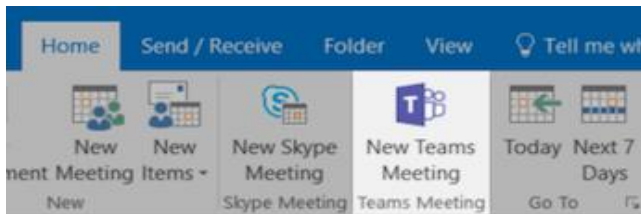# Microsoft Teams - *Meetings Quick Reference Guide*

## Schedule a Team Meeting with Outlook

1. To schedule a meeting, open Outlook and switch to the calendar view. Click **New Teams Meeting** at the top of the view.



2. Add your invitees to the **Required or To** field. You can also invite people from outside your organization by including their email on the **Required** field.
3. Add your meeting Title, location, start time, and end time. Then click **Send**.
4. In the body, you will see a join link as well as a dial-in number. If you do not see a dial-in number, please send an email to teamsrollout@yu.edu and ask them to enable you for audio conferencing.

## Joining a Meeting from Teams Calendar

1. Open Microsoft Teams, click on the Calendar
2. Locate the Meeting, and open.
3. If you have a headset connected, click
   o Choose **Join now**.
4. If you do not have a headset/mic,
   o Under *Other join options*, choose **Phone Audio**.
   o Enter your telephone *in* the format XXX-XXX-XXXX.
   o Click **Call Me**

## Joining a Meeting from your Outlook Calendar

1. In the Outlook Calendar, open the meeting invite. Select **Join Microsoft Teams Meeting**
2. If you have a headset connected, click
   o Choose **Join now**.
3. If you do not have a headset/mic,
   o Under *Other join options*, choose **Phone Audio**.
   o Enter your telephone *in* the format XXX-XXX-XXXX.
   o Click **Call Me**

## Joining a Meeting with a Web Browser (Chrome is Preferred)

1. In your email invite, select **Join Microsoft Teams Meeting**.
2. Choose **Join on the web instead**.
3. Choose **Allow** if it asks to use your Microphone
4. If you have a headset connected
   o Enter your **name** and choose **join now**.
5. If you do not have a headset/mic,
   o Under Other join options, choose **Phone Audio**. The dial-in information will appear. Using your phone dial-into the meeting.

*Note: Depending on meeting settings, you'll go to a lobby where attendees can admit you*
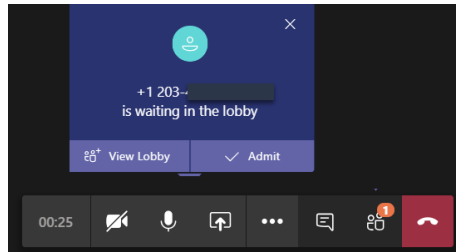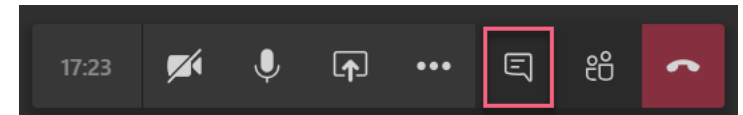
## Allowing Others into Meetings

All YU personnel are automatically joined to meetings if they use the Teams Client, however guests using a web browser and the phone will need to be **Admitted** into the meeting.

1. If anyone is **joining by phone**, they will need to be admitted by a YU person in the meeting with the Teams client running. To admit, when get the pop-up click **Admit**



## Recording a Meeting

1. To record a meeting, click on the Meetings Options ....



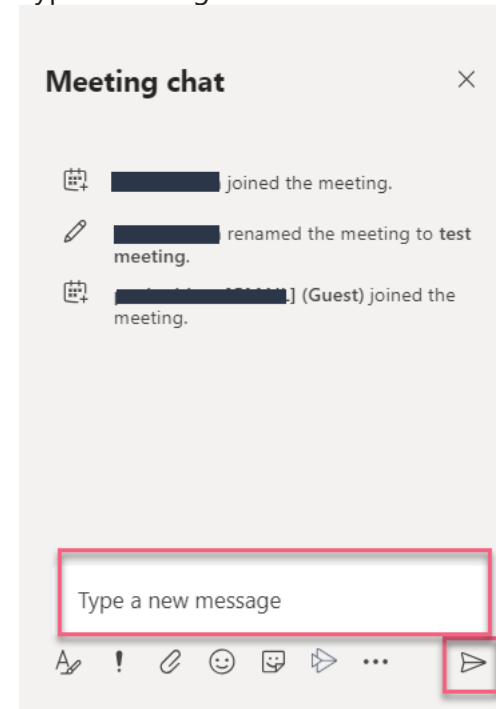2. Choose Start Recording, to Stop, choose Stop Recording



## Chat with Participants During Meeting

1. Chat is enabled for the meetings as is saved in your Chat History after the meeting. To begin chatting, click on the **Chat** icon to bring up the meeting chat screen.
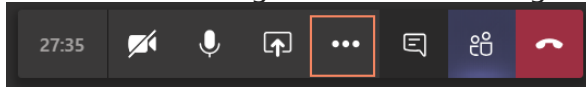


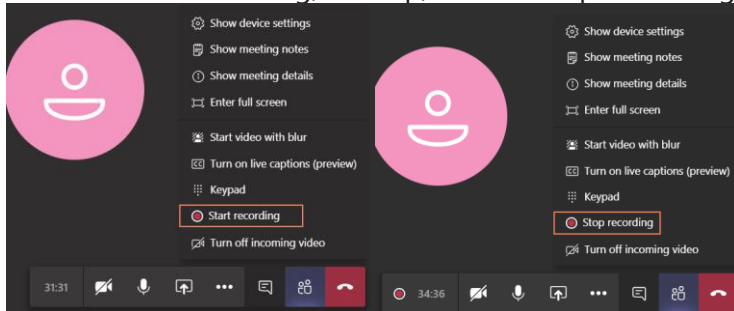2. Type a message and then click **Send**.

# Microsoft Teams - *Meetings Quick Reference Guide*

## Sharing your Screen

1. To share your screen in a meeting, select **Share** ⬆️ in your meeting controls. Then, choose to present your entire desktop, a window, a PowerPoint file, or a whiteboard.



| 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 |

When you're done sharing, go to your meeting controls and select **Stop sharing**.
**Note:** If you're using a Mac, you'll be prompted to change your privacy settings before you're able to share your screen.

## What happens if another person wants to share their screen?

If you want another meeting participant to share their scree, they can simply execute the sharing button. By Default, all clients within YU have the ability to share their screen.

## Shared Content – Zoom In and Out

Want to get a better look at shared content? Click and drag to see different areas.

1. Pinch in or out on your trackpad
2. Use the keyboard shortcuts **Control** + **Plus sign** and **Control** + **Minus sign**
3. Hold the **Control** key and scroll with your mouse

## Include System Audio (Windows Only)

Sharing your system audio lets you stream your computer audio to meeting participants through Teams. You can use it to play a video or audio clip as part of a presentation.

To share your system audio,

1. select Share ⬆️ in your meeting controls and then **Include system audio**.

Important Note: When you share, all your system audio, including notifications, will be included in the meeting. For more on sharing system audio, check out Share system audio in a Teams meeting