

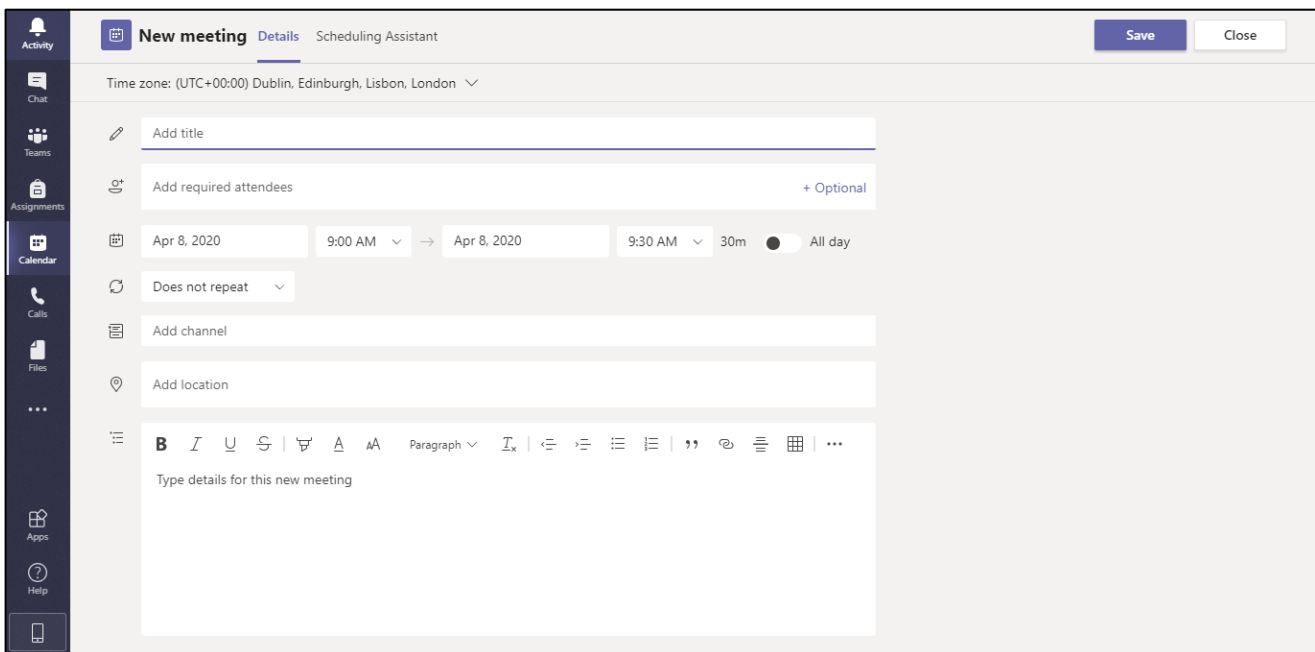
Microsoft Teams – Meetings Guide:

You will need:

- Teams app downloaded (via Microsoft Office365 and using your St George's login credentials).
- Computer or another device with webcam and microphone enabled or external webcam and microphone access.

How to set up a Meeting

1. Download and open the Teams app via Microsoft Office365 using your St George's account.
2. Go to the 'Calendar' icon on the left-hand side of the Teams landing page. This will open a calendar similar to the one displayed in Outlook and all of your information should have been imported.
3. Schedule a meeting as you would in Outlook by highlighting the meeting timeslot on the relevant day.
 - You will then be able to enter all of the relevant information for the meeting, please see the screenshot below for reference:



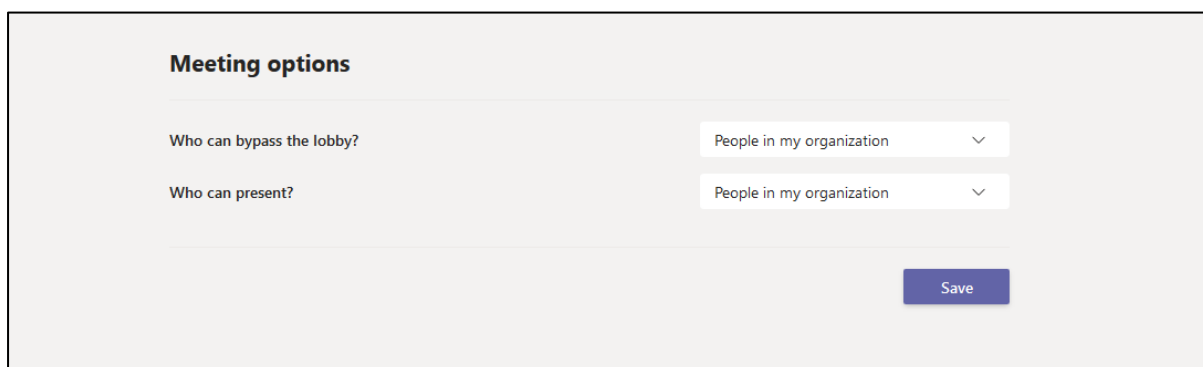
The screenshot shows the 'New meeting' window in Microsoft Teams. The interface includes a left-hand navigation pane with icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, Apps, and Help. The main area is titled 'New meeting' and has tabs for 'Details' and 'Scheduling Assistant'. At the top right, there are 'Save' and 'Close' buttons. Below the title bar, the time zone is set to '(UTC+00:00) Dublin, Edinburgh, Lisbon, London'. The form contains several input fields: 'Add title', 'Add required attendees' (with a '+ Optional' link), a date and time selector (set to Apr 8, 2020, 9:00 AM to 9:30 AM, 30m duration), 'Does not repeat', 'Add channel', and 'Add location'. A rich text editor is at the bottom with a toolbar and the placeholder text 'Type details for this new meeting'.

