



Introduction to Teams meetings & calls: Reference slides

Session overview

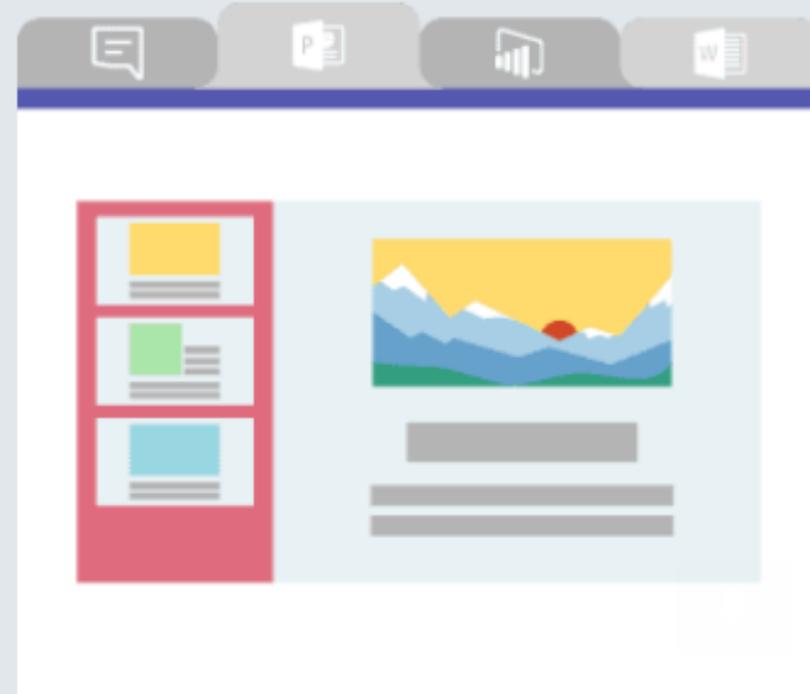
- The basics – camera, audio, reactions
- Chat
- Display options
- Share screen
- Break out rooms
- Recordings
- Live captions & transcription
- Inviting people to a call





Make video calls and schedule online meetings

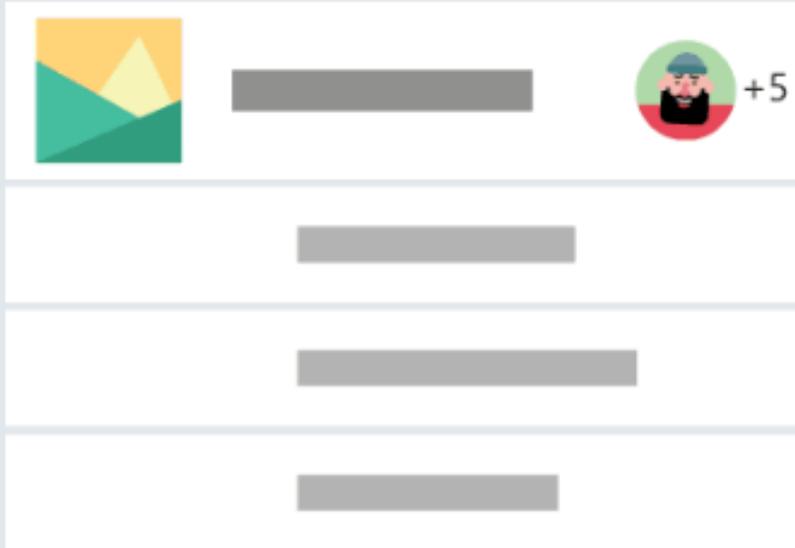
Have impromptu or scheduled meetings in any channel. Or just call someone ☐



Team files, notes, and apps in one place

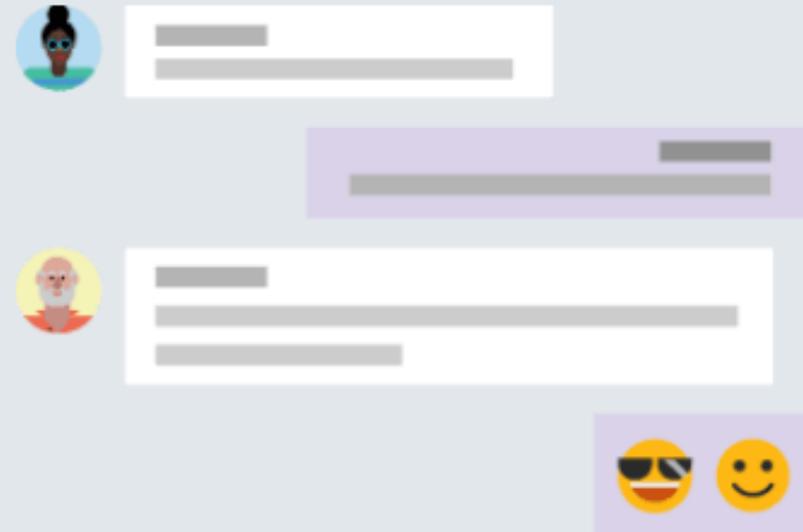
Your team's tools are organized and integrated in Microsoft Teams with the power of Office 365.





Bring your team together

Create an open, collaborative workspace for your team. Use channels to organize conversations by topic, area, or anything else.



