

# USING TEAMS FOR ONLINE MEETINGS

**This guide explains how to schedule and join an online meeting with students or colleagues.**

Use Teams for online meetings with colleagues or students. Teams is similar to Skype for Business and can be used for:

- One to one meetings with your students or colleagues
- Meetings with your course team or other groups of colleagues



## HOW TO ACCESS TEAMS

Teams can be accessed from Office 365 using a browser – go to <http://www.office.com> and log in using your Heriot-Watt credentials.

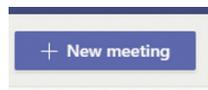
Once in Office365 you should see an overview of all your apps and be able to click on the Teams icon. (If you don't see it in the list of apps shown, then choose the **All apps** arrow to view a complete list.)

- Use Chrome to access Teams, other browsers are not fully supported.
- Teams can also be used as an app on your desktop, phone or tablet.
- To see any Teams meetings which are already scheduled, view your Calendar either within Outlook or within Teams.

## SCHEDULE A NEW MEETING

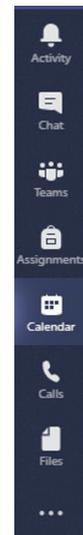
The sidebar offers many different ways of using Teams, for online meetings you should first click on **Calendar** – this will display the same information shown in your Outlook Calendar.

**Step 1.** Use **+ New Meeting** in the top left corner

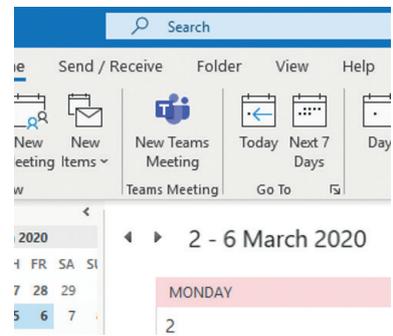


**Step 2.** Complete the meeting information.

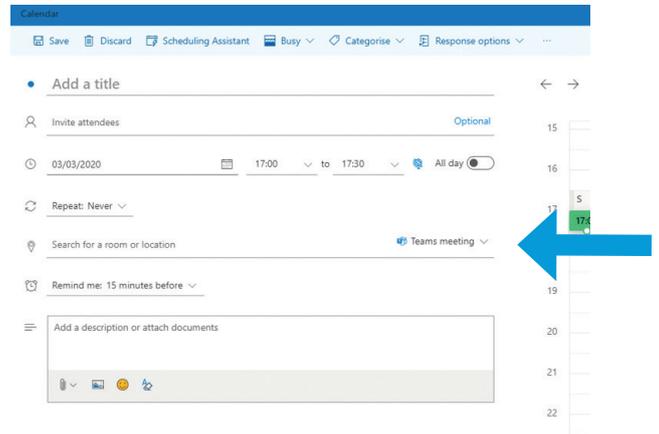
- Title:** Give your meeting a description
- Start / End:** Edit the start and end dates and times
- Consider:** Is timezone required if people are joining from UK, Dubai and / or Malaysia?
- Details:** Add any relevant information to the Details box
- Invite People:** Start typing the name of someone who should be invited to the meeting in the box on the right, then select from the list of suggestions which appears below. Repeat this for anyone else who should be invited to the meeting. Names of attendees will be listed below.
- Schedule:** When you have completed all the details, use Schedule to add the meeting to your calendar. This will send email invites to those you have included in the meeting.



**Step 3.** The meeting will appear in your calendar, which you can view from Teams or from Outlook. You can tell that this is an online Teams meeting because it will say “Microsoft Teams Meeting” under the title.