- The information from the Address Book in Outlook should be synced and so if you are inviting St George's staff or students, start typing their name and you should be able to locate them. If you are inviting an attendee who is external to the University, type their full address into the 'Add required attendees' section.
 - You can also include optional attendees if you would like to do so; select the '+ Optional' link to enter their details.
 - As in Outlook you can make use of the Scheduling Assistant if you want to see what the best time might be for your attendees.
 - Once you have entered all of the relevant information, click 'Save'.
4. You will be able to see the meeting both in your calendar on Teams and on Outlook. After reopening this you will see that the following link is now included in the meeting details:

[Join Microsoft Teams Meeting](#)

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

5. The meeting invitation will be sent via email and is the same as those sent when creating an event in Outlook. The recipients will be able to review the meeting details as usual and will also have a copy of the above link. You will be informed of their responses via email like normal.
6. If you select 'Meeting Options', a new webpage will open. You will then be given the option to amend some settings for the meeting (please see below); alter them depending on what is most appropriate for the meeting:



Meeting options

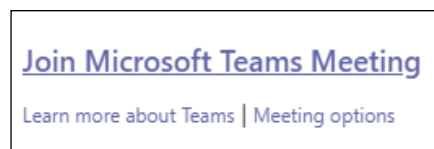
Who can bypass the lobby? People in my organization

Who can present? People in my organization

Save

What to expect if you are invited to participate in a Teams Meeting

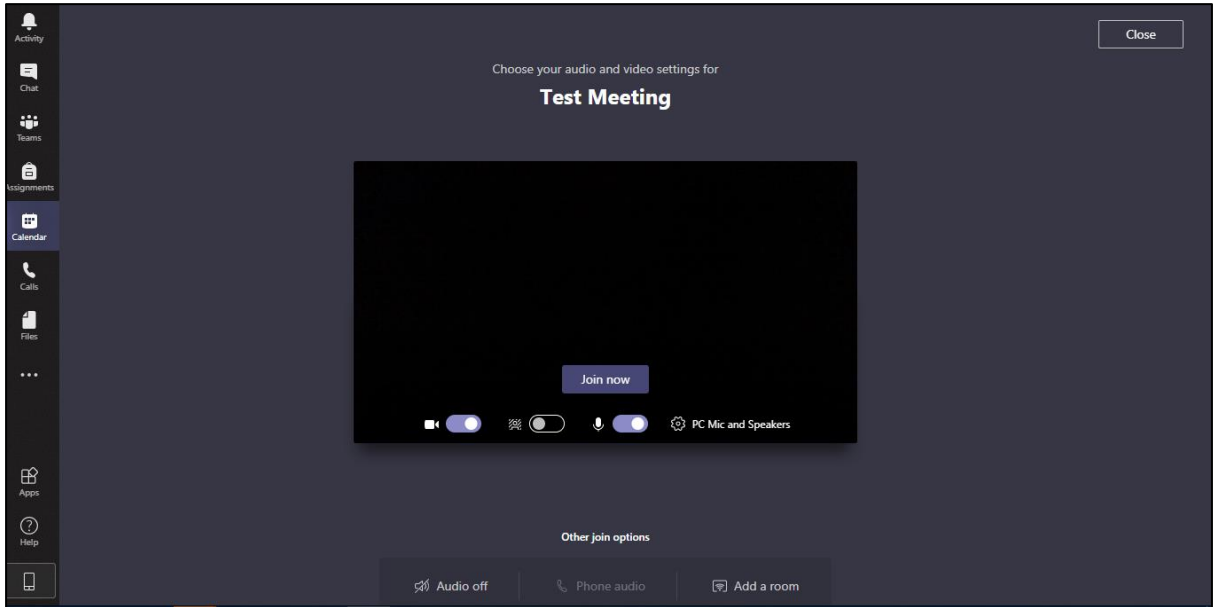
1. You will receive a meeting invitation via email and this will very similar to those that are sent via the Outlook calendar. This will include the following link:



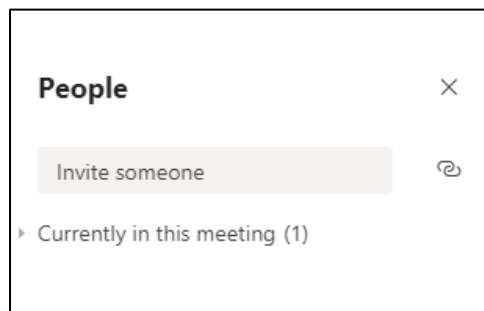
2. Respond to the meeting as you normally would to indicate whether you plan to participate.
3. Once the meeting has been accepted, it will appear in your Outlook calendar.

The Meeting

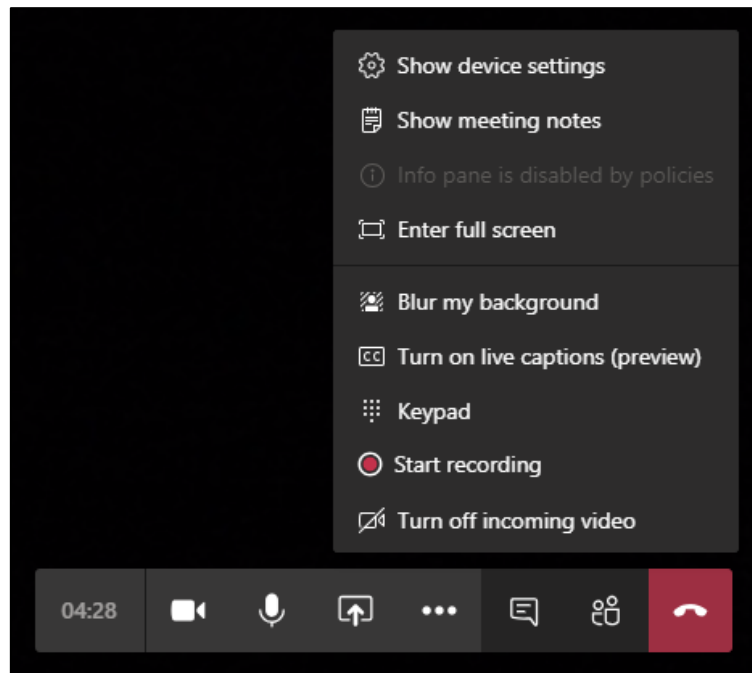
1. Prior to the meeting open the Teams app.
2. There are two methods for joining the meeting:
 - a. You can either do so via the Calendar tab in Teams; simply open this tab and then click 'Join', which should be displayed on the meeting appointment.
 - b. You can follow the link detailed in the original meeting invitation or in the Outlook calendar meeting.
3. You will be given the option to review your settings before joining the meeting, please see the below screenshot for reference but please note you should be able to see yourself via your webcam when undertaking this step:



- Ensure your camera and microphone are switched on by using the appropriate toggles (shown above).
 - You also have the option to blur the background behind you if you would like to do so.
 - When you are ready to participate in the meeting select 'Join now'.
 - Whilst you are waiting for the other attendees to join only your camera view will be available.
4. Once other the attendees have joined you will be able to see them (or their initials if they have opted to join without their camera on initially).
 5. They are a number of options available for during the meeting. If you select the 'People' icon, a sidebar will appear on the screen allowing you to review who has joined the meeting and if anyone else was due to participate, see below for reference. Further invitations can also be sent.



6. To record the meeting, click the 'three dots' icon to expand further options, shown below for reference, and select 'Start recording'.



7. When someone commences the recording all meeting participants will be informed and advised that the recording will be available to download from the meeting chat afterwards.
8. It is possible to turn on live captions for assistance if preferred, but please note these are not always accurate and cannot be accessed following the meeting.
9. To exit the meeting, select the red telephone icon.

Following the Meeting

1. After you have exited the meeting, you will be taken to the associated chat. If the meeting has been recorded you will be able to download a copy of the recording via a link in the chat.

Microsoft have comprehensive video guides for conducting and participating in Teams meetings; these can be accessed via the following links:

- [Join a Teams meeting](#)
- [Manage Meetings](#)
- [Show your screen during a meeting](#)