Chat 1:1 and with groups

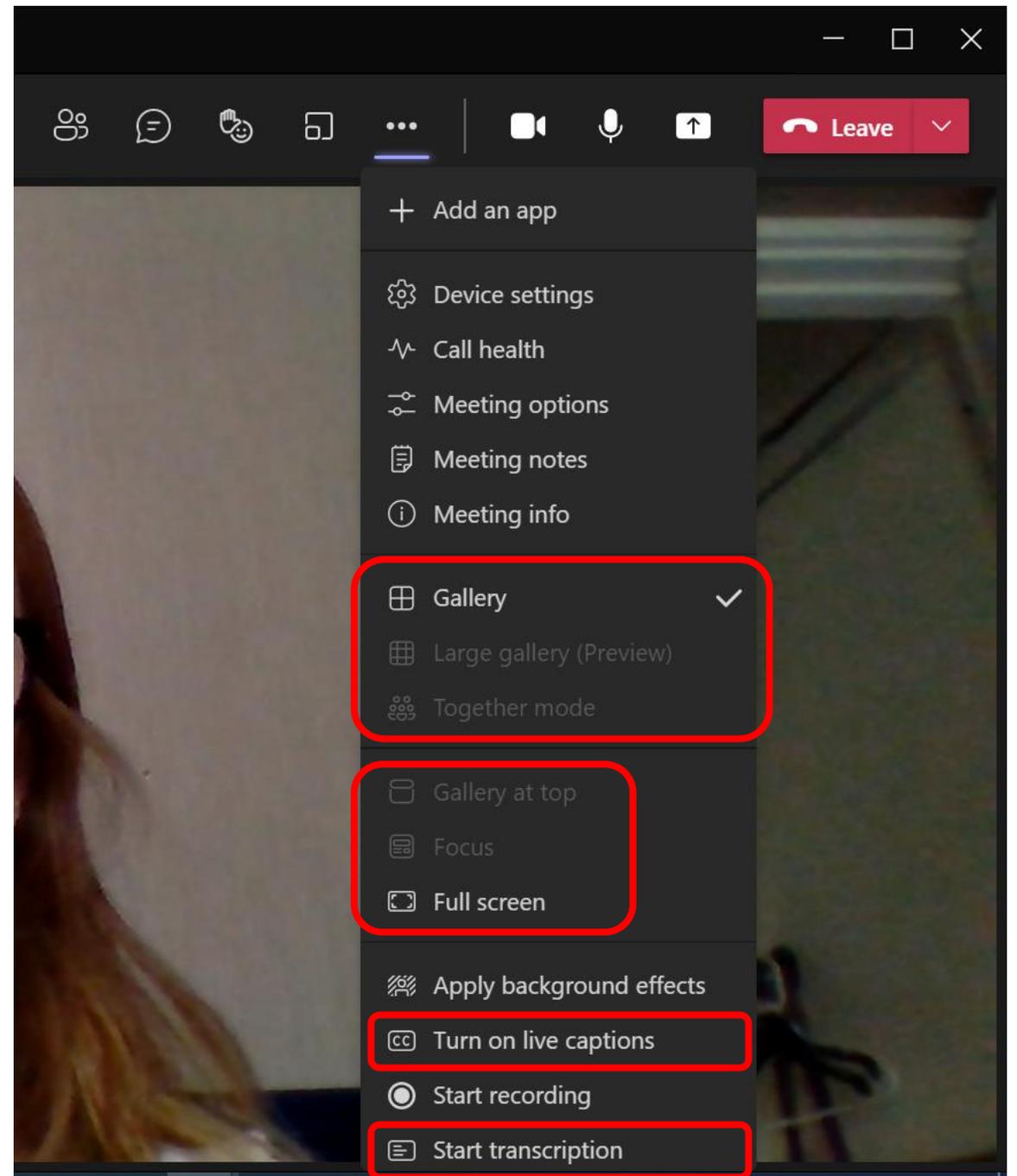
Outside of open team conversations, chat privately and share files and notes with anyone in your organization.



Meetings calls tool bar

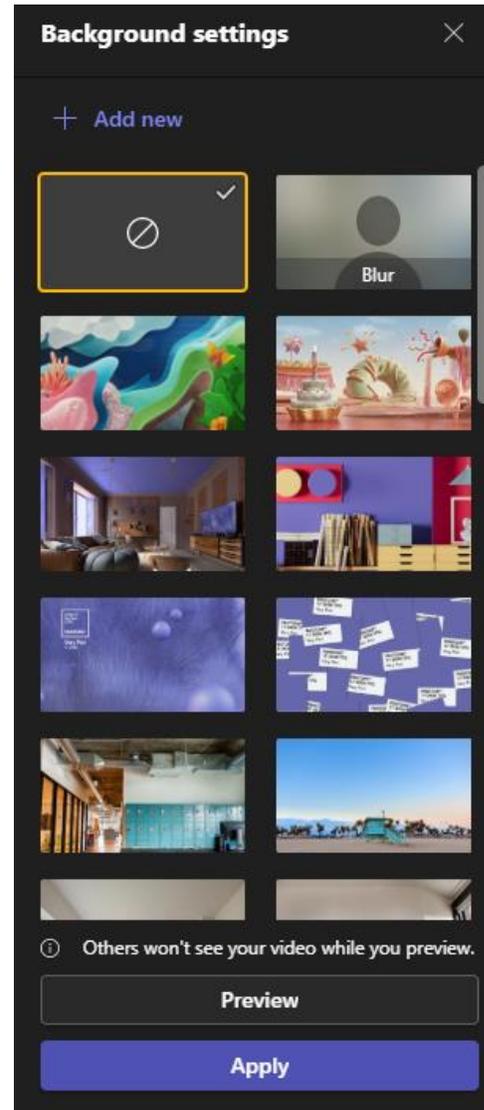
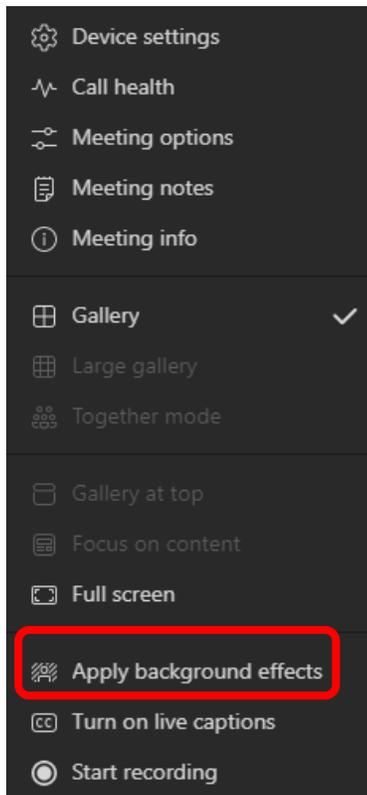
Useful features:

- Switch between **Gallery & Large gallery / Together mode** depending on how many people are in the call
- When someone is screensharing – choose to have **Gallery at the top** and / or to view in **Full screen** or **Focus** to see a larger screenshare view
- Turn on **Live captions** (even if you're presenting, each person needs to do this themselves) and you'll see 'subtitles' at the bottom of your screen
- **Start transcription** – only visible if you set up the meeting. A transcript of the meeting will then save for you to reference later. It will show in a left hand bar by default, but you can then choose to hide

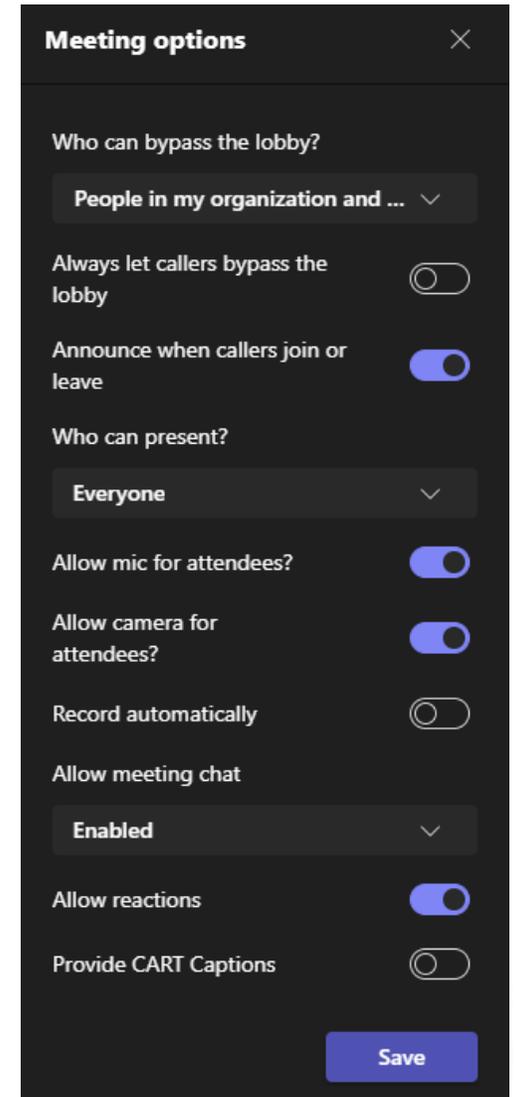


Further features:

- Apply background effects
- Choose to Blur your background, select from a range of images, or add your own. Preview and then Apply changes

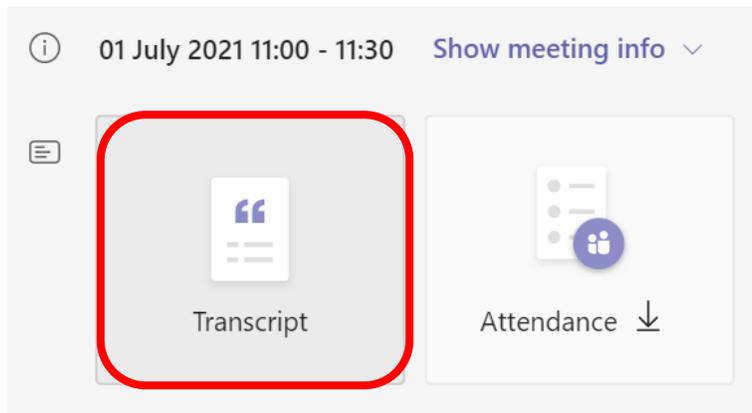
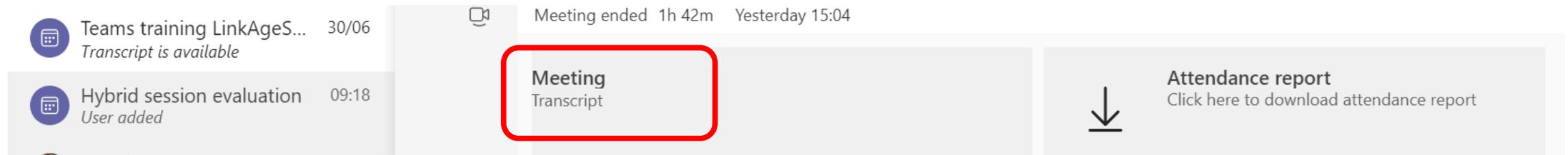


- In Meeting options – as the meeting organiser, you can change settings as shown:



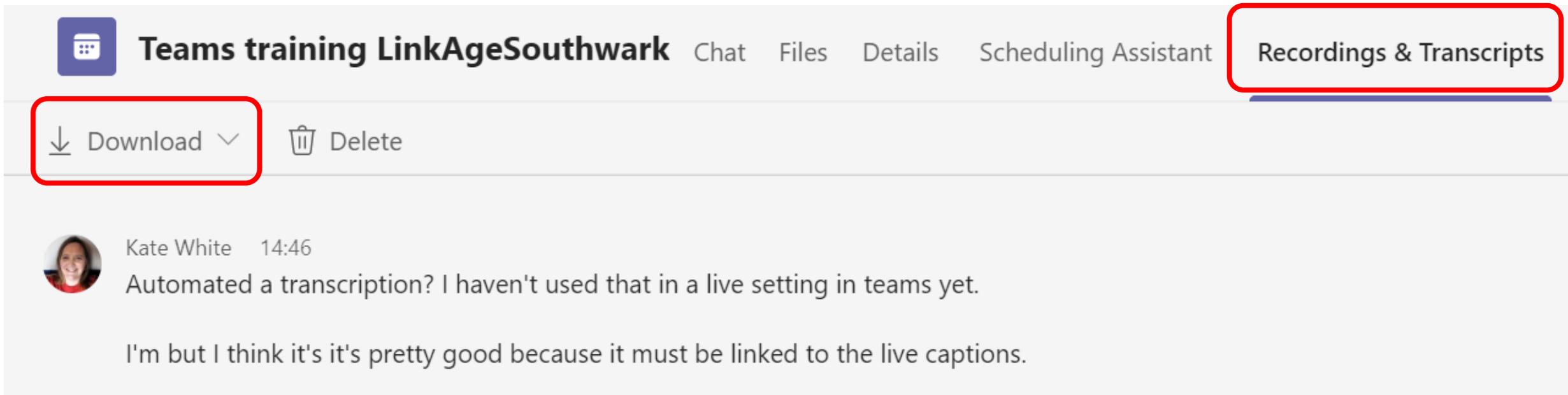
Accessing recordings & transcripts

- Option 1: Go to Chat, find the meeting in question and select it in your left hand list. Then look for the Transcript option and click to open or download



