

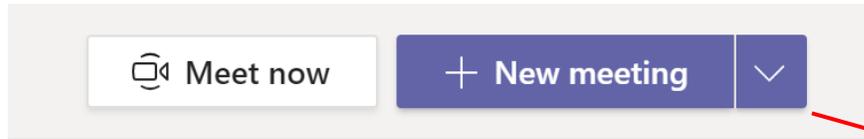


# Teams Meetings

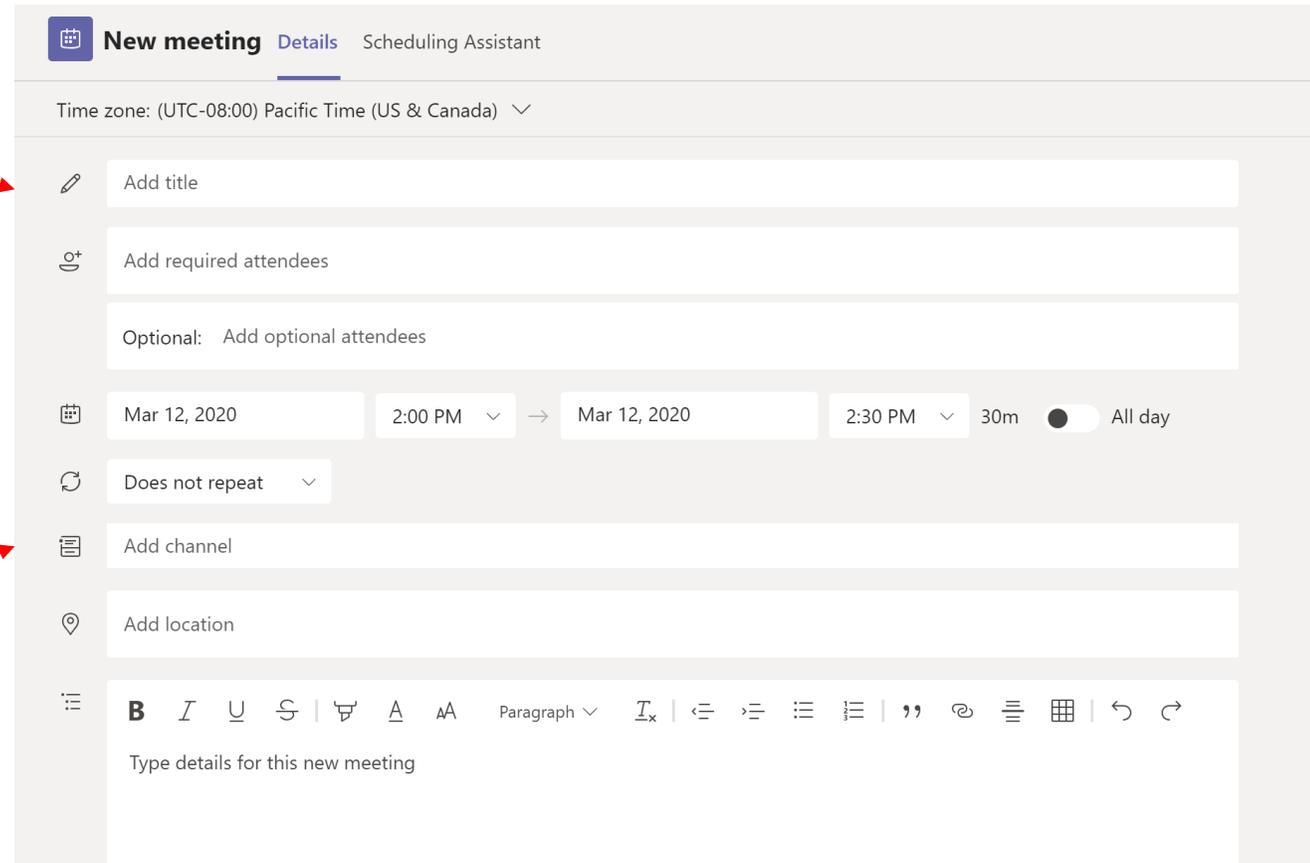
Quick Start Guide



# Setting Up A Meeting In Teams Calendar

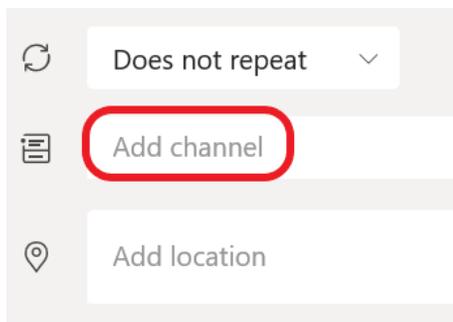


- Go to **Calendar** on the left side of the Teams app and select **New Meeting**
- Alternatively, select a time range in your calendar and to pop open a scheduling form.
