

Intro to Teams meetings & calls

Part of our Digital
Foundations
training series



superhighways
harnessing **technology** for **community** benefit

Digital Foundations programme

There are many ways we can help small community organisations make sound choices about the digital tools and technology they use.



Communications made easy

Raise your profile using digital tools to engage supporters and fund your future

[Read more »](#)



Digital basics

Work and collaborate online using free and affordable digital tools and technology

[Read more »](#)



Websites for communities

Put your website at the heart of your charity or community organisation's story

[Read more »](#)

[Find out more about the Digital Foundations programme](#)



Session overview

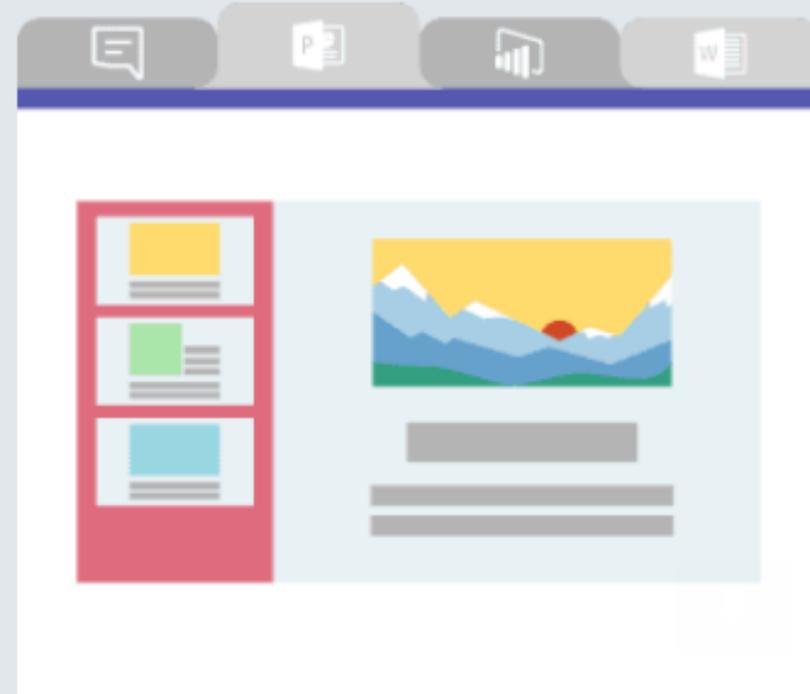
- The basics – camera, audio, reactions
- Display options
- Chat
- Share screen
- Break out rooms
- Recordings
- Live captions & transcription
- Inviting people to a call





Make video calls and schedule online meetings

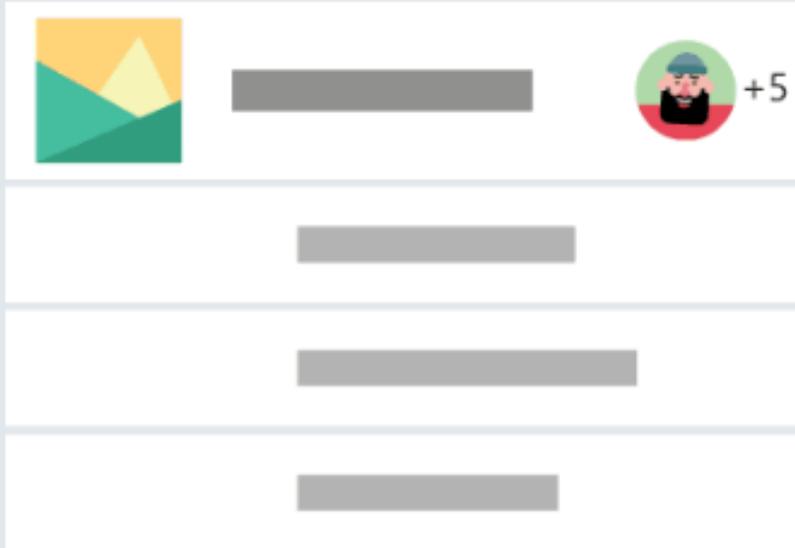
Have impromptu or scheduled meetings in any channel. Or just call someone ☐