Accessing recordings & transcripts

- Option 2: Or go to your calendar and double click on the Meeting entry & click on Transcript

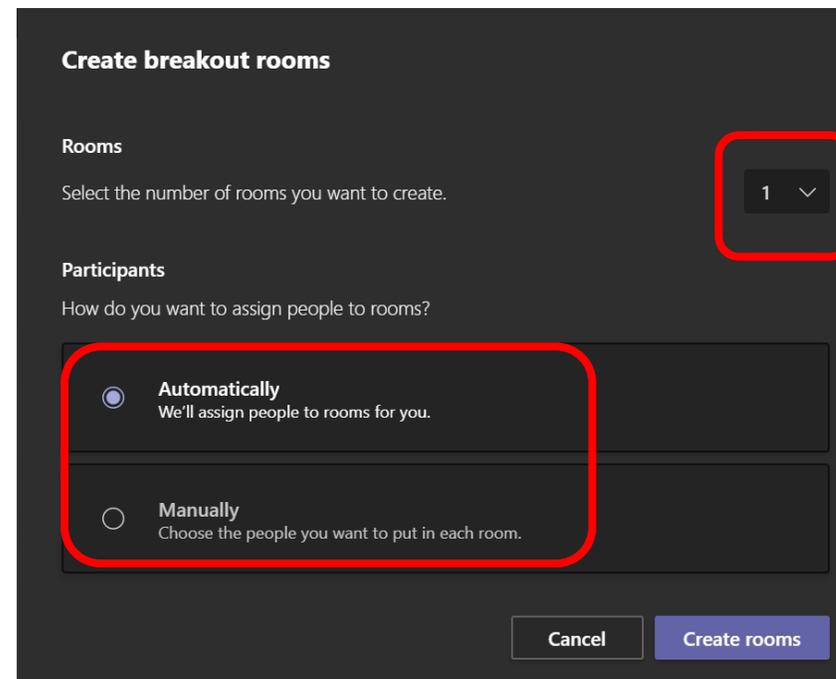
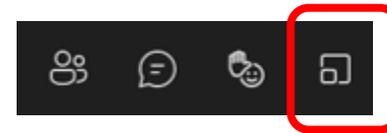


The screenshot shows the Microsoft Teams interface for a meeting titled "Teams training LinkAgeSouthwark". The navigation bar includes "Chat", "Files", "Details", "Scheduling Assistant", and "Recordings & Transcripts", with the latter highlighted by a red box. Below the navigation bar, there are two action buttons: "Download" (with a dropdown arrow) and "Delete", both also highlighted by red boxes. The chat area shows a message from "Kate White" at "14:46" with the text: "Automated a transcription? I haven't used that in a live setting in teams yet. I'm but I think it's it's pretty good because it must be linked to the live captions."

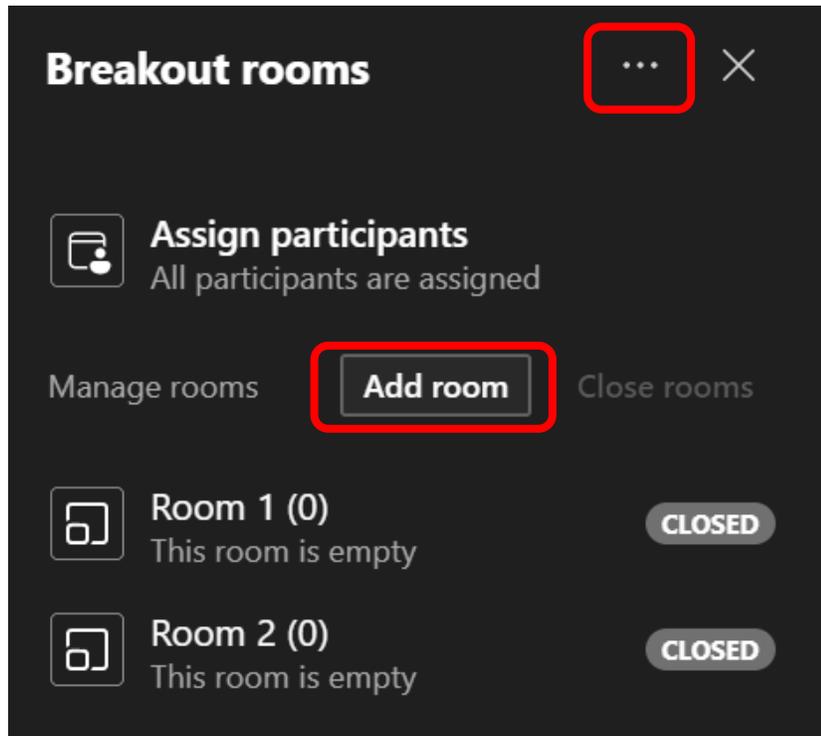


Breakout rooms

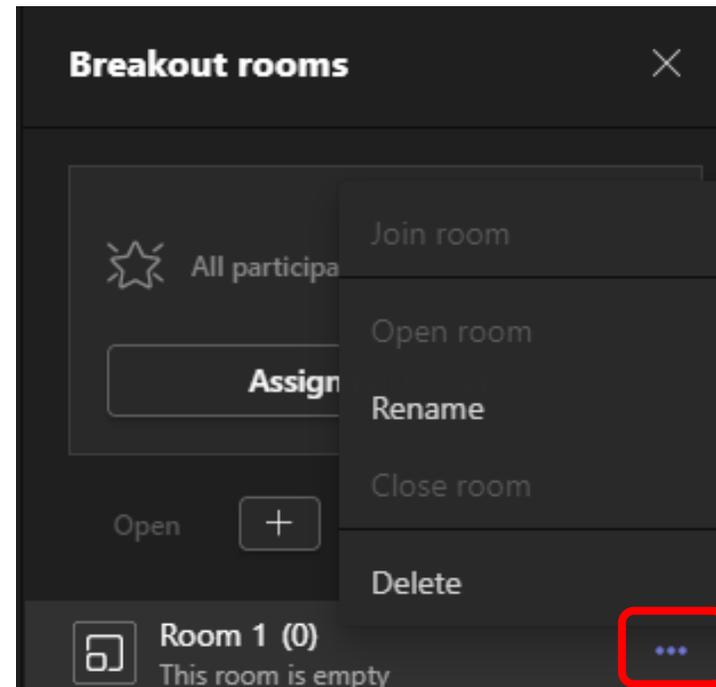
- Click on the Rooms icon on your Teams call toolbar
- Click on Create rooms and select how many you need (see drop down)
- Now choose whether you want participants to be assigned Automatically or Manually and then click Create rooms. (They won't open just yet)



- Click the 3 dots to manually make any changes needed.



