

## Schedule Meeting

- 1. Open the Microsoft Teams app and navigate to the Calendar tab on the left.
- 2. Select **New meeting** in the top-right.

Q		Calendar			# Join with an ID 11 Meet r			
Activity		calendar						
Chat	ţ	Today < > February 2025	~		🖻 Work week 🗸			
COO Teams		10 Monday	<b>11</b> Tuesday	12 Wednesday	13 Thursday	14 Friday		
Calendar	)				10.00			
Planner	8 AM				200 - 200 2000			
OneDrive	9 AM			Territ New Yorkson				
OneNote				Mattheogli (Ingenes) Les Lores				
•	10 AM	Not Reprinted						
+ Apps	11 AM							

- 3. Enter the Title and Date/Time of the meeting, along with any other pertinent fields. Ensure the **Online meeting** slider is on (purple color). Click **Save** (or **Send**) when finished.
  - If you wish to send an email invitation directly from Teams, you may enter the names of students/attendees in the **Add required attendees** field. Any information entered in the Details field at the bottom will appear in the email invitation.
  - If you wish to use a different communication method, leave the **Add required attendees** field blank. The following steps will explain how to copy the meeting link for use elsewhere.

🖬 New meeting											
	New meeting     Details     Scheduling Assistant     Save										
Show as: Busy 🗸 Category: None 🗸 Time zone: (UTC-05:00) Eastern Time (US & Canada) 🗸 Response options 🗸 Require registration: None 🗸 Options											
Ø	Test Course Who can bypass the lobby? ① People in my ora and auests										
ಿ	Add required attendees + Optional										
Ŀ	2/11/2025										
¢	Does not repeat $\checkmark$										
=	Add channel										
0	Add location Online meeting										
	$ \begin{tabular}{cccccccccccccccccccccccccccccccccccc$										
	Type details for this new meeting										

4. To copy/paste the meeting link into another communication platform (e.g. Canvas), return to the **Calendar** tab in Teams, click on the meeting, and click  $\square$  to copy the link.

	My calendar 🖉
Test Course	Test Course Tuesday, February 11 11:30 AM – 12:30 PM Join Edit
Microsoft Teams Meeting	Microsoft Teams Meeting
	←> https://teams.microsoft.com/l/meetup-join/1
	Chat with participants
	Organizer

## **Start Meeting**

- 1. To start your meeting, select it on the calendar above and click Join. You can also use the meeting link if you copied it elsewhere.
- 2. Before joining the meeting, a window will prompt you to configure your camera and audio settings.
- 3. Once you are in a meeting, you can manage the following features at the top of the meeting window:
  - Ē Chat: Displays meeting chat. Chat
- People: Displays current meeting participants. People
- Rooms: Create a set number of breakout rooms for participants. Rooms
- X Camera/Mic: Turns on/off your camera or microphone. The arrow next to each displays • Mic settings.
  - Share: Shares your entire screen or a specific window with participants. Share
- . . . More

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Camera

- **More:** Manage other meeting settings, including:
  - Record and transcribe 0
  - Meeting info (copy meeting link) 0
  - Meeting options (who can join, who can share screen, etc.) Ο