Team files, notes, and apps in one place

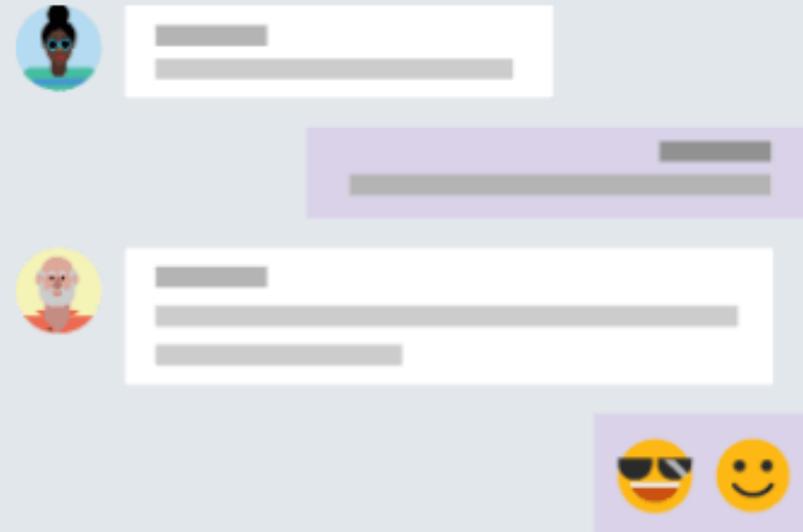
Your team's tools are organized and integrated in Microsoft Teams with the power of Office 365.





