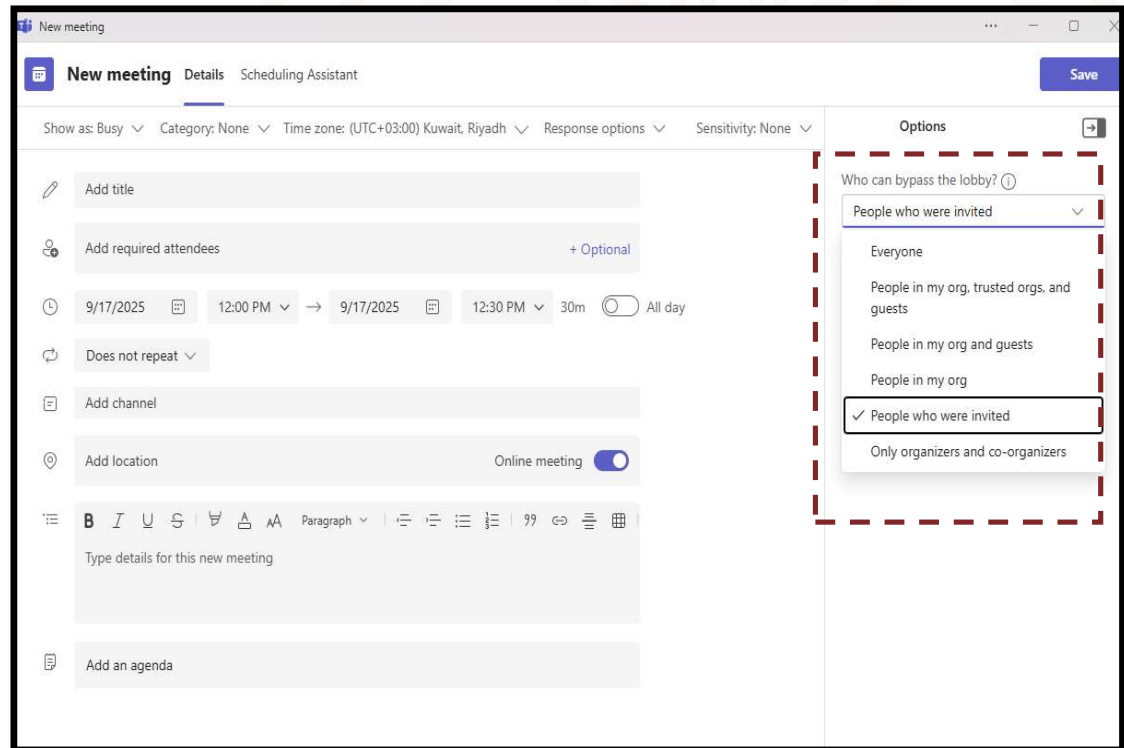


# Creating a New Meeting

## Important Meeting Settings

### Who can bypass the lobby:

- Everyone
- People in my organization
- People who were invited
- Only organizers and co-organizers
- **Tip:** For external participants, choose **Everyone**.

