

Using Microsoft Teams to host meetings

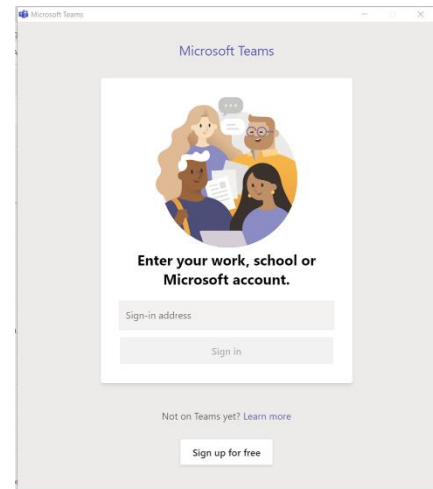
Chapters

Click on the name of the chapter you wish to view

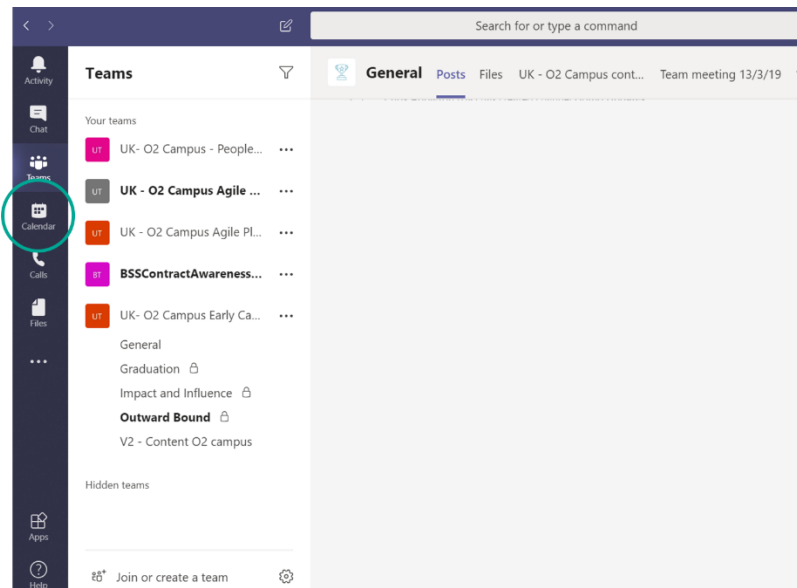
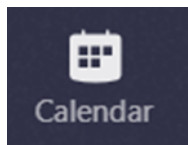
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Setting up and running a MS Teams for meetings

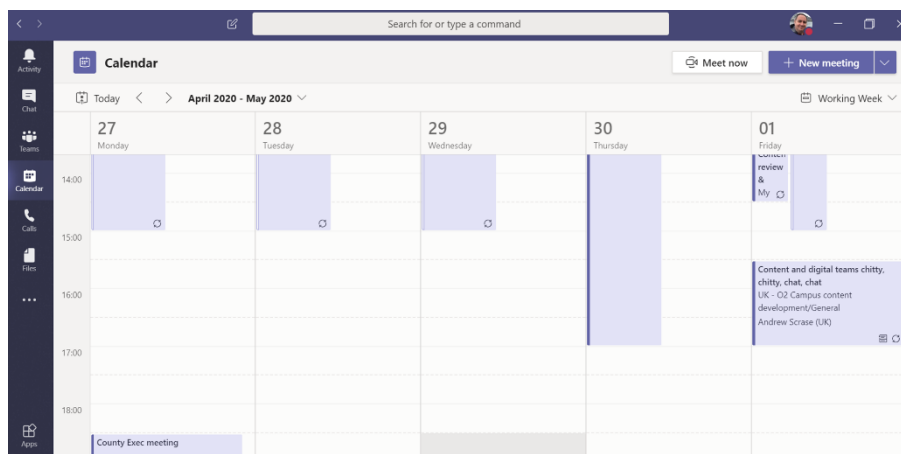
1. Agree a date between your attendees for your meeting.
2. Launch the MS Teams Application.
3. **Make sure you are logged in**, if not sign in with your usual name and password. If you do not have a Microsoft Account you will need to speak to your district administrator.