Bring your team together

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



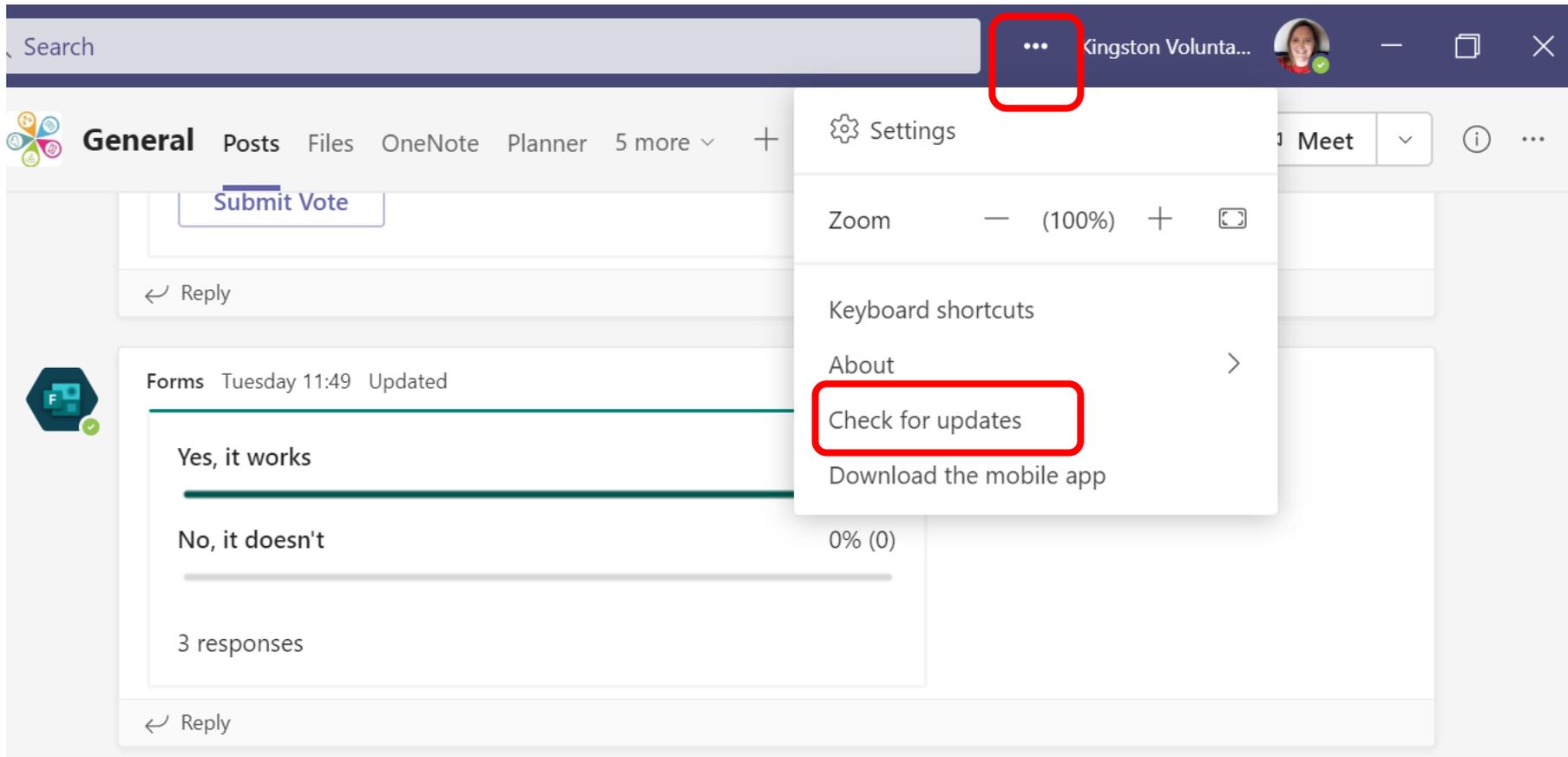
Chat 1:1 and with groups

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



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



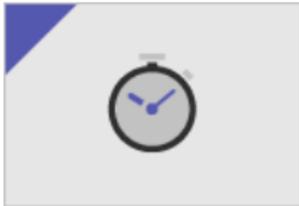
The screenshot shows the Microsoft Teams application window. At the top, there is a search bar and a user profile section for 'Kingston Volunta...'. A red box highlights the three-dot menu icon to the left of the profile picture. A dropdown menu is open, showing options: Settings, Zoom (100%), Keyboard shortcuts, About, Check for updates (highlighted with a red box), and Download the mobile app. The background shows a chat window with a poll titled 'Forms' and a 'Submit Vote' button.





Microsoft Teams video training

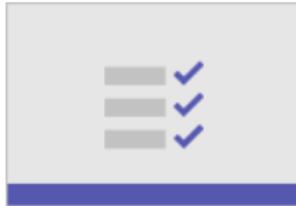
Get started



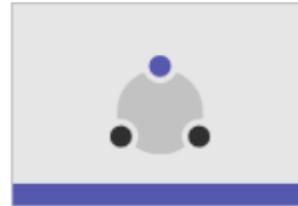
Quick start



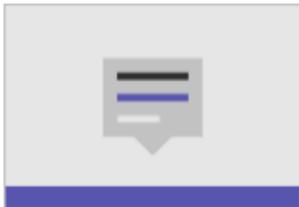
Intro to Microsoft Teams



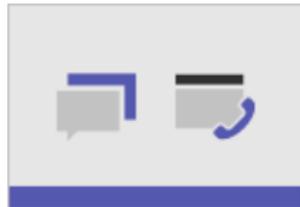
Set up and customize your team



Collaborate in teams and channels



Work with posts and messages



Start chats and calls

[Microsoft Teams video training](#) / [Manage meetings](#) / [Join a Teams meeting](#)

Join a Teams meeting

▶ Video

Tips for Teams meetings

▶ Video

Meet instantly

▶ Video

Manage meetings

▶ Video

Schedule a webinar

▶ Video

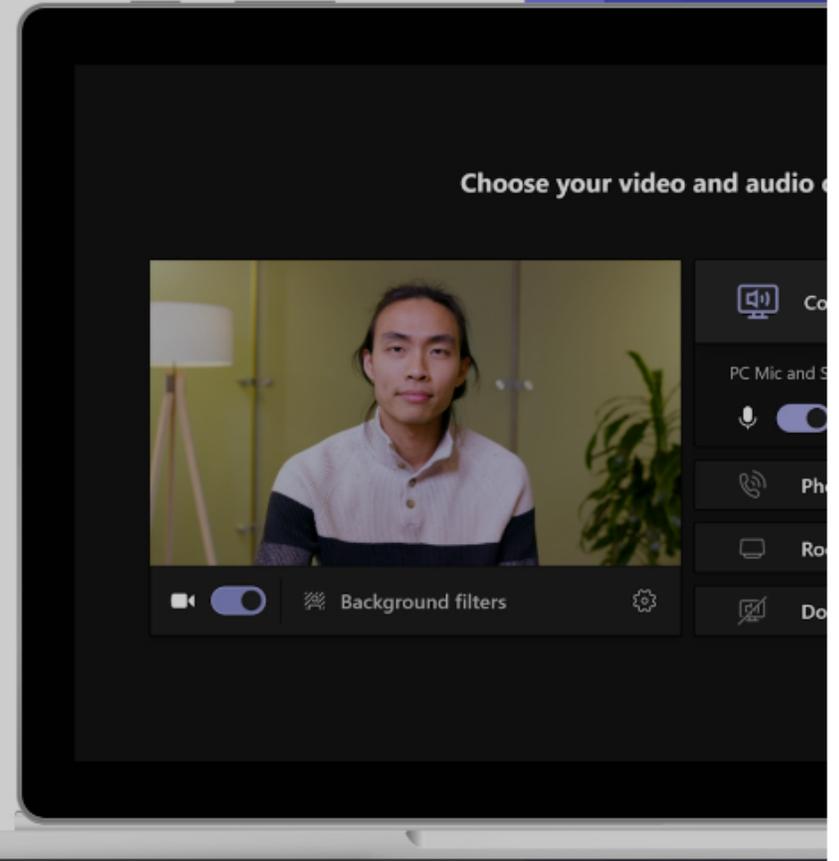
Add Q&A to webinars and meetings

▶ Video

Show your screen during a

Microsoft Teams

Join a Teams meeting



Next: [Set up and attend live events](#)

