



Information Technology

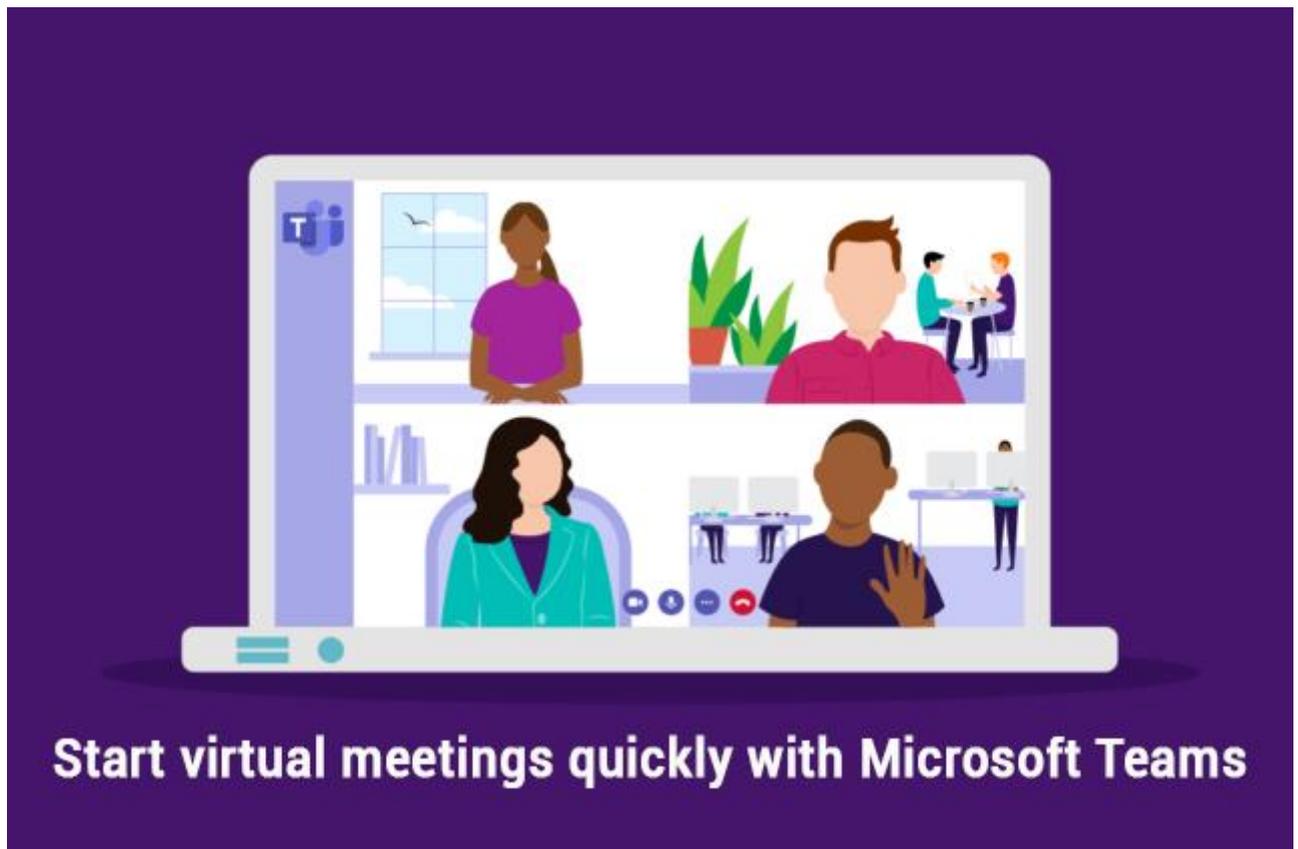
Microsoft Teams

User Manual



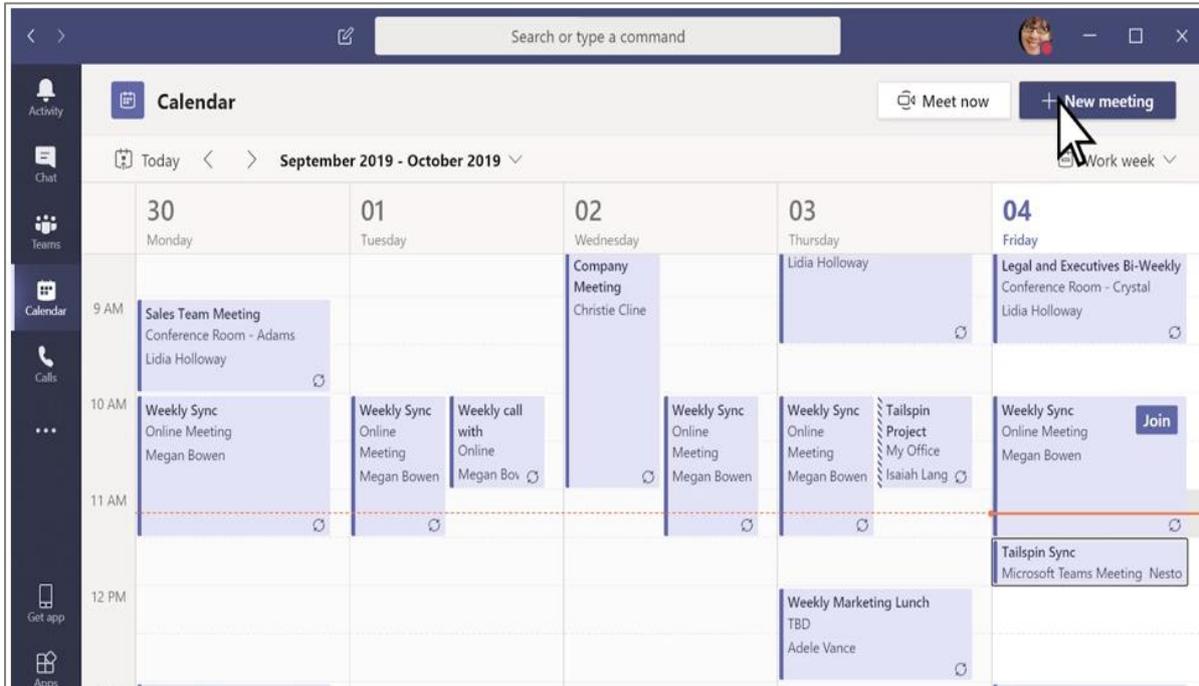
Meetings in Teams

Meeting in Teams



Schedule a meeting

1. Select **New meeting**.



2. Type in a meeting title and enter a location.

An online meeting is created by default.

3. Choose a start and end time, and add details if needed.

4. Enter names in the **Invite people** box to add them to the meeting.



New meeting ▾

Title
Mark 8 Campaign Update

Location
Microsoft Teams Meeting ▾

Start
Oct 7, 2019 1:00 PM

End
Oct 7, 2019 1:30 PM

Repeat

Free: Oct 7 12:30 - 1:00pm, 12:00 - 12:30pm, 11:30 - 12:00pm ... [Scheduling assistant](#)

Details

B *I* U Paragraph ▾ ...

Let's review the results from the Mark 8 marketing campaign so far.

Select a channel to meet in
None (optional) ▾

Invite people
[Invite someone](#)

Organizer
 Megan Bowen
MeganB@contoso.com

Attendees

- CariD@example.com
Unknown ×
- Debra Berger
Unknown ×
- Patti Fernandez
Unknown ×

Note: To invite someone outside MNGHA, type in their email address and they'll get an invite to join as a guest — even if they don't have Microsoft Teams.