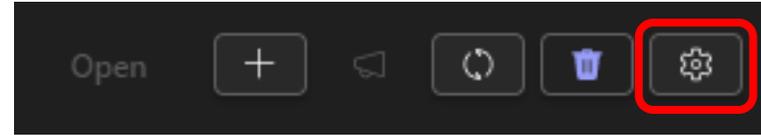
- Click on the 3 dots next to each room to Join, Open, Rename or Close room. Also Assign specific participants



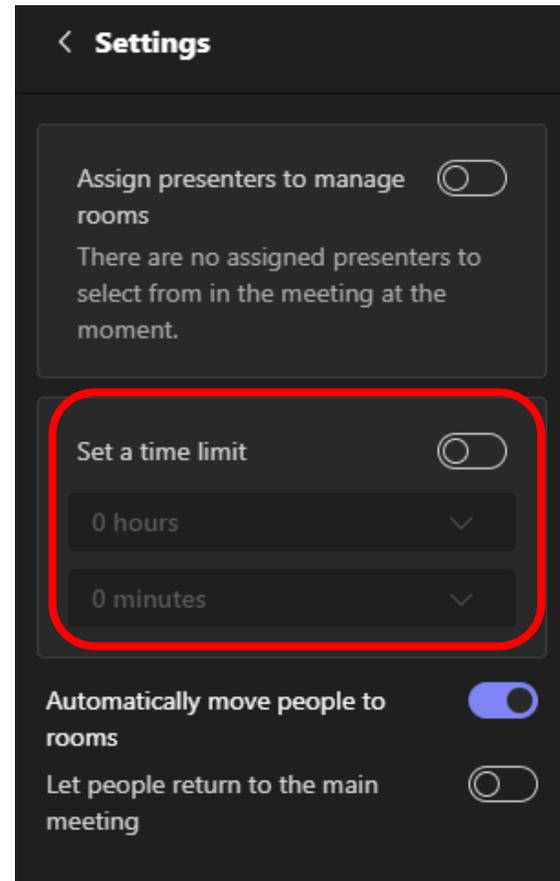
- You can also e.g. Add another room



- Click on the Cog wheel icon to open the Settings window.



- Here you can change other default options and e.g. Set a time limit for your breakout room



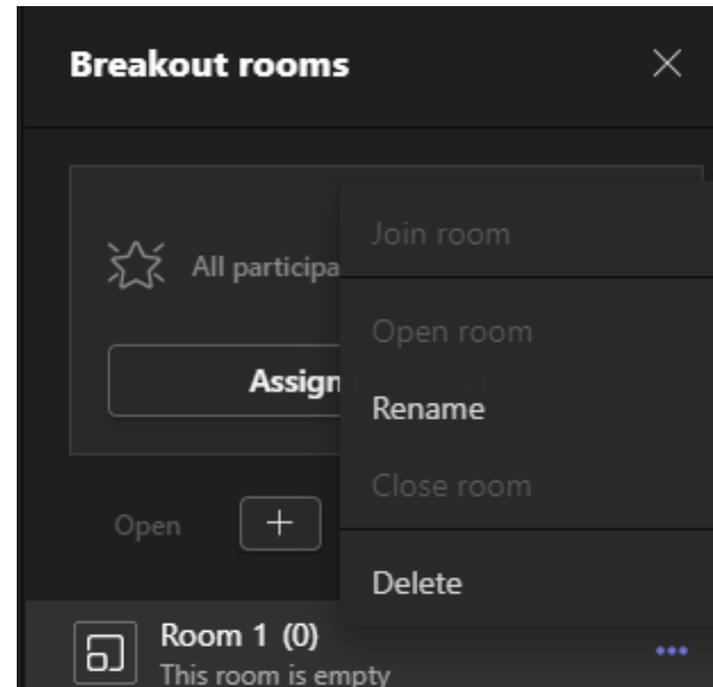
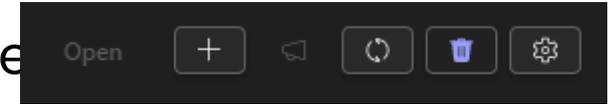
- When ready – select Open rooms



- Click the 3 dots to manually make any changes needed and e.g. to Add another room

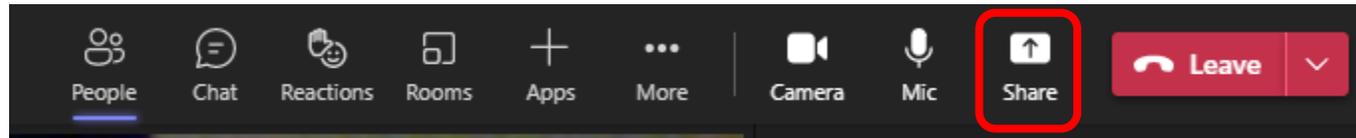


- Click on the Cog wheel to open the Settings window.
- Here you can change other default options and e.g. Set a time limit for your breakout room