- Fill out form with your meeting details



The screenshot shows the 'New meeting' form with the following fields and options:

- Time zone: (UTC-08:00) Pacific Time (US & Canada) ▾
- Add title
- Add required attendees
- Optional: Add optional attendees
- Mar 12, 2020 2:00 PM ▾ → Mar 12, 2020 2:30 PM ▾ 30m  All day
- Does not repeat ▾
- Add channel
- Add location
- Rich text editor with options: Bold (B), Italic (I), Underline (U), Strikethrough (ABC), Text color (A), Background color (AA), Paragraph, Bulleted list, Numbered list, Quote, Link, Unlink, Table, Undo, Redo.
- Type details for this new meeting

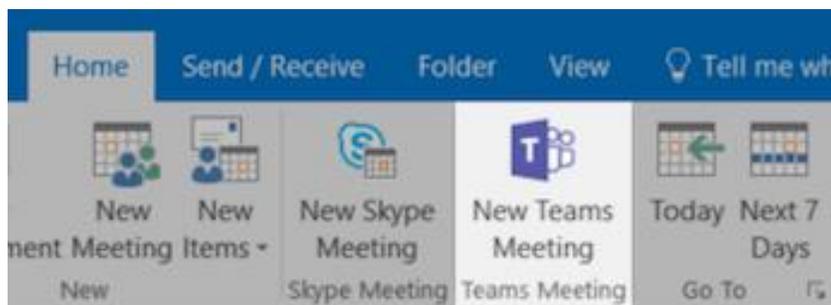
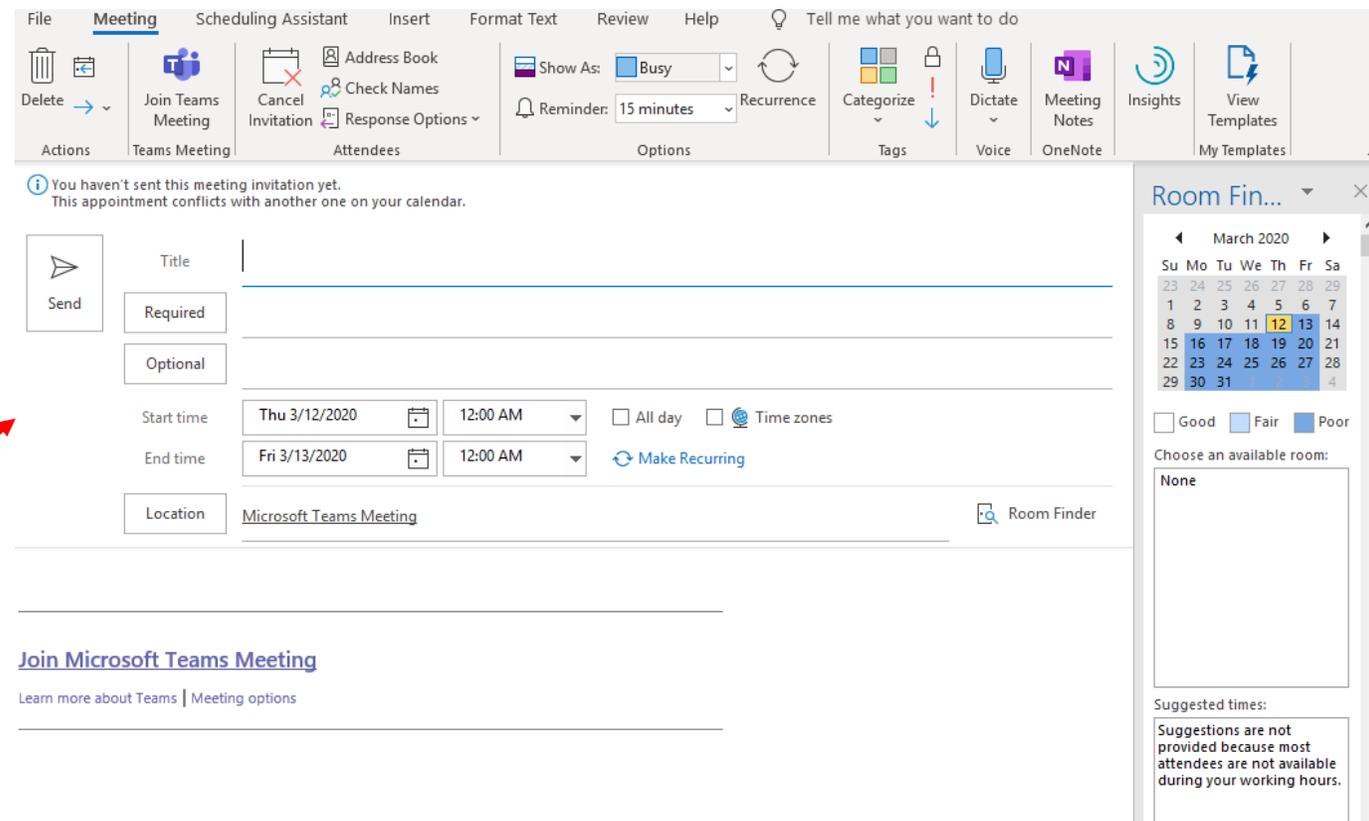