5. See everyone's availability in the **Attendees** list and, if needed, choose a suggested time or select **Scheduling assistant** to see more available times in a calendar view.

Start
Oct 7, 2019 2:30 PM

End
Oct 7, 2019 3:00 PM

Invite people
[Invite someone](#)

Mon 10/7
10 am 11 am 12 pm 1 pm 2 pm 3 pm 4 pm 5 pm 6 pm

Megan Bowen
MeganB@contoso.com

- CariD@example.com
Unknown ×
- Debra Berger
Free ×
- Patti Fernandez
Free ×
- Alex Wilber
Free ×

6. Under **Select a channel to meet in**, select the drop-down arrow to manage your meeting's privacy settings:

- Select **None** to keep your meeting private.
- Select a channel to open the meeting to team members.



New meeting ▾

Title
Mark 8 Campaign Update

Location
Microsoft Teams Meeting ▾

Start
Oct 7, 2019 2:30 PM

End
Oct 7, 2019 3:00 PM

Repeat

Free: Oct 7 2:30 - 3:00pm, 3:00 - 3:30pm, 3:30 - 4:00pm ... [Scheduling assistant](#)

Details

B *I* U Paragraph ▾

Let's review the results from the Mark 8 marketing campaign so far.

Select a channel to meet in
None (optional) ▾
None
Pick a channel so anyone in it can join the meeting.
▶ Mark 8 Project Team
▶ Retail
▶ Sales and Marketing

Attendees

- CariD@example.com
Unknown ×
- Debra Berger
Unknown ×
- Patti Fernandez
Unknown ×