If you are using Outlook in a browser, then you can create an online Teams meeting by choosing **Teams meeting** beside **Search for room or location**



## JOINING A SCHEDULED MEETING

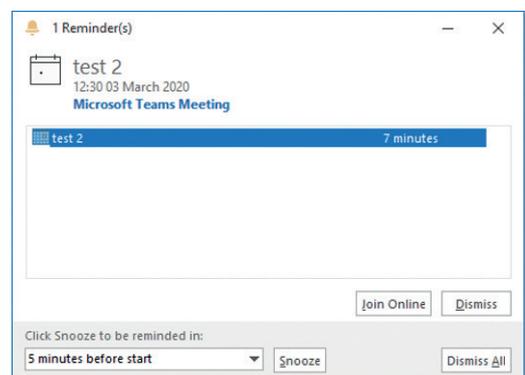
**Step 1.** At the time of the meeting, you can click on the item in your Calendar and use the **Join** button to start the meeting

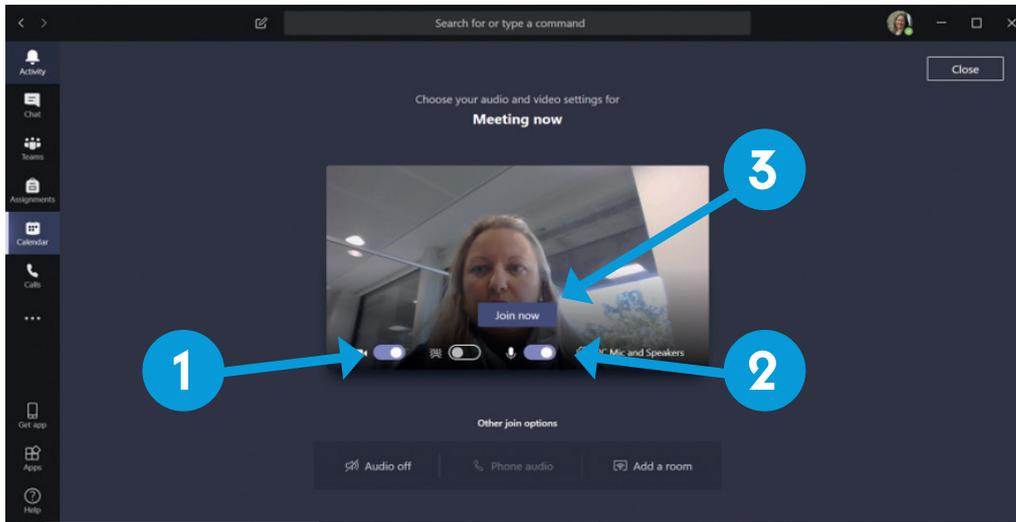
Tuesday, 3 March 2020  
12:30-13:00 (30 minutes)  
Microsoft Teams Meeting



You are the organiser.

If you have a reminder alert set up, then you can also join from this by choosing **Join online**





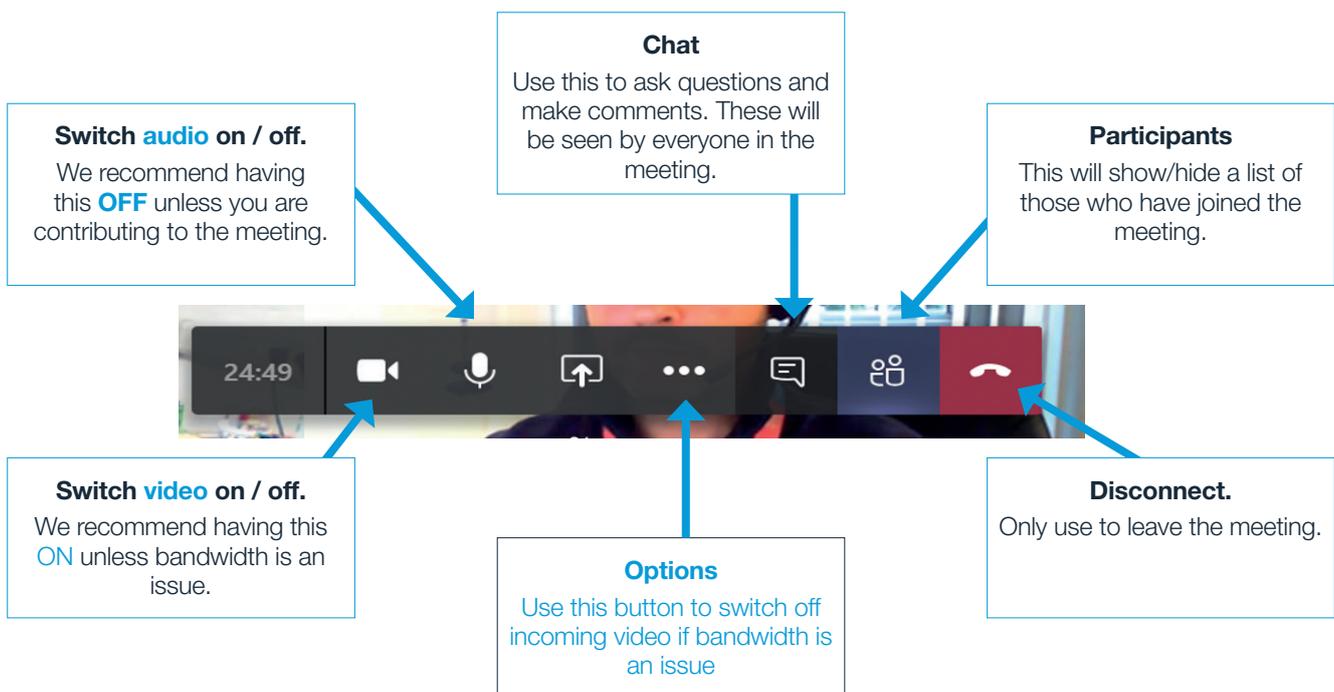
**Step 2.** You will then be taken to a screen within Teams where the online meeting takes place. Here you can check your audio and video are enabled and then **Join now** to take part in the meeting.