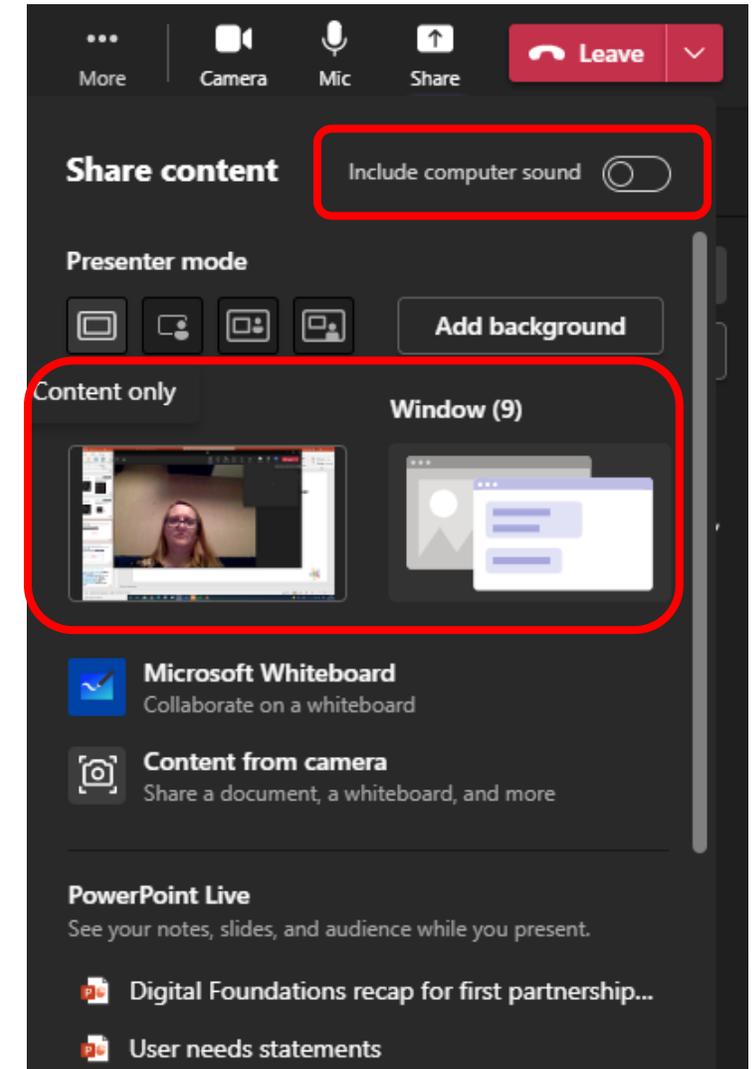


Sharing screens

- Click on the Share icon to the left of Leave at the top right of your Teams meetings toolbar

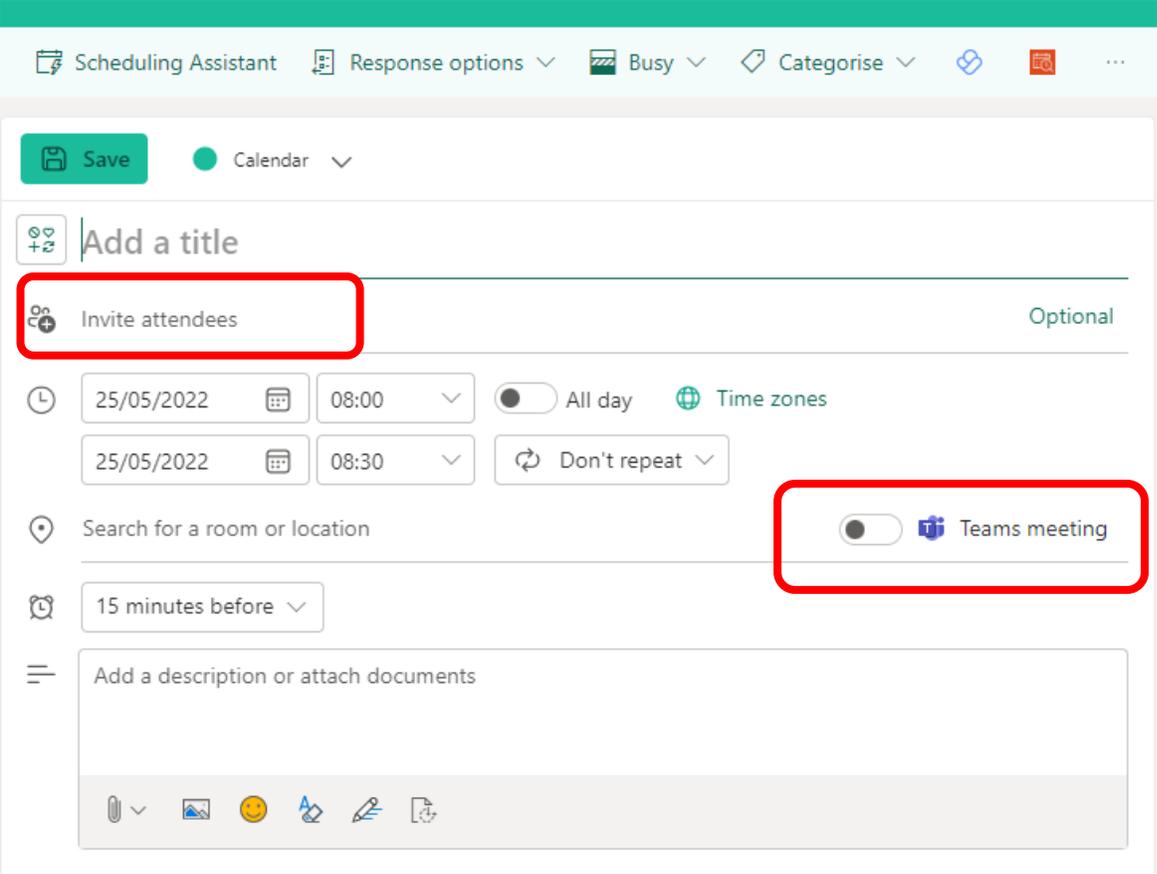


- Now select what you'd like to share – either the top left option (Content only) or a specific Window you have open. You can also select PowerPoint Live which gives you additional options
- If you are sharing content with sound e.g. playing a video, remember to toggle on Include computer sound (top right)
- To stop sharing, click on the Share icon again



Setting up a Teams meeting

- You can do this from your Outlook calendar – create a calendar entry and as soon as you have added an attendee, depending on your settings, either the Teams meeting option will show as on, or you might need to manually click, to toggle it on



The screenshot displays the Outlook meeting scheduling interface. At the top, there are navigation options: 'Scheduling Assistant', 'Response options', 'Busy', 'Categorise', and a red icon. Below this is a 'Save' button and a 'Calendar' dropdown. The main area has a title field 'Add a title' and an 'Invite attendees' button, which is highlighted with a red box. Below the invite button are date and time selection fields: '25/05/2022' at '08:00' and '25/05/2022' at '08:30', with an 'All day' toggle and 'Time zones' link. A 'Don't repeat' dropdown is also present. A search field for 'Search for a room or location' is visible. The 'Teams meeting' toggle is turned off and is highlighted with a red box. Below the search field is a '15 minutes before' dropdown. At the bottom, there is a text area for 'Add a description or attach documents' and a toolbar with icons for attachments, images, emojis, and other actions.