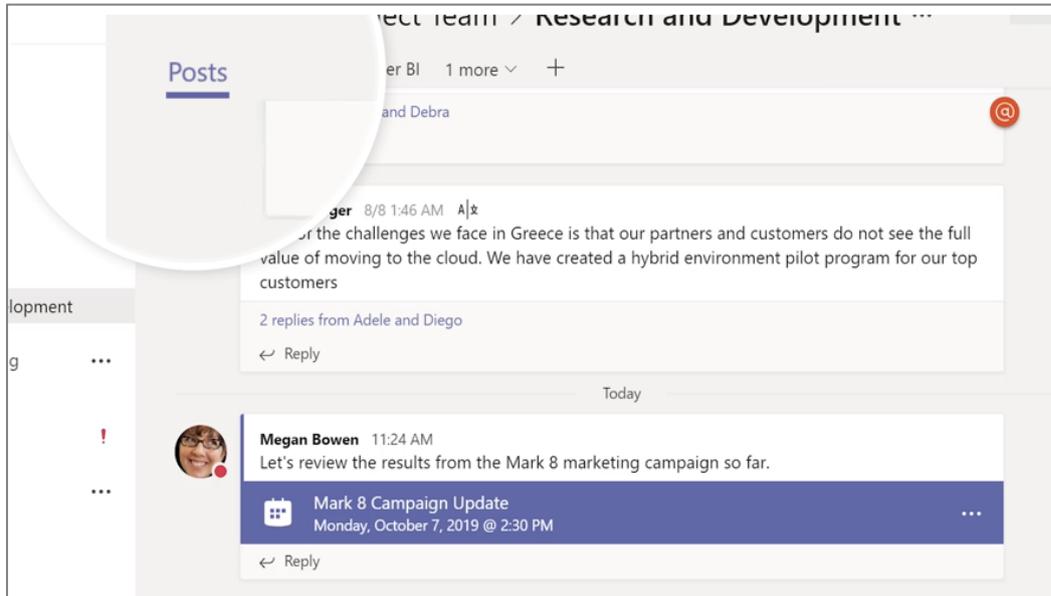
Channels can't be edited or added once the invite is sent. You'll need to send a new invite with the updated channels.

Note: When you have a meeting in a channel, everyone in the team will be able to see it and join it in that channel.

Once you've added the people you want, select **Scheduling Assistant** to find the best time.

If it's a recurring meeting, open the dropdown menu next to **Does not repeat** (just below the date). Choose how often you want it to occur from the default options, or select **Custom** to create your own cadence.

If your meeting gets posted in a channel, it'll appear under the **Posts** tab. Team members can set agendas, share files, or add comments.



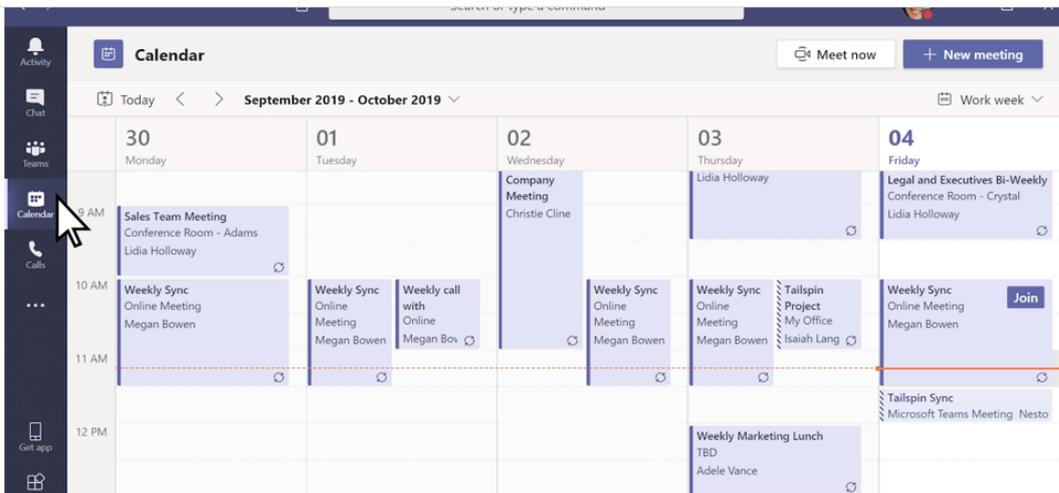
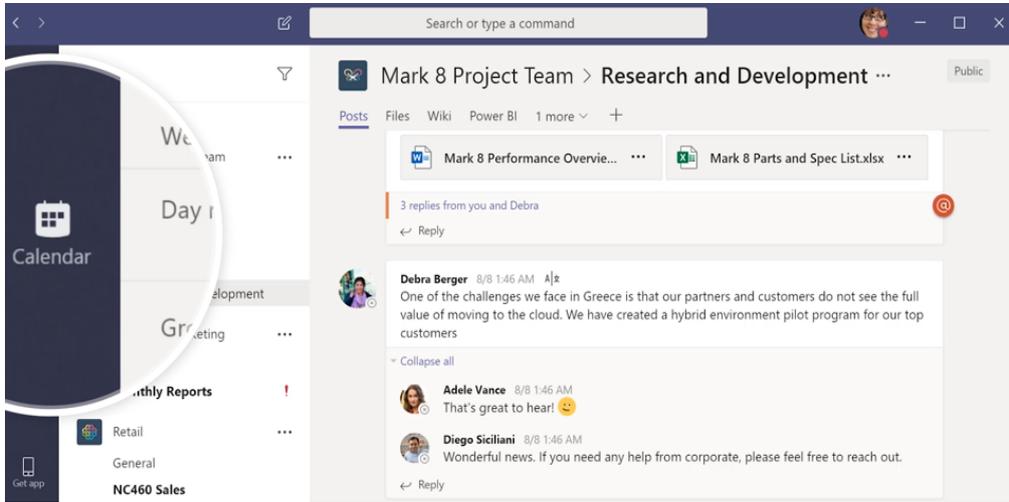
Invite people outside MNGHA

Teams lets you invite people outside MNGHA, including those who don't have a Teams license. You'll need their full email address to invite them.