4. When you are logged in, click on the **calendar icon**

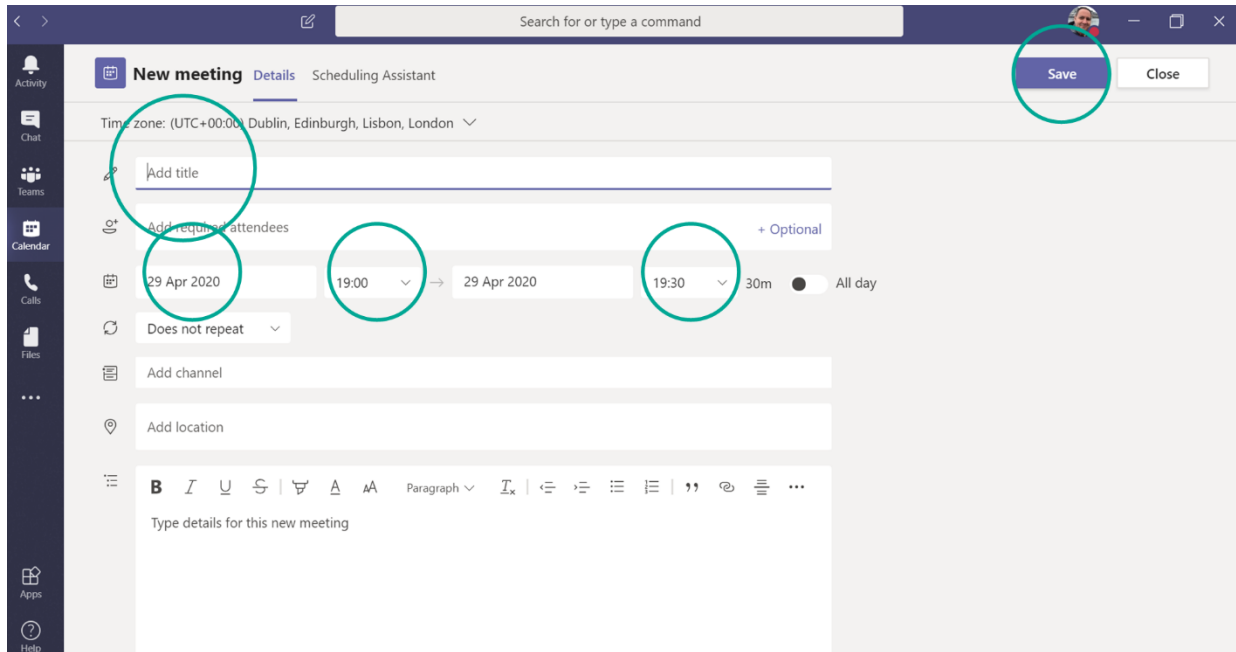


5. **Find and choose your date** and click on the time you want to start your meeting. A new meeting event will come up.



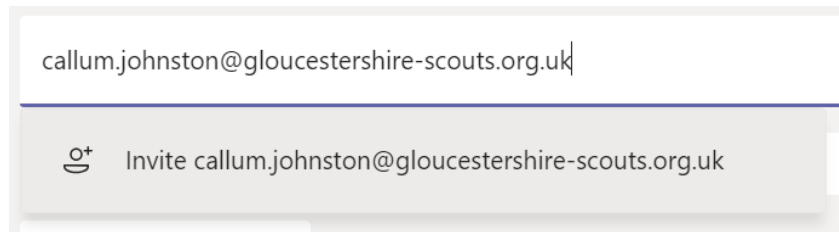
6. Enter details of the meeting:

- Name of the meeting
- Start time
- Finish time



The screenshot shows the 'New meeting' dialog box in Microsoft Teams. The 'Add title' field is circled in green. Below it, the date '29 Apr 2020' is circled in green. The start time '19:00' is circled in green, and the end time '19:30' is circled in green. The 'Save' button is also circled in green. The dialog box includes fields for 'Add required attendees', 'Add optional attendees', 'Does not repeat', 'Add channel', and 'Add location'. The time zone is set to '(UTC+00:00) Dublin, Edinburgh, Lisbon, London'.