- Adding the channel(s) allows everyone in that team to see the meeting and join it from the specified group.

For more information, view Microsoft's "Schedule a Meeting In Teams" article: <https://support.office.com/en-us/article/schedule-a-meeting-in-teams-943507a9-8583-4c58-b5d2-8ec8265e04e5#ID0EAABAAA=Desktop>

# Setting Up A Meeting From Outlook

- ❑ Open Outlook and switch to calendar view. Click **New Teams Meeting** at the top to view the meeting form.
- ❑ **Note:** Currently you can not choose a channel when scheduling in Outlook

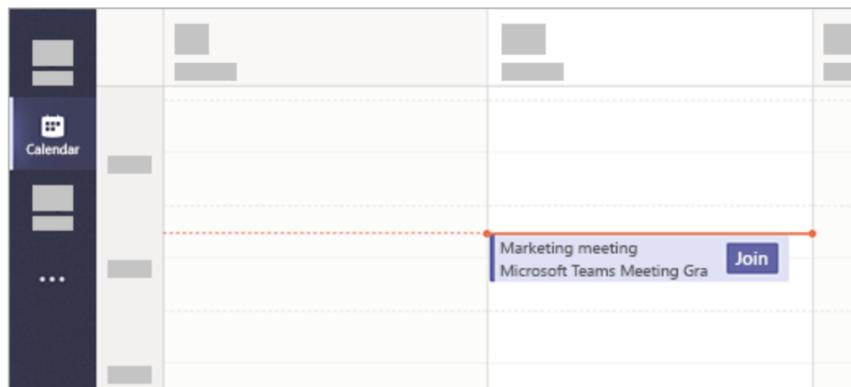



A screenshot of the Outlook meeting form. The ribbon at the top includes 'Meeting', 'Scheduling Assistant', 'Insert', 'Format Text', 'Review', and 'Help'. The 'Meeting' ribbon has buttons for 'Delete', 'Join Teams Meeting', 'Cancel Invitation', 'Address Book', 'Check Names', 'Response Options', 'Show As: Busy', 'Reminder: 15 minutes', 'Recurrence', 'Categorize', 'Dictate', 'Meeting Notes', 'Insights', and 'View Templates'. Below the ribbon, there is a warning: 'You haven't sent this meeting invitation yet. This appointment conflicts with another one on your calendar.' The form fields include: 'Title' (empty), 'Required' (empty), 'Optional' (empty), 'Start time' (Thu 3/12/2020, 12:00 AM), 'End time' (Fri 3/13/2020, 12:00 AM), and 'Location' (Microsoft Teams Meeting). A 'Room Fin...' sidebar is open on the right, showing a calendar for March 2020 and a 'Choose an available room:' section with 'None' selected. A 'Suggested times:' section at the bottom of the sidebar states: 'Suggestions are not provided because most attendees are not available during your working hours.'

# Joining a Meeting

## Join from calendar

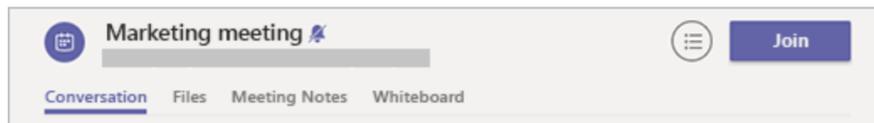
Select **Calendar**  on the left side of the app to see your meetings. Find the meeting you want, and then select **Join**.



Or, if someone starts the meeting, you'll get a notification you can use to join.

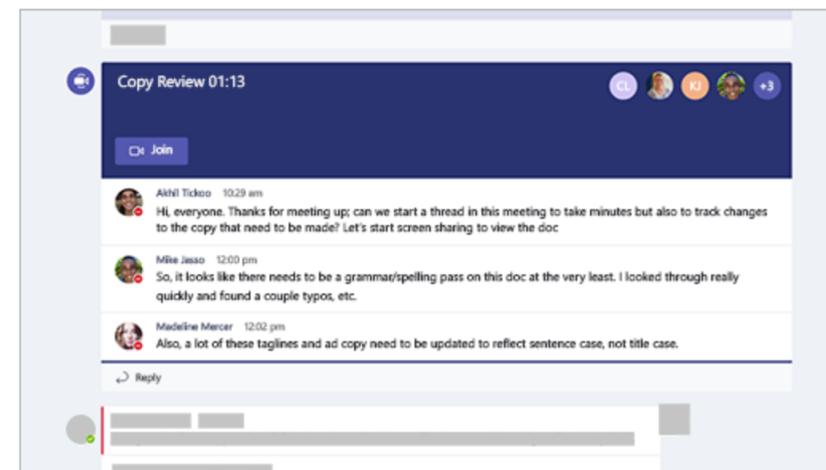
## Join from chat

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.



## Join in a channel

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**.