1. Go to where it says **Add required attendees**. If anyone is an optional attendee, select **Optional** instead.
2. Type the person's full email address (ex: Joe@example.com).
3. Select **Invite**. They'll receive an email with a link to the meeting.

View meetings

- Select **Calendar** to view your appointments and meetings for the day or work week.



Note: The calendar shows you everything that was scheduled in Teams.

- Select a meeting invite to see what the meeting's about, who's attending, and to respond to the meeting.



Search or type a command

Calendar

Meet now + New meeting

Today < > September 2019 - October 2019

Work week

30	01	02	03	04
Monday	Tuesday	Wednesday	Thursday	Friday
9 AM Sales Team Meeting Conference Room - Adams Lidia Holloway		Company Meeting Christie Cline	Lidia Holloway	Legal and Executives Bi-Weekly Conference Room - Crystal Lidia Holloway
10 AM Weekly Sync Online Meeting Megan Bowen	Weekly Sync Online Meeting Megan Bowen	Weekly call with Online Megan Bowen	Weekly Sync Online Meeting Megan Bowen	Weekly Sync Online Meeting Megan Bowen
11 AM			Weekly Sync Online Meeting Megan Bowen	Tailspin Sync Microsoft Teams Meeting Nestor Wilke
12 PM			Weekly Marketing Lunch TBD Adele Vance	

Tailspin Sync

Friday, October 4, 2019
11:30 AM - 12:00 PM (30 minutes)
Microsoft Teams Meeting

[Join](#) [Chat with participants](#)

You did not respond to this meeting.

Accept Tentative Decline

Weekly sync to review client feedback. Please bring your own lunch.

[Join Microsoft Teams Meeting](#)

+1 323-886-7051 United States, Los Angeles (Toll)
Conference ID: 616 313 183#

Organizer
Nestor Wilke
Organizer

Attendees

- Brian Johnson (TAILSPIN)
Unknown
- Debra Berger
Unknown
- Megan Bowen
No response

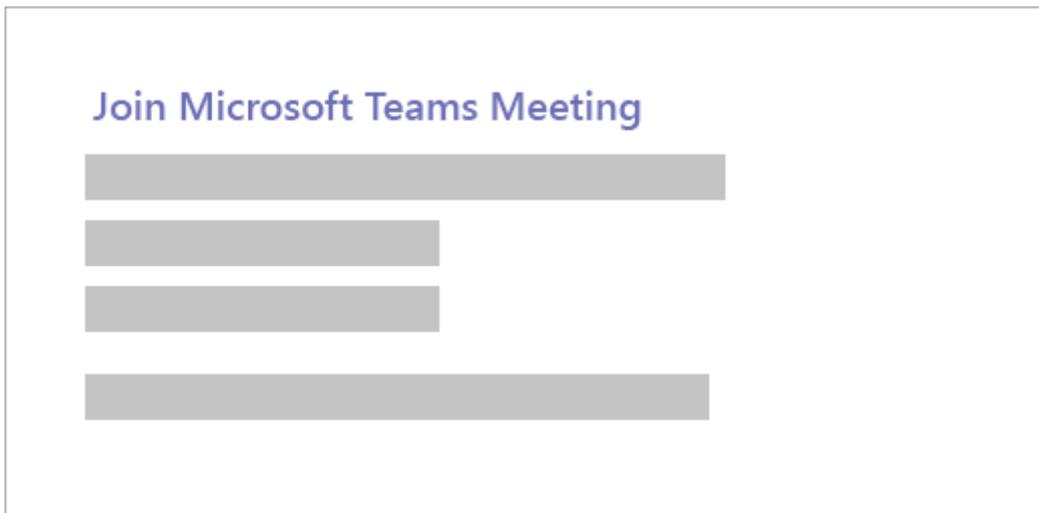
[Close](#)



Join a Teams meeting

Join by link

All you need to join a Teams meeting is a link.