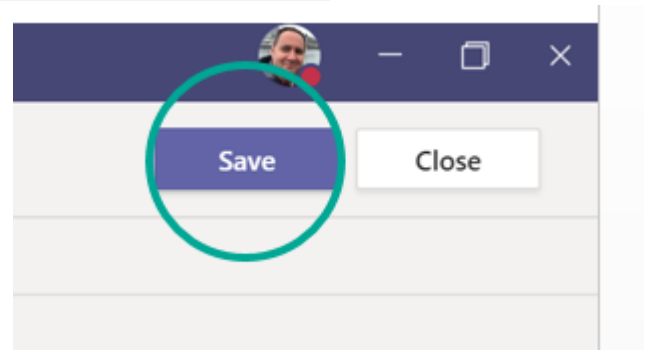
7. In “Add required attendees” write the full email addresses of each attendee.



The screenshot shows the 'Add required attendees' field in the Microsoft Teams 'New meeting' dialog box. The email address 'callum.johnston@gloucestershire-scouts.org.uk' is entered. Below the field, a suggestion to 'Invite callum.johnston@gloucestershire-scouts.org.uk' is shown.

8. Press **Save**.

You have now created your meeting. This will also send an invite to all attendees



The screenshot shows the 'New meeting' dialog box in Microsoft Teams. The 'Save' button is circled in green. The dialog box includes fields for 'Add title', 'Add required attendees', 'Add optional attendees', 'Does not repeat', 'Add channel', and 'Add location'. The time zone is set to '(UTC+00:00) Dublin, Edinburgh, Lisbon, London'.

Inviting attendees to take part in a meeting

Although they will have received an email invite there is always benefit in sending an email with joining instructions to your attendees. To get these details:

Their email invite will include a link that look like this.

[Join Microsoft Teams Meeting](#)

[Learn more about Teams](#) | [Meeting options](#)

Attendees will just need to click on “[Join Microsoft Teams Meeting](#)” to take part.

To make sure that attendees are able to take part as best as possible, send them the details below to ensure they can take part.

When: (Date)

Time: (Start time & length)

Where: Please click on the “[Join Microsoft teams meeting](#)” link that has been sent to you in the meeting invite.

[Join Microsoft Teams Meeting](#)

[Learn more about Teams](#) | [Meeting options](#)

When you click on the link your browser will ask you if you wish to download the application. You do not need to.

When prompted you will need to allow access to your camera and microphone.

Instructions for taking part in a MS Teams meeting.

- If possible, use a headset or earphones where possible (this will remove background noise and reduce any echoing you may experience).
- Arrange to have any relevant documents nearby
- Adjust your camera on your device so we can see your face
- Sit somewhere comfortable
- Try and be in as quiet environment as you can
- Join a few minutes early so we can begin our meeting promptly

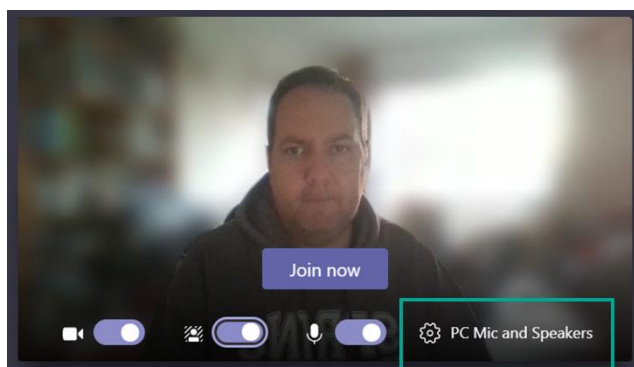
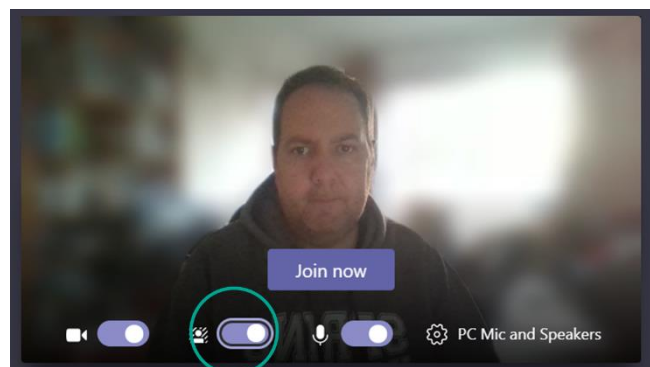
Starting a MS Teams Meeting

It is recommended that you do some of these checks before your meeting.