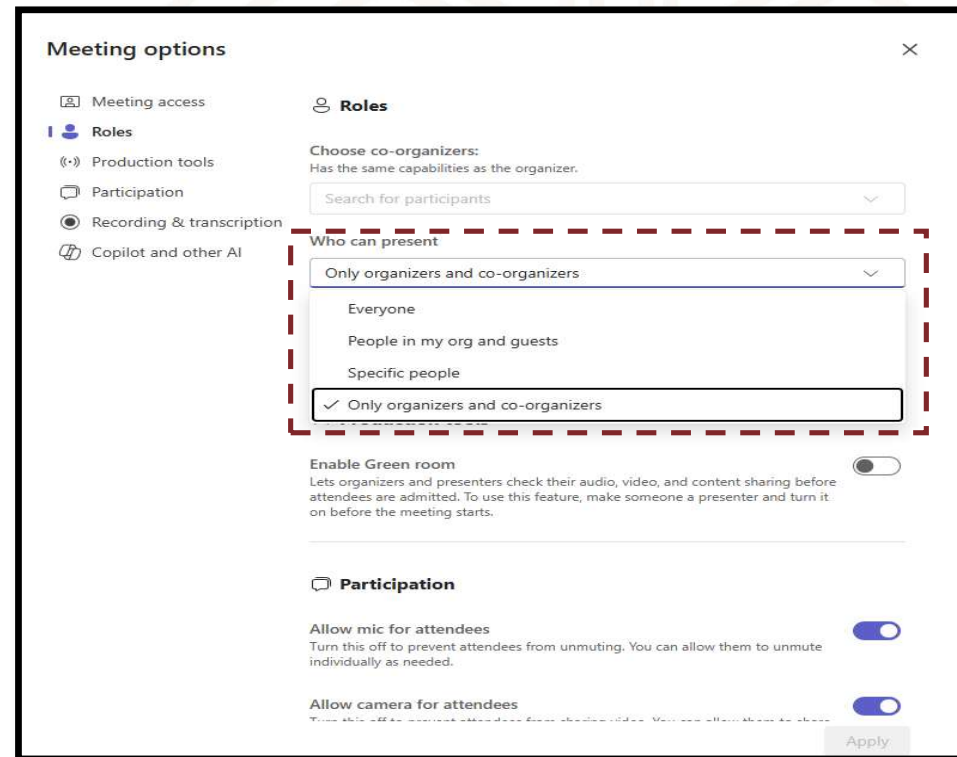


# Creating a New Meeting

## Important Meeting Settings

### Who Can Present:

- Everyone
- People in my organization and guests
- Specific people
- Only organizers and co-organizers

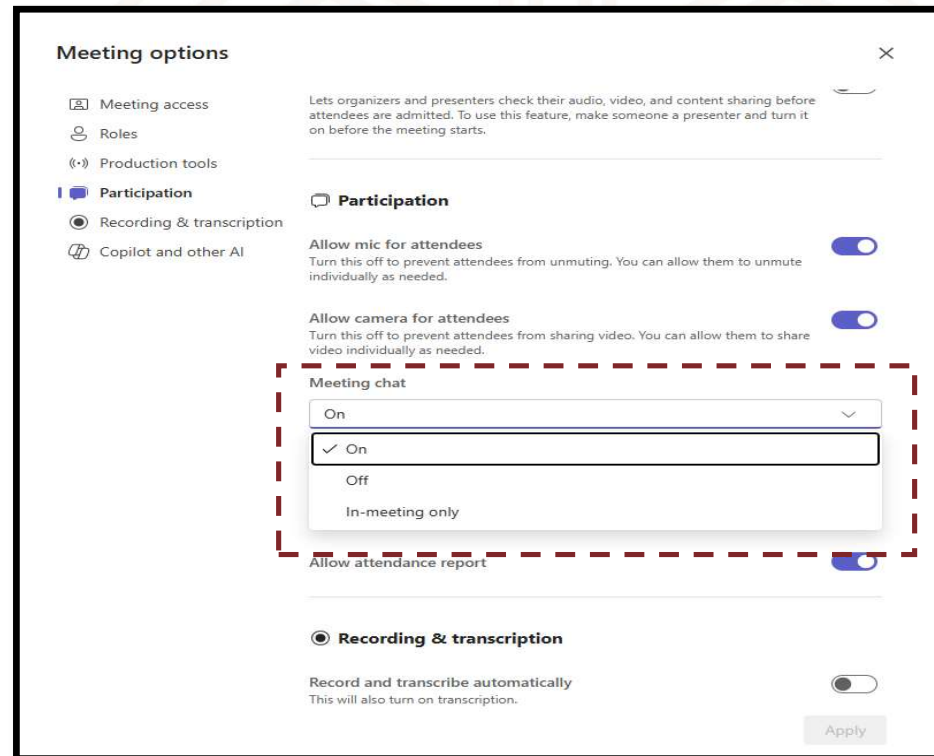


# Creating a New Meeting

## Important Meeting Settings

### Allow meeting chat

- **On:** Allows everyone to chat freely.
- **Off:** Disables the chat completely.