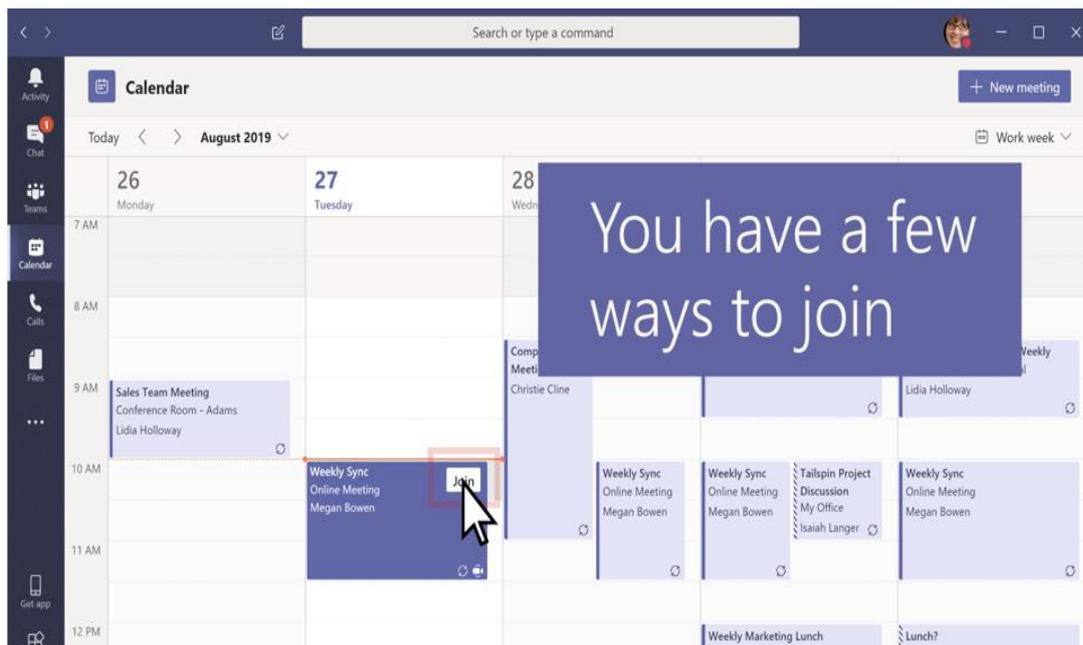
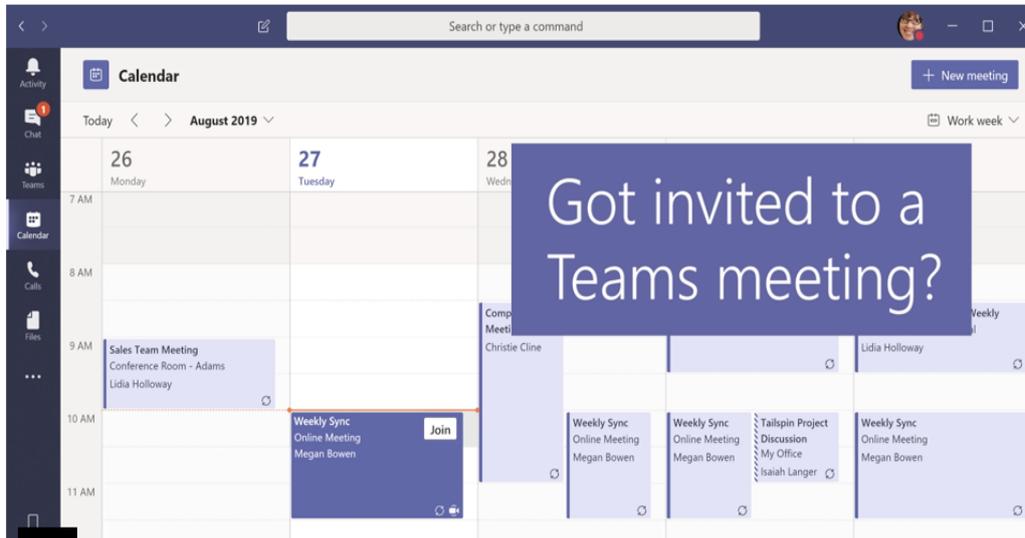


Select **Join Microsoft Teams Meeting** in your meeting invite to be taken to a page where you can choose to either join on the web or download the desktop app. If you already have the Teams app, the meeting will open there automatically.

If you don't have a Teams account and the organizer has allowed it, you may have the option to enter your name to join the meeting as a guest. If you do have a Teams account, select **Sign in** to join with access to the meeting chat and more. Then, depending on the organizer's settings, you may join the meeting right away or go to the lobby where people in the meeting can admit you.

Join from Calendar

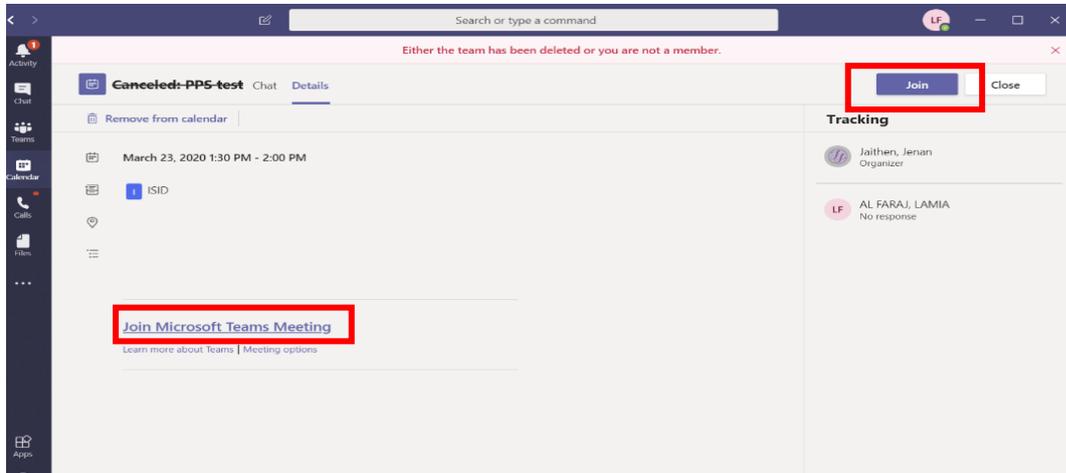
1. In a Teams meeting invite, select **Join**.