1. Ensure that your video is enabled.
2. Enable your microphone
3. Click on the 'Join now' button to join the meeting.

**Note:** If you are using your browser, you may have to allow Teams to use your webcam and microphone

## DURING THE MEETING

Below is an annotated diagram of the settings available once you have joined the meeting.

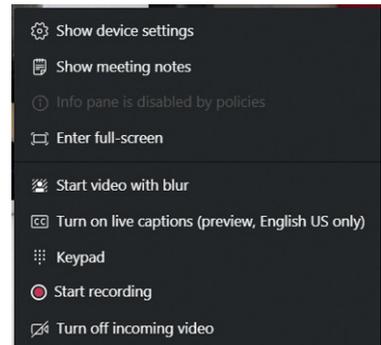


## OPTIONS AND SETTINGS

Use the Options and Settings button to access further features



- Use this icon to enter full screen mode.
- This button also allows you to start recording your meeting – the recording will be saved to Microsoft Stream and available to view later within Teams. You will receive an email after the meeting to let you know your recording is available. Recordings belong to the person who set up the meeting.
- This also offers you the option to **blur your background**.



### You can share your screen during meetings to improve understanding and collaboration visit share content in a meeting.

More information on how to share your screen is available at <https://support.office.com/en-gb/article/share-content-in-a-meeting-in-teams-fcc2bf59-aecd-4481-8f99-ce55dd836ce8> for more information.



### Start an instant online meeting

- Instantly audio or video call one or more contacts by choosing Calls from the sidebar.
- You can also call using the video or audio buttons in the top right of a Chat thread.

## TOP TIPS

- Online meetings can also be set up within the Office365 version of Outlook, if you have this version then when creating a new meeting you should choose the “Teams meeting” icon in the menu bar and then create the meeting as normal.
- If bandwidth is an issue during your meeting, you can switch off incoming video using this button or you may wish to agree with attendees whether or not to use video.

## TROUBLESHOOTING

Check that you have the correct speakers and mic selected

Use a headset rather than in-built mic / speakers

If you have issues using Teams contact [ISHelp@hw.ac.uk](mailto:ISHelp@hw.ac.uk).

## FURTHER RESOURCES

**MS Teams Quick Start Guide** introduces all the features available within MS Teams, [https://download.microsoft.com/download/D/9/F/D9FE8B9E-22F5-47BF-A1AB-09539C41FCD0/Teams\\_QS.pdf](https://download.microsoft.com/download/D/9/F/D9FE8B9E-22F5-47BF-A1AB-09539C41FCD0/Teams_QS.pdf)

**MS Teams Video training** - how to manage meetings, <https://support.office.com/en-us/article/video-manage-meetings-ba44d0fd-da3c-4541-a3eb-a868f5e2b137>



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