



## Using Teams for Online Meetings & Tips for Successful Meetings

Why should you use Teams for Meetings?

-  Teams integrates with Office 365 seamlessly
-  You can start and schedule meetings from the app on any device or through Outlook
-  Communicate and collaborate before during and meetings within Teams instead of using multiple applications to do so

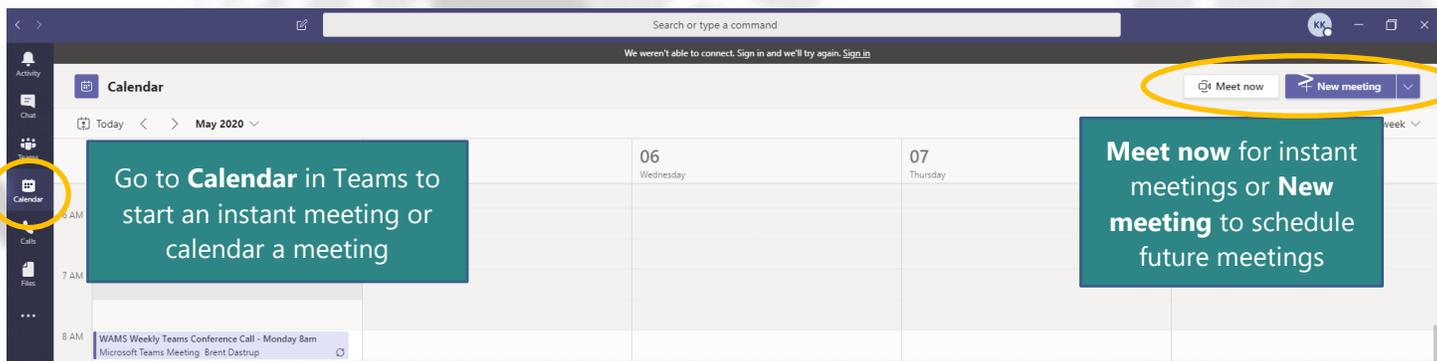
## So Many Ways to Start & Schedule Meetings!



From the Teams application



1. Click **Calendar**
2. Choose **Meet Now** to start an instant meeting
3. Click **New Meeting** to schedule and calendar future meetings
4. **Pro Tip!** Single click a date/time on your calendar to schedule a meeting at that time



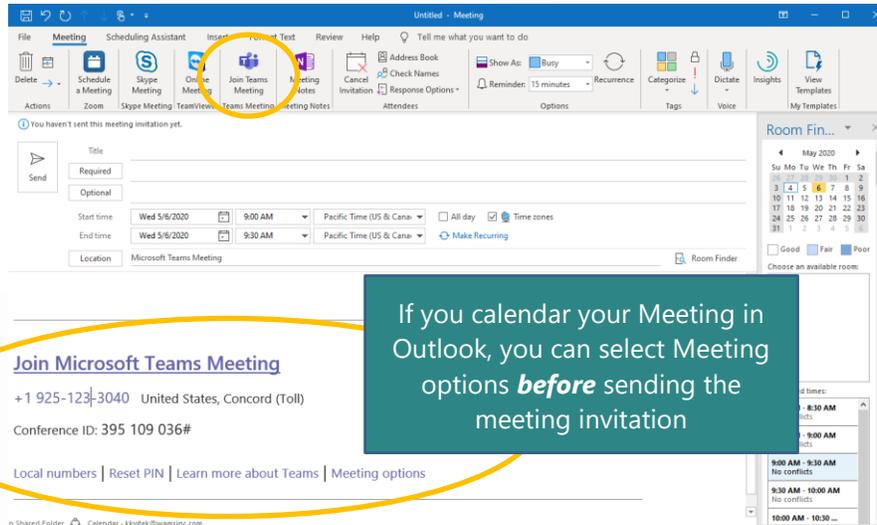
From **Outlook**

1. Go to your **Calendar** (you will not see the meeting command from your Inbox)

2. Select the  on the Ribbon



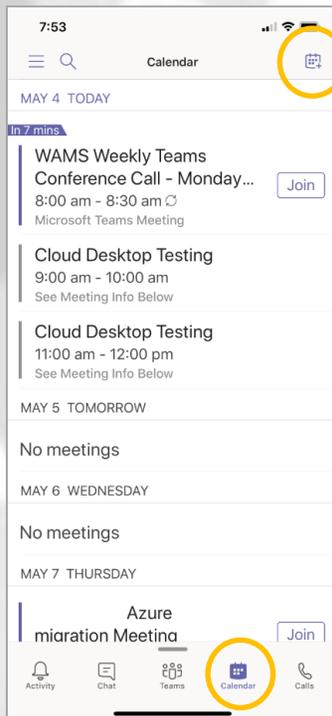
3. **Pro Tip!** You will see more options and details from the Outlook meeting than the Teams application **before** scheduling the meeting



Open the Teams app on your phone



1. Go to your **Calendar**
2. Tap the **Calendar** icon in the upper right to schedule a meeting





## Start A Meeting Teams Chat



Why start a schedule from a Teams Chat?