2. You have two choices:

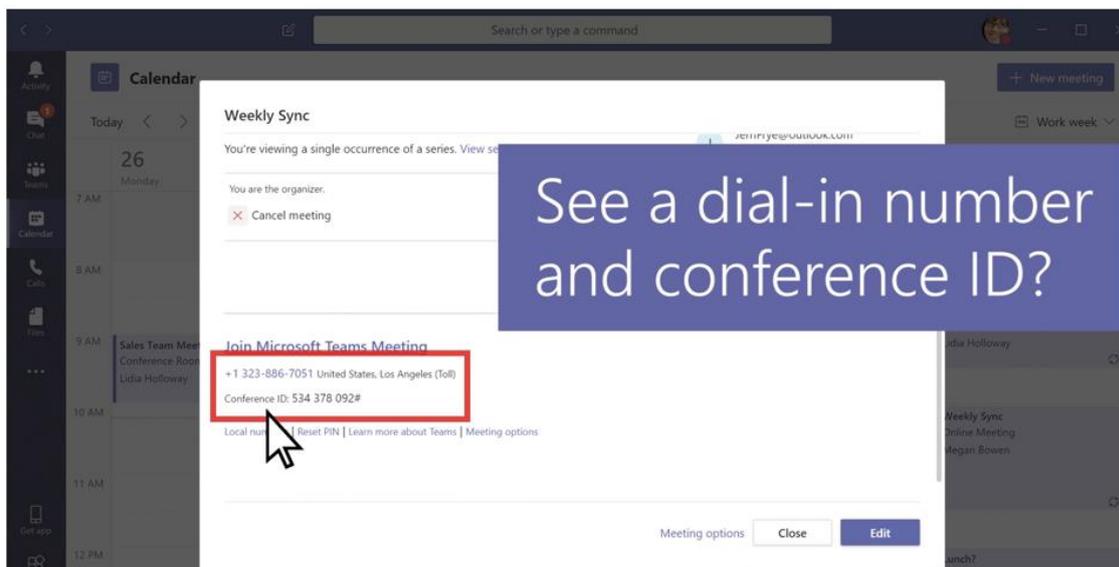


- **Join Microsoft Teams Meeting:** Enter a meeting from your Teams meeting

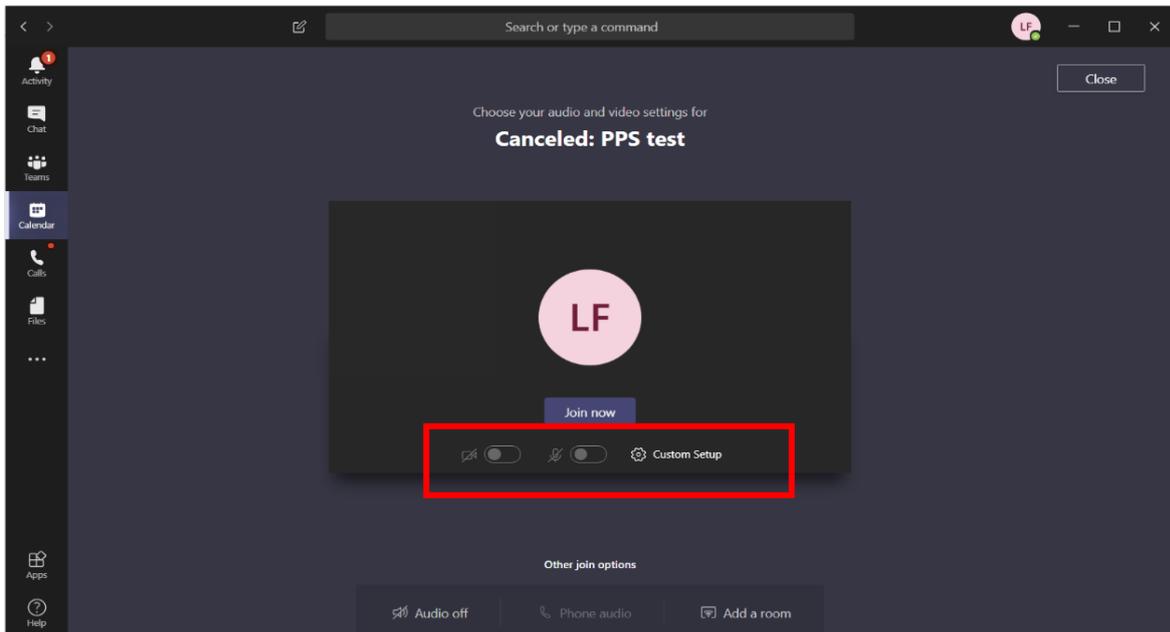


invite.

