

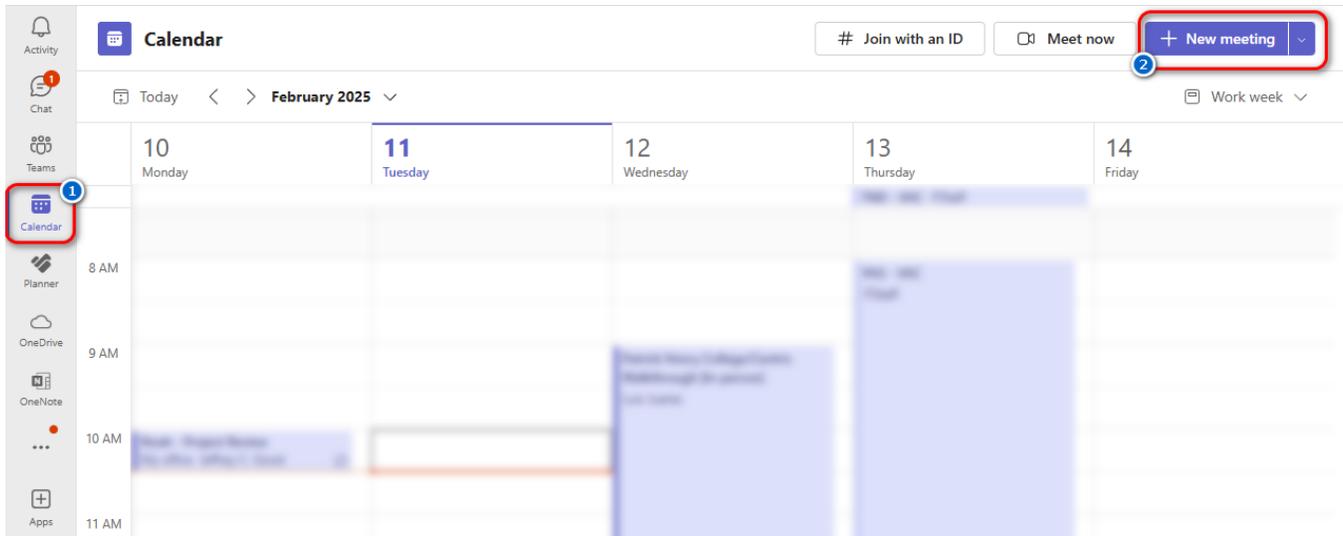


Patrick Henry College

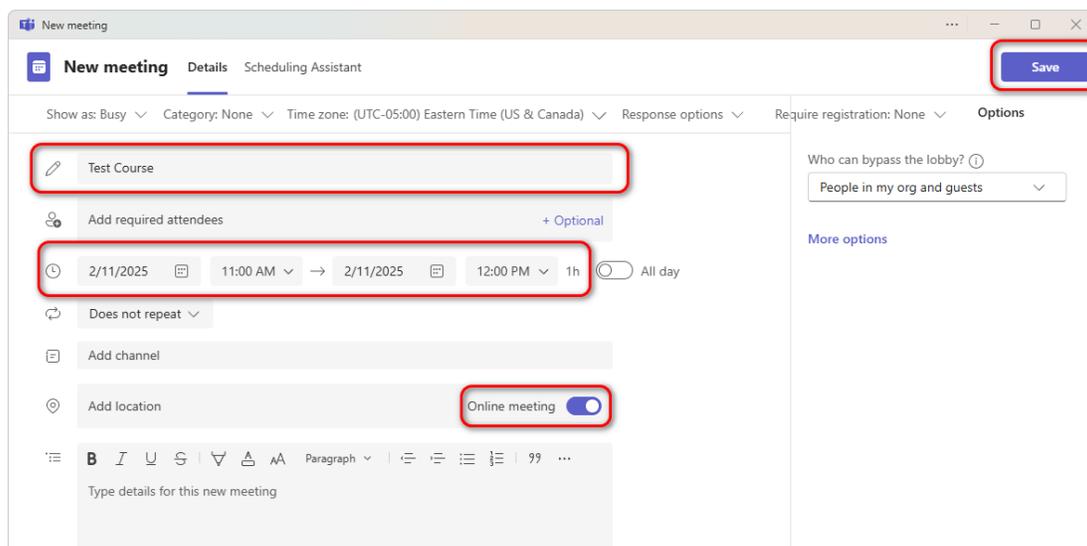
Teams – Scheduling and Starting Meetings

Schedule Meeting

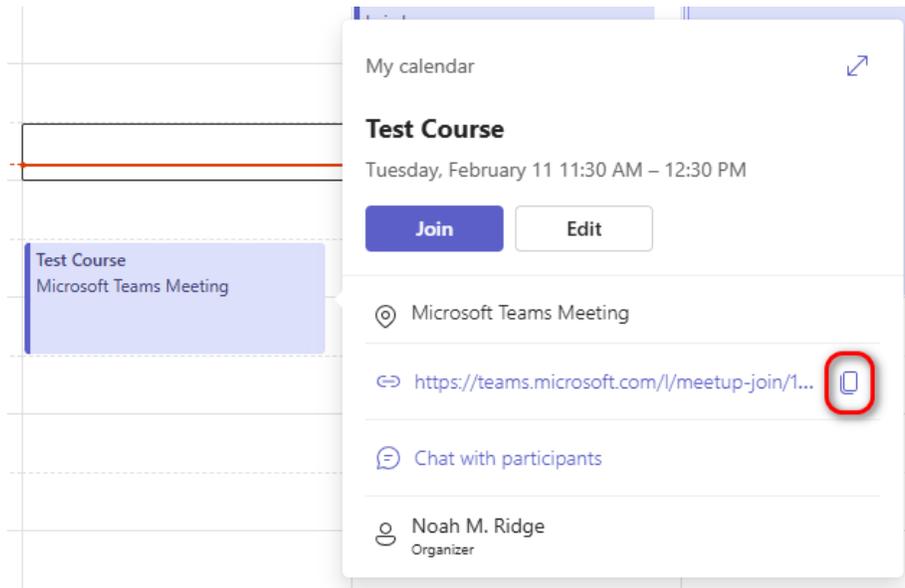
1. Open the **Microsoft Teams** app and navigate to the **Calendar** tab on the left.
2. Select **New meeting** in the top-right.



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.



- 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  to copy the link.



Start Meeting

- 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.
- Before joining the meeting, a window will prompt you to configure your camera and audio settings.
- Once you are in a meeting, you can manage the following features at the top of the meeting window:



Chat

- **Chat:** Displays meeting chat.



People

- **People:** Displays current meeting participants.



Rooms

- **Rooms:** Create a set number of breakout rooms for participants.



Camera



Mic

- **Camera/Mic:** Turns on/off your camera or microphone. The arrow next to each displays settings.



Share

- **Share:** Shares your entire screen or a specific window with participants.



More

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