1. On the date of your meeting, a few minutes before you have agreed to meet with the other attendees, log in to your MS Teams meeting, by finding it in your calendar in MS Teams. Then right click on it and press “**Join now**”
2. Your screen will then pop up with your camera on showing you an image of yourself. This is a good time to check your image is as you wish it to be.



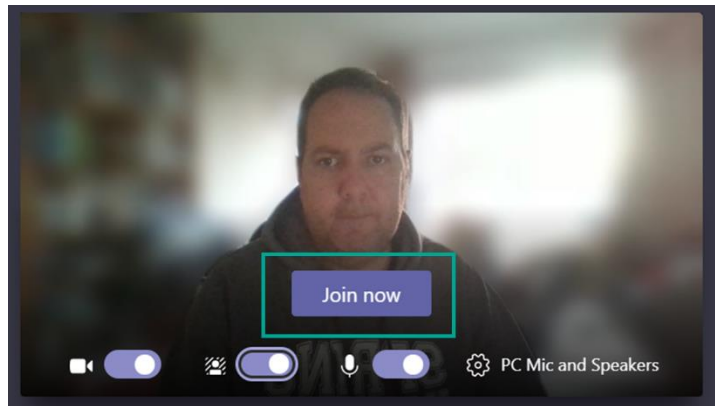
In MS Teams you can “Blur background”. To do this switch on the feature.



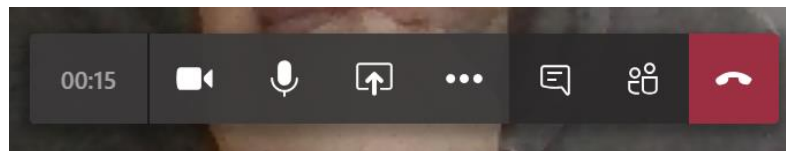
Test your equipment by clicking on the cog.

You will also see the switches to switch your camera and microphone on or off

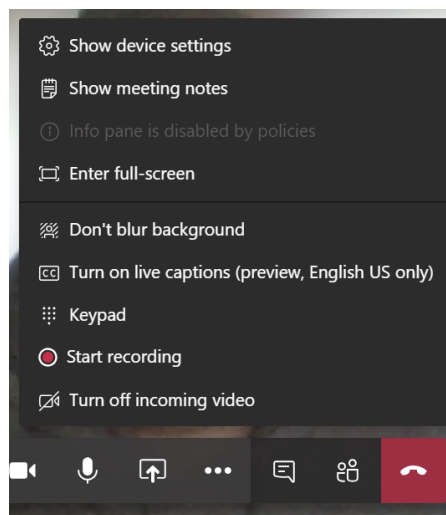
3. When you are ready, click on
“Join now”



4. In the centre of the screen you will see your meeting options including Mute On/Off, Camera On/Off, Share, Options, Chat, People and End Call



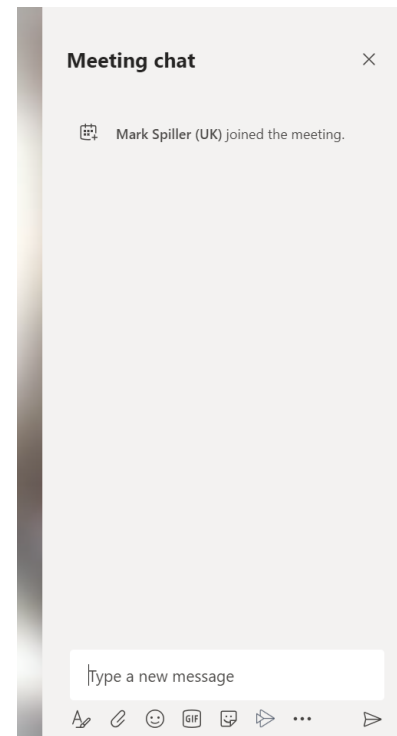
When you click on options (3 dots) you will bring up a small in meeting menu.



Please note if you record a meeting, you must inform all others that you are doing so.