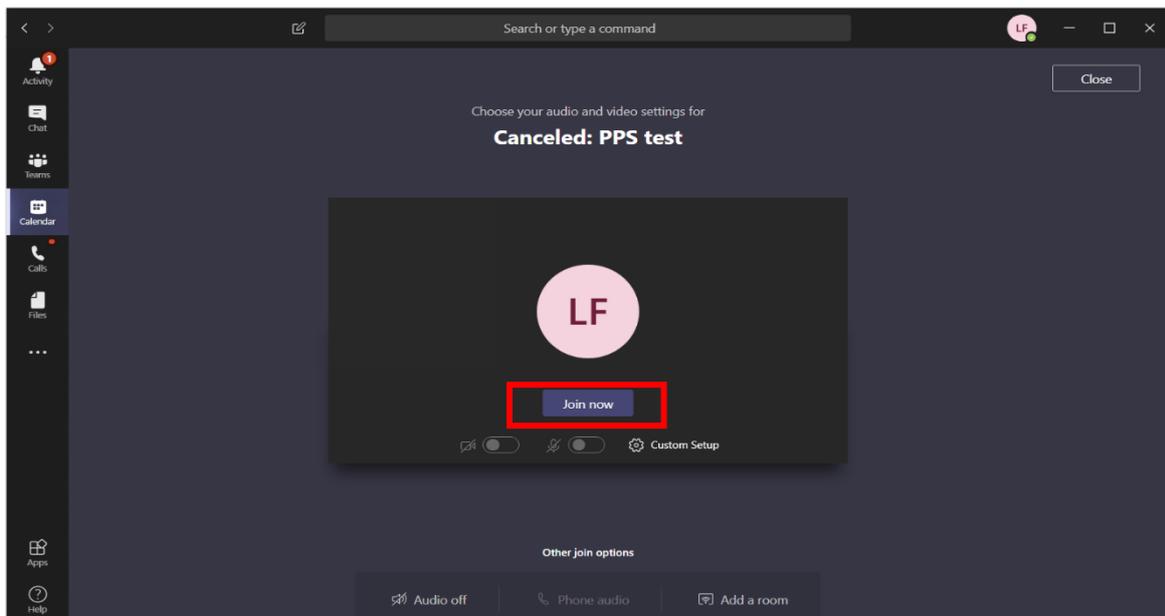
- **Dial-in number and conference ID:** Use these if you need to call into the meeting



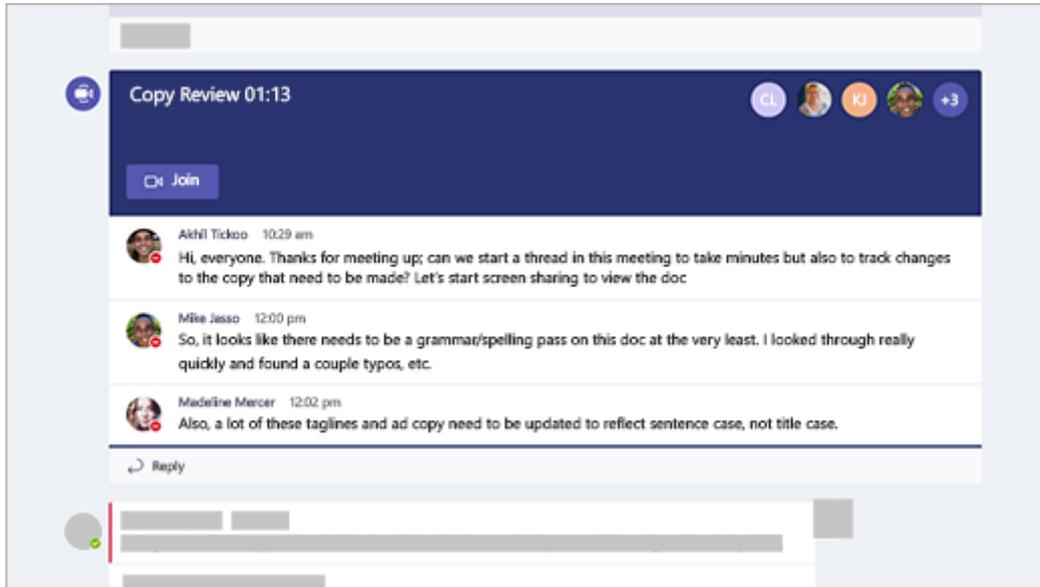
3. Choose the audio and video settings you want.



4. Select **Join now**.

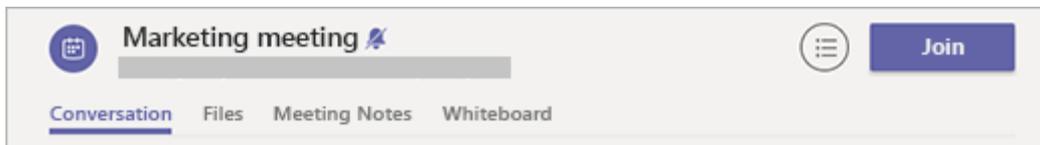


If a meeting takes place in a channel, you'll see an invitation to join, relevant content, and who's in the meeting right in the channel. Just select **Join**.