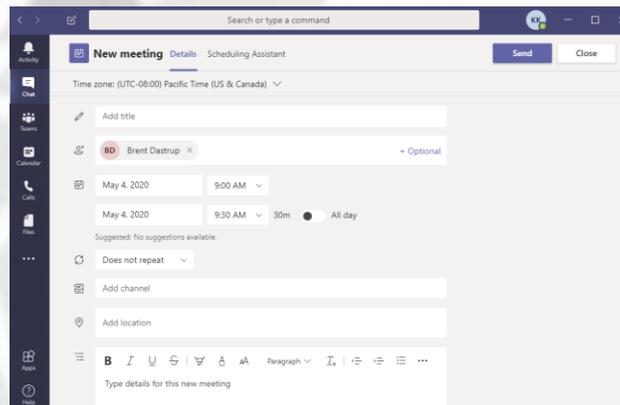
1. The meeting will show up in the Chat history so you have a reference to when you met
2. Go to **Chat** in the Teams application

### Teams Chat Tips Coming Soon!

3. From an existing Chat or a new Chat, you will see an option to Schedule a Meeting 



4. This will launch the same Teams Meeting schedule window as you see from the Teams Calendar, except it will already include the name(s) of the people you are chatting with



Start a video meeting, audio call or screen share directly from a Chat

1. Select an existing Chat or start a new Chat with someone in your organization
2. In the upper right of the Teams application window you will see video, audio and screen share icons



3. A record of your meeting will show in the Chat history so you will be able to refer to it later



4. **Pro Tip!** Record the meeting so a link to the recording will be saved in the chat history

### Teams Recording Tips Coming Soon!

## Share Your Screen During Your Meeting



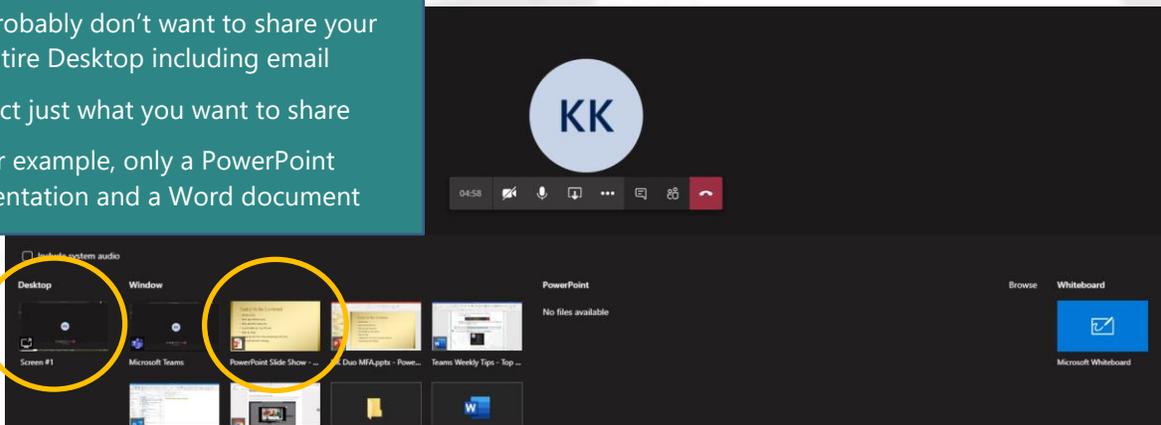
Easily share your screen or allow others to share their screen

1. Hover over the bottom of the Teams application
2. Select the **Share** icon



3. **Pro Tip!** Choose what you want to share so you don't share files on your desktop that are sensitive or don't want to share

You probably don't want to share your entire Desktop including email  
Select just what you want to share  
For example, only a PowerPoint presentation and a Word document



After selecting the Share icon , the Teams window will display all the applications and windows you have open

1. Desktop will allow everyone to see anything you click on while sharing your screen as well as any email notifications
2. It is not recommended to share your Desktop if you have sensitive information open or receive emails of sensitive or private nature regularly
3. And even if you don't have or receive much private or sensitive communication, you never know what might popup if you share your entire Desktop

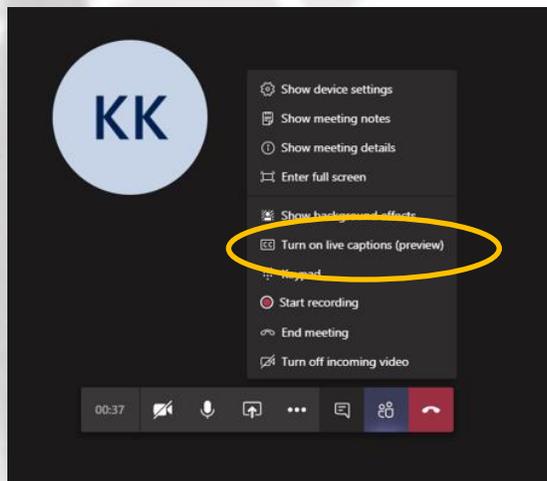


## Live Captioning During Meetings



Even if you aren't the meeting organizer you can turn on **Live Captions**

1. **Live Captions** are critical for the hearing impaired and can be turned on by the meeting organizer or by a meeting participant
2. But even if you aren't hearing impaired, audio issues can occur and the live captioning can be a life saver if you are having trouble hearing others
3. Hover over the bottom of the Teams window so the Meeting toolbar appears
4. Click the **Options** command 



5. Select **Turn on live captions** to see the audio caption window at the bottom left of your screen
6. **Pro Tip!** If you turn on live captions and record the meeting, the captions will record too