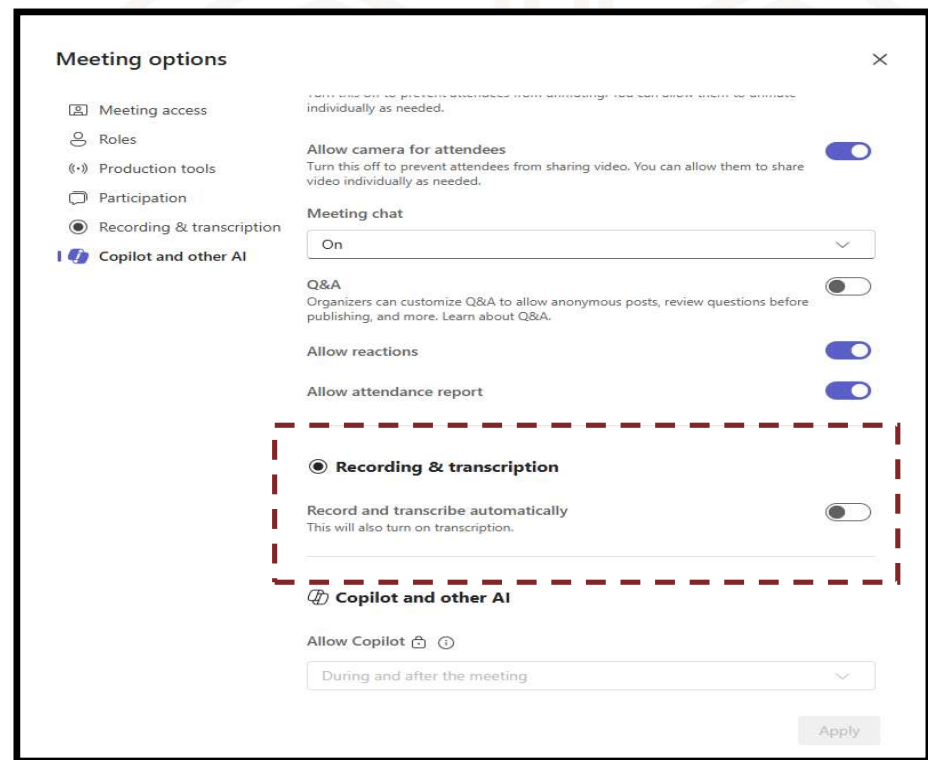


# Creating a New Meeting

## Important Meeting Settings

### Record automatically

- **On:** Recording starts automatically.
- **Off:** The host must start the recording manually.



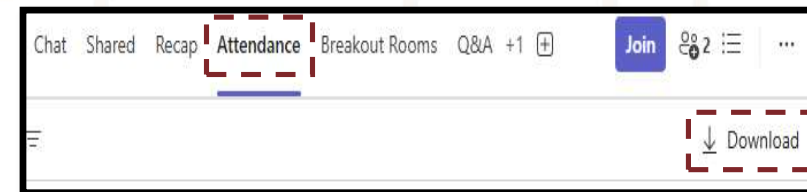
# Attendance Report

## What it is

This is not a setting you turn on beforehand. It is a report that is automatically generated, listing who attended the meeting and for how long. It includes names, join time, and leave time.

## How to Access & Generate it

- The report becomes available shortly after the meeting ends.
- Go to your **Chat in Teams**, select the **past meeting**, and click "**Attendance**".
- You will see the list of participants and their duration.
- To get a detailed file, click the "**Download**" button (which exports a **.CSV file openable in Excel**).



## Sending the Meeting Link

- Click Copy link and share via email/chat

The image shows two screenshots from the Microsoft Teams interface. The top screenshot is the 'Join the meeting' page, which includes the following elements:

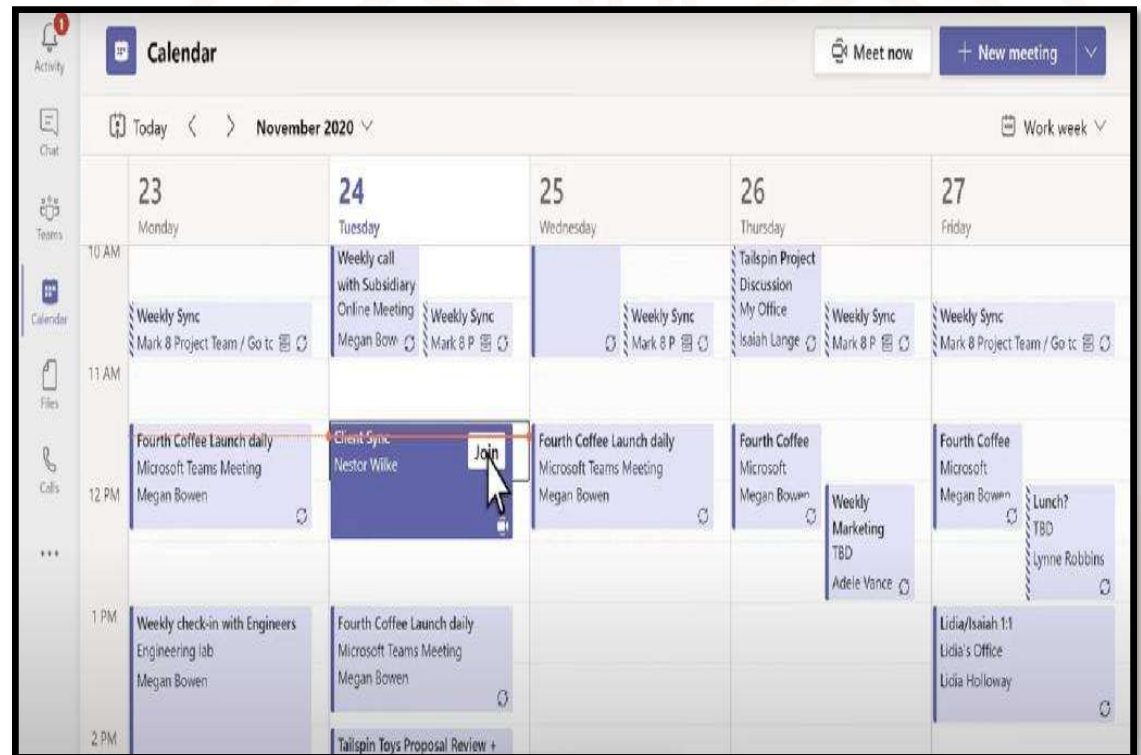
- Microsoft Teams** header with a [Need help?](#) link.
- A red-bordered button labeled **Join the meeting now**.
- Fields for **Meeting ID:** and **Passcode:**.
- A section for **Dial in by phone** with a dropdown menu showing **United States, Seattle** and **United States (Toll-free)**.
- A link for [Find a local number](#).
- A field for **Phone conference ID:**.
- Links for organizers: [Meeting options](#) and [Reset dial-in PIN](#).

The bottom screenshot shows the meeting controls in the Teams application:

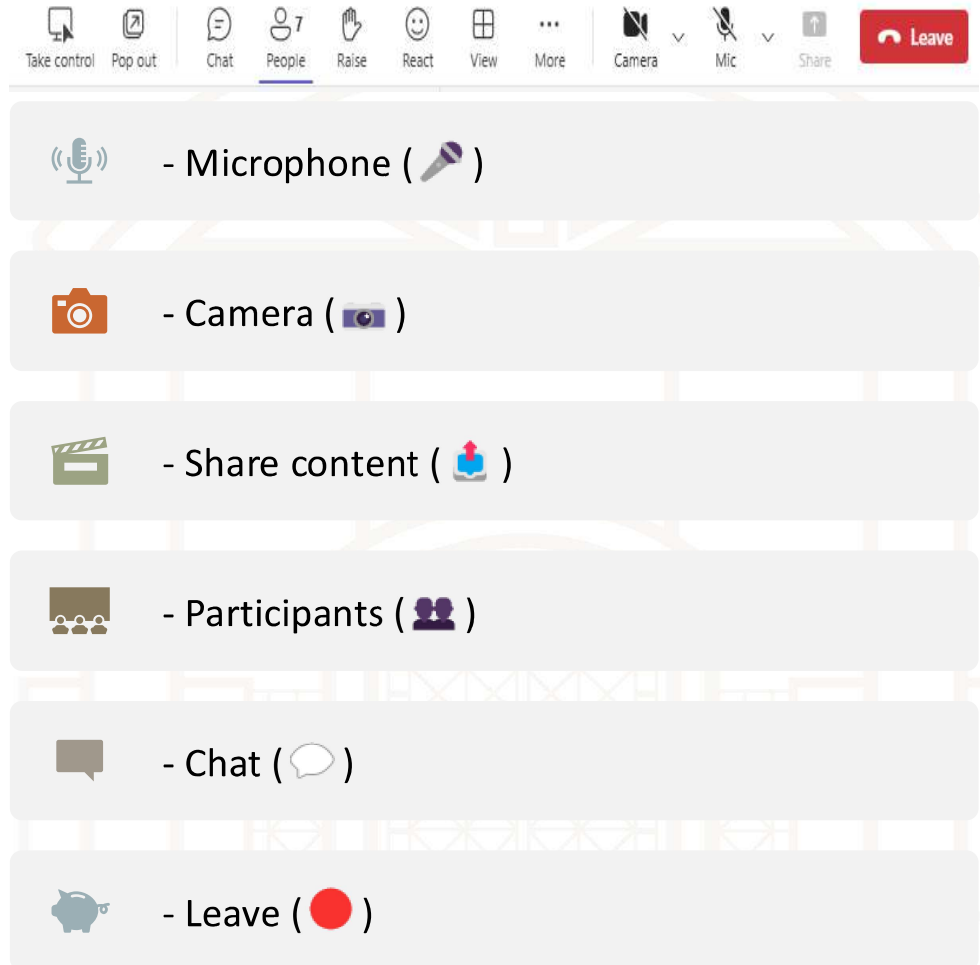
- On the left, an **Invite people to join you** dialog box is open, with a red box highlighting the **Copy meeting link** and **Share via default email** options.
- On the right, the meeting controls bar is visible, with a red box highlighting the **More** menu (three dots) and the **Meeting info** option.