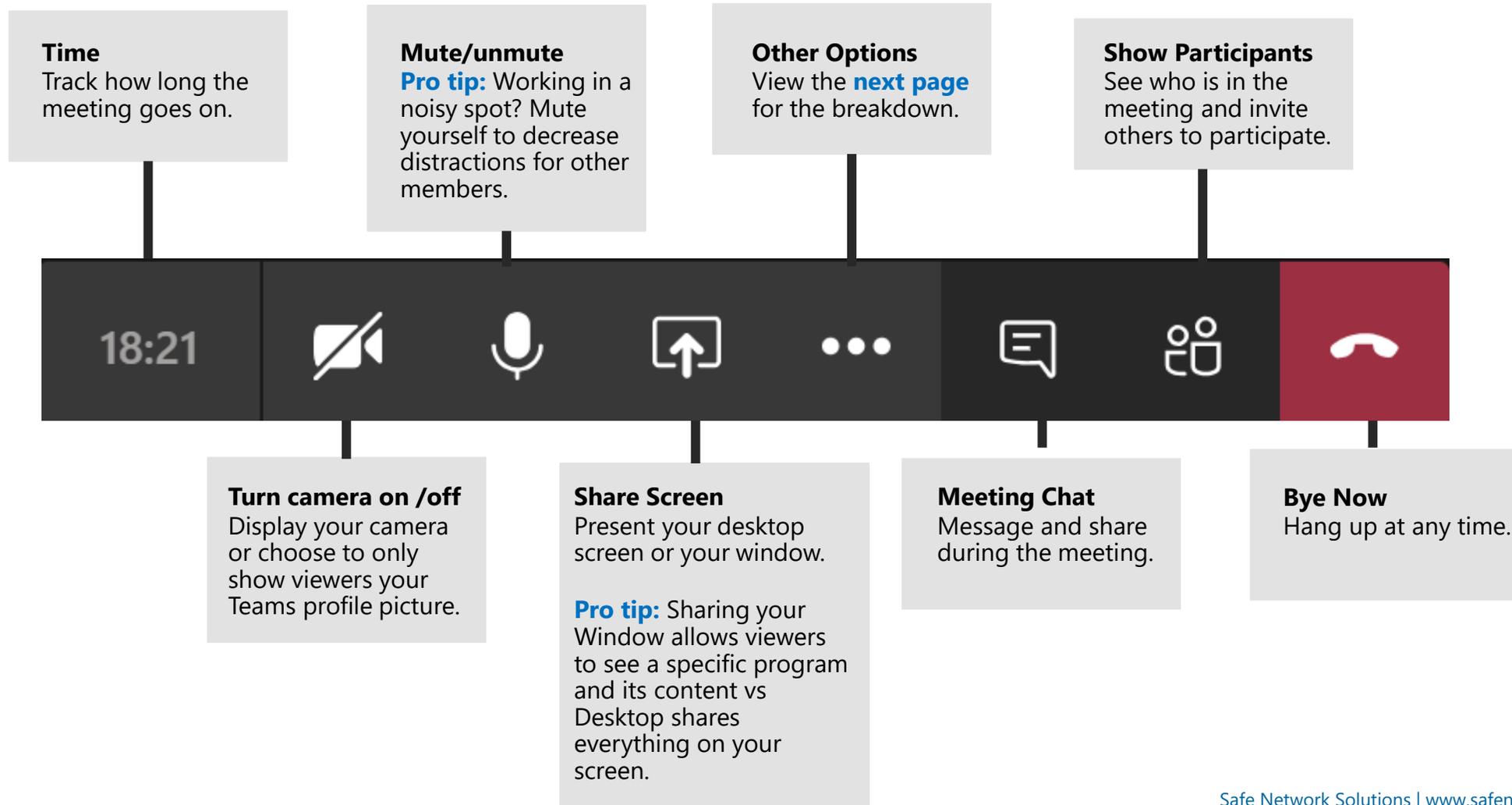
## Join from Outlook

Double click the meeting in your Outlook calendar view and click the **Join Microsoft Teams Meeting**.

### Join Microsoft Teams Meeting



# Icon Cheat Sheet



# Other Options

 Show device settings



Adjust any audio, speaker, microphone or camera settings here.

 Show meeting notes



Take notes during your meetings and share with other members.

 Show meeting details

 Enter full screen

 Don't blur background



**Pro Tip:** Blur your background to remove distractions for other attendees.

 Turn on live captions (preview)

 Keypad

 Start recording



Record your meetings and have an auto-transcribed copy for later.

 Turn off incoming video



## Need more help? Contact:

Safe Network Solutions  
501 Metroplex Drive, Suite 115  
Nashville, TN 37211

Support: (615) 522-0080  
Email: [support@safenetworksolutions.com](mailto:support@safenetworksolutions.com)