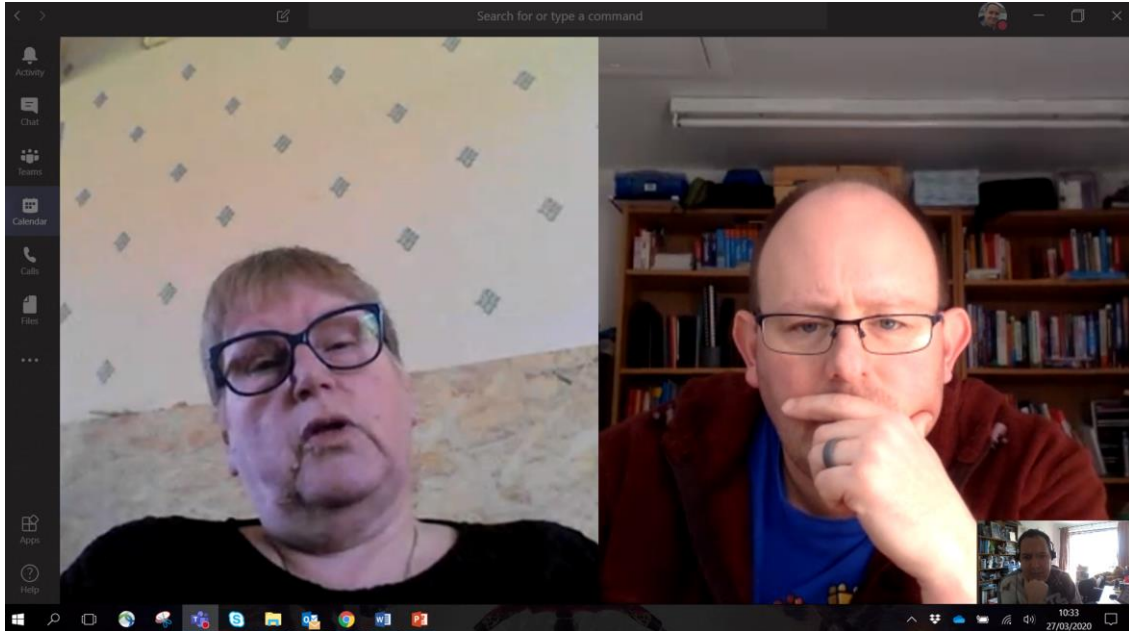
5. During your meeting all participants can use the “Chat” function to share messages. Be aware this is visible to all attendees.

6. You are now in your meeting. Enjoy!



Running a MS Teams Meeting

During your meeting, where there are 4 others and yourself, the 4 others will appear on screen. If there are more, they will not all appear but can be accessed via the “People tab” or via their icons at the bottom of the screen.



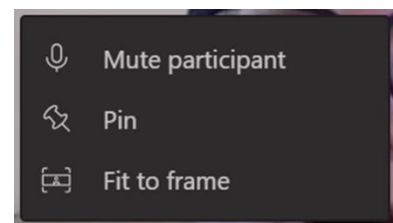
The last four people to talk will appear on screen during your meeting. The rest will remain as icons on the bottom of the screen.

To view people who are not currently speaking, right click on their icon at the bottom of the screen and click on **pin** to make them appear in your screen. You can do this for upto 4 people at any one time.

Sound

If background noise is making it difficult, you can ask users to mute themselves by clicking on the **microphone** button at the bottom of their screen.

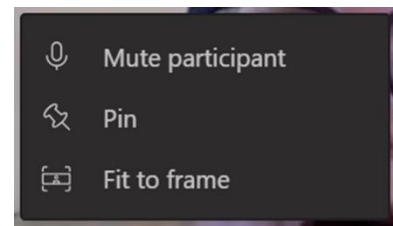
Alternatively you can right click on their image and select “**Mute**”.



Don't forget to tell people you have done this so when they come to talk, they unmute themselves.

Full screen images

If you want one person in particular to have a full screen image, you can right click on their image and click on **pin**. This will enlarge their image to be the size of your screen. To reduce to small size again, repeat.



Chat function

You can use the chat function to share short messages with everyone else on the group. Be aware that this chat will stay live & visible until the end of the meeting, so others that join will also be able to see this.