# Joining a Meeting

- Click meeting link or Calendar to Join now

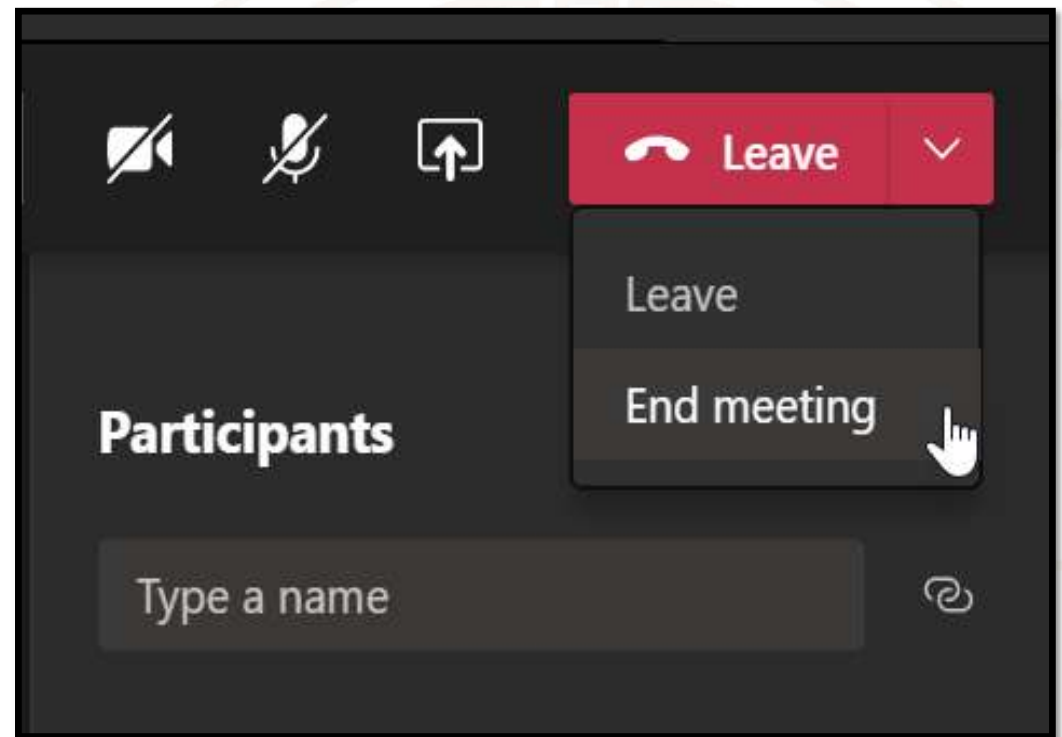


## In Meeting Controls



## End the Meeting

- **Leave** = exit only yourself
- **End meeting** = end for all participants



## After The Meeting

- Click **Chat** to view conversation
- **Download** Recorded meeting
- **Note:** Recordings from the Meeting Chat only if the organizer enabled automatic recording or manually started it; otherwise, the recording will not be available.

The screenshot displays the Microsoft Teams Meeting Chat interface. At the top, there are tabs for 'Meeting', 'Chat', 'Files', and 'Meeting Notes'. The 'Chat' tab is selected. The chat history shows several events: 'Megan Bowen joined the meeting.', 'Megan Bowen renamed the meeting to Me...', 'Allan Deyoung joined the meeting.', and 'Meeting started 1/8 8:56 AM'. A red dashed box highlights a 'Meeting ended 39s 1/8 8:56 AM' event. Below this event, a recording notification is shown, featuring a thumbnail of the meeting recording and the text 'Meeting Recorded'.

Thanks