Setting up a Teams meeting

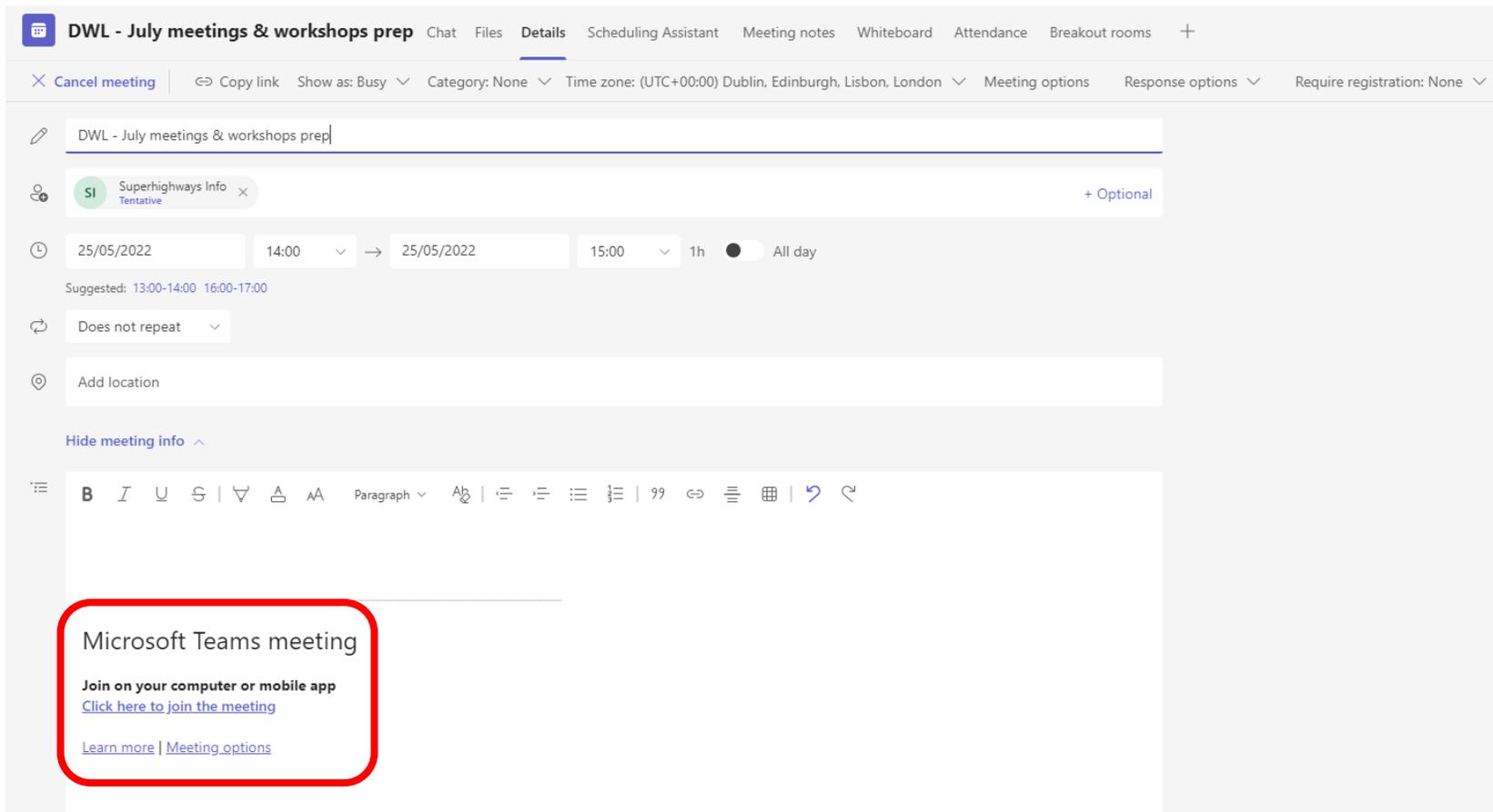
- Alternatively, you can create your Teams meeting directly in the Teams calendar (see left hand vertical menu bar)
- Now invite attendees as usual – they will get a link to the Teams call included in their calendar invite so they can click to join
- Note the range of options you can set in advance for your meeting in the tabs along the top

The screenshot shows the Microsoft Teams interface. On the left-hand vertical menu bar, the 'Calendar' icon is highlighted with a red box. The main area displays a meeting titled 'DWL - July meetings & workshops prep'. The meeting details include the title, date (25/05/2022), time (14:00 to 15:00), and duration (1h). The meeting is set to 'All day' and 'Does not repeat'. The meeting options tab is highlighted in red, showing options like 'Cancel meeting', 'Copy link', 'Show as: Busy', 'Category: None', 'Time zone: (UTC+00:00) Dublin, Edinburgh, Lisbon, London', 'Meeting options', 'Response options', and 'Require registration: None'. The meeting invite card shows the title, date, time, and duration, with a red box highlighting the 'Superhighways Info' invitee. The meeting description includes the text 'Microsoft Teams meeting' and a link to join the meeting.



Setting up a Teams meeting

- If you are inviting external people and you don't want them to see each others names or email addresses in the calendar invites, instead copy the Teams meeting link into an email you send to them, blind carbon copying (bccing) their emails.