Join from Chat

If the meeting has already begun, it appears in your recent chat list. Select the meeting in your chat list and then select **Join** at the top of the chat.



Add a Room While You Join

When you're choosing your audio and video settings, you have the option to add a room so you can use a meeting room's audio and video devices.

Schedule a Teams meeting from Outlook

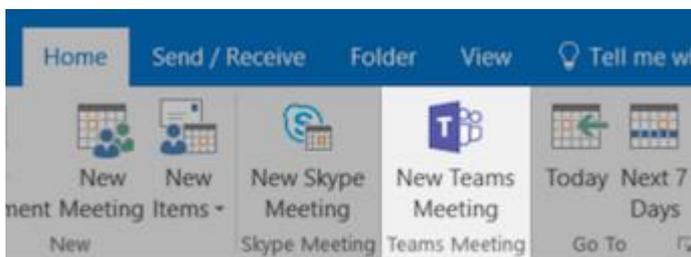
Microsoft Teams includes the Outlook add-in, which lets you create new Teams meetings directly from Outlook. It also lets people view, accept, or join meetings in either app.



Note: Currently, you can schedule Teams meetings from Outlook, but not choose a channel to have them in.

To schedule a meeting:

1. Open Outlook and switch to the calendar view.
2. Click New Teams Meeting at the top of the view.



3. Add your invitees to the To field—you can even invite entire contact groups (formerly known as distribution lists).
4. Add your meeting subject, location, start time, and end time.
5. Click Send.

You can also invite people from outside MNGHA from Outlook. Just be sure to add them as guests before the meeting starts or they will have to join anonymously.

Live Event Types

There are two ways you can produce a live event:

Production Tool	Description
Teams	Plug in your laptop and go... Produce the live event using Teams, a lightweight option to create the event and invite presenters and panelists to participate on their own devices.
An external app or device	Professional camera and sound setup



Production Tool	Description
	Produce the live event using an external hardware or software encoder via Microsoft Stream. Use this option if you already have a production setup (for example, media mixers) that supports streaming to an RTMP service. This method is typically used in auditorium events, such as town halls, where a stream from a media mixer is broadcast to the audience.

Event Group Roles

Large live streaming events typically have several people working behind the scenes—the event group—to make them successful.

Role	Responsibilities
Organizer	<p>Schedules a live event and ensures the event is set up with the right permissions for attendees and the event group, who will manage the event.</p> <ul style="list-style-type: none"> • Creates the live event. • Sets attendee permissions. • Selects production method. • Configures event options (for example, the moderated Q&A) • Invites attendees. • Selects event group members. • Manages reports generated after the event is over. <p>For more info, see the organizer checklist.</p>
Producer	<p>As a host, makes sure attendees have a great viewing experience by controlling the live event stream.</p> <ul style="list-style-type: none"> • Starts and stops the live event. • Shares own video. • Share participant video. • Shares active desktop or window. • Selects layouts.
Presenter	<p>Presents audio, video, or a screen to the live event, or moderates Q&A.</p> <p>Note: Presenters can only share audio, video, or a screen (desktop or window) in live events produced in Teams.</p>
Attendee	<p>A viewer. Watches the event live or on-demand, using DVR controls, either anonymously or authenticated. Can participate in Q&A.</p>



Who Can Create Live Events

To be able to create a live event, a person needs to have the following things. Your IT admin can provide more information.

- Permission to create live events in Microsoft Teams admin center.
- Permission to create live events in Microsoft Stream (for events produced using an external broadcasting app or device).
- Full team membership in the org (can't be a guest or from another org).
- Private meeting scheduling, screen sharing, and IP video sharing, turned on in Team meeting policy.

Who Can Attend Live Events

Public events

If an event is public, anyone who has the link can attend without logging in.

Private events

If attendance is restricted to your org or to specific people and groups, attendees will need to log in to join.

If the event is produced in Teams, they'll need a license that includes Teams. If it's produced externally, they'll need one that includes Microsoft Stream.

Note: Attendees need to enable third-party cookies in their browsers to watch a live event.

System Requirements and Supported Platforms

- **Supported operating systems:** Windows 7 and later (32-bit and 64-bit), macOS X 10.10 and later
- **Supported mobile operating systems:** Android 4.4 and later, iOS 10 and later
- **Supported web browsers:** Chrome (last 3 versions), Edge RS2 and later, Firefox (last 3 versions), Internet Explorer 11, Safari

Note: Linux isn't supported for live events.

Supported Platforms



	Desktop	Web	Mobile
Producer	Yes	No	No
Presenter	Yes	No	No
Attendee	Yes	Yes	Yes

Notes:

- Teams and Skype Room Systems and Surface Hubs can only support live event presenters.
- Teams for Windows 10 S can't support presenters or producers.

Get Started

After your IT admin enables the Microsoft Teams live events feature for your organization, you can start using it.

Step 1. [Schedule a live event](#)

Step 2. [Invite attendees](#)

Step 3. [Produce your live event](#)

Step 4. [Present in your live event](#)

Step 5. [Manage the recording and reports](#)