DWL - July meetings & workshops prep

Cancel meeting | Copy link | Show as: Busy | Category: None | Time zone: (UTC+00:00) Dublin, Edinburgh, Lisbon, London | Meeting options | Response options | Require registration: None

DWL - July meetings & workshops prep

SI Superhighways Info Tentative + Optional

25/05/2022 14:00 → 25/05/2022 15:00 1h All day

Suggested: 13:00-14:00 16:00-17:00

Does not repeat

Add location

Hide meeting info

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

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



Options for people to join a Teams meeting

- When people click on a Join Teams meeting link, they will have the following options.
- So those who don't use Teams themselves, can choose to join via their browser.

Please note there may be a few limitations with this option, so if you are using Teams meetings regularly, it's best to download the Teams desktop app. If you have this already, select the Open Teams option below.

How do you want to join your Teams meeting?



Download Teams (work or school)

Use the desktop app for the best experience.



Continue on this browser

No download or installation required.



Open Teams (work or school)

Already have it? Go right to your meeting.

Settings when joining a meeting

Choose your video and audio options



Background filters



Computer audio



PC Mic and Speakers



Phone audio



Room audio



Don't use audio



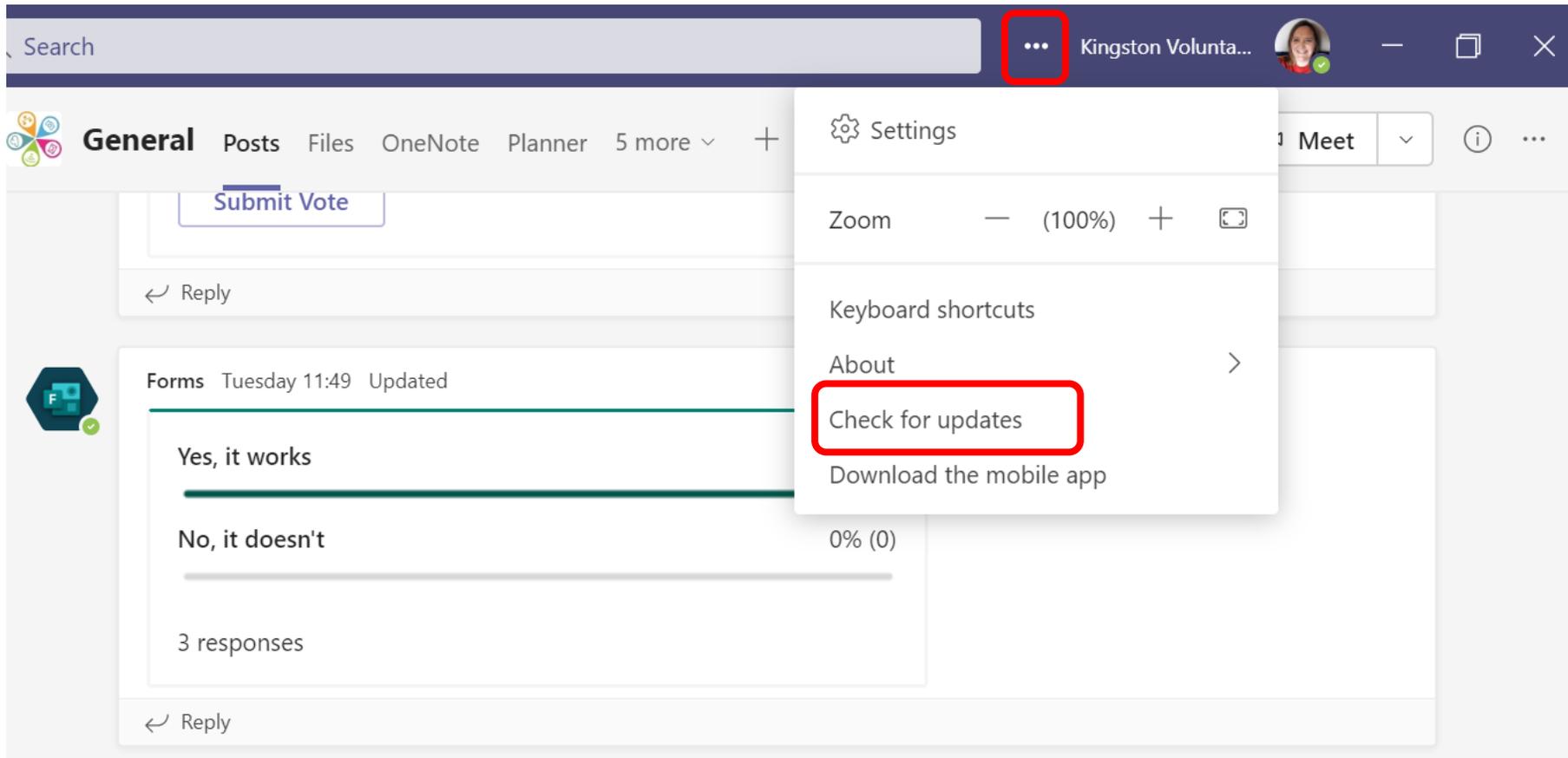
Cancel

Join now



Update to the latest Teams version (so you use new features)

- Click on the 3 dots to the left of your profile pic or initials in the top right of your screen
- Then click Check for updates



The screenshot shows the Microsoft Teams desktop application interface. At the top, there is a search bar and a user profile section for 'Kingston Volunta...'. A red box highlights the three-dot menu icon next to the profile. A settings menu is open, listing options: Settings, Zoom (100%), Keyboard shortcuts, About, Check for updates (highlighted with a red box), and Download the mobile app. The background shows a 'Forms' poll titled 'Yes, it works' vs 'No, it doesn't' with a progress bar at 0% (0) and 3 responses.



Further resources to help you get started...

- ✓ [New to Teams – we'll show you around](#) – Superhighways blog post with screen shots
- ✓ [Getting started with Teams – chats, calls and meetings](#) – Superhighways blog post with screen shots
- ✓ [Microsoft Teams Quick Start Guide](#) – MS resource
- ✓ [Microsoft Teams YouTube channel](#) – Good range of videos as reminders or to share with others
- ✓ [Microsoft Teams Video Training](#) – as above
- ✓ [Instructor Led Live Training](#) – from Microsoft – book a date and join