Options for people to join a Teams meeting

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

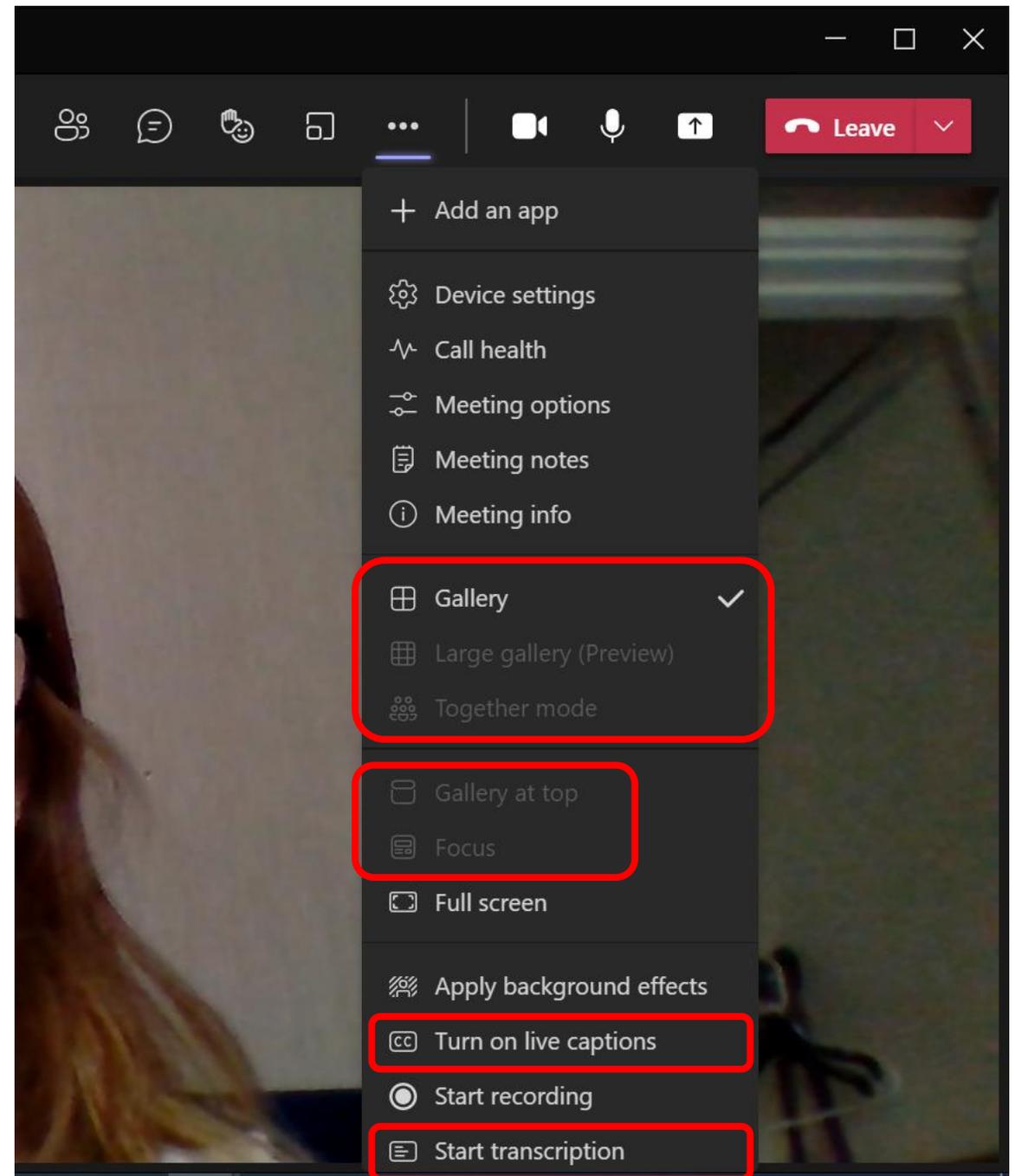
Join now



Meetings tool bar

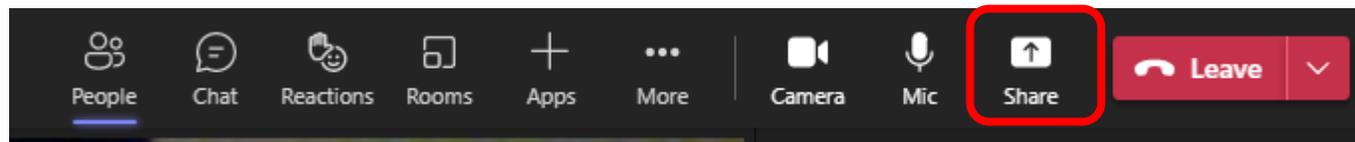
Useful features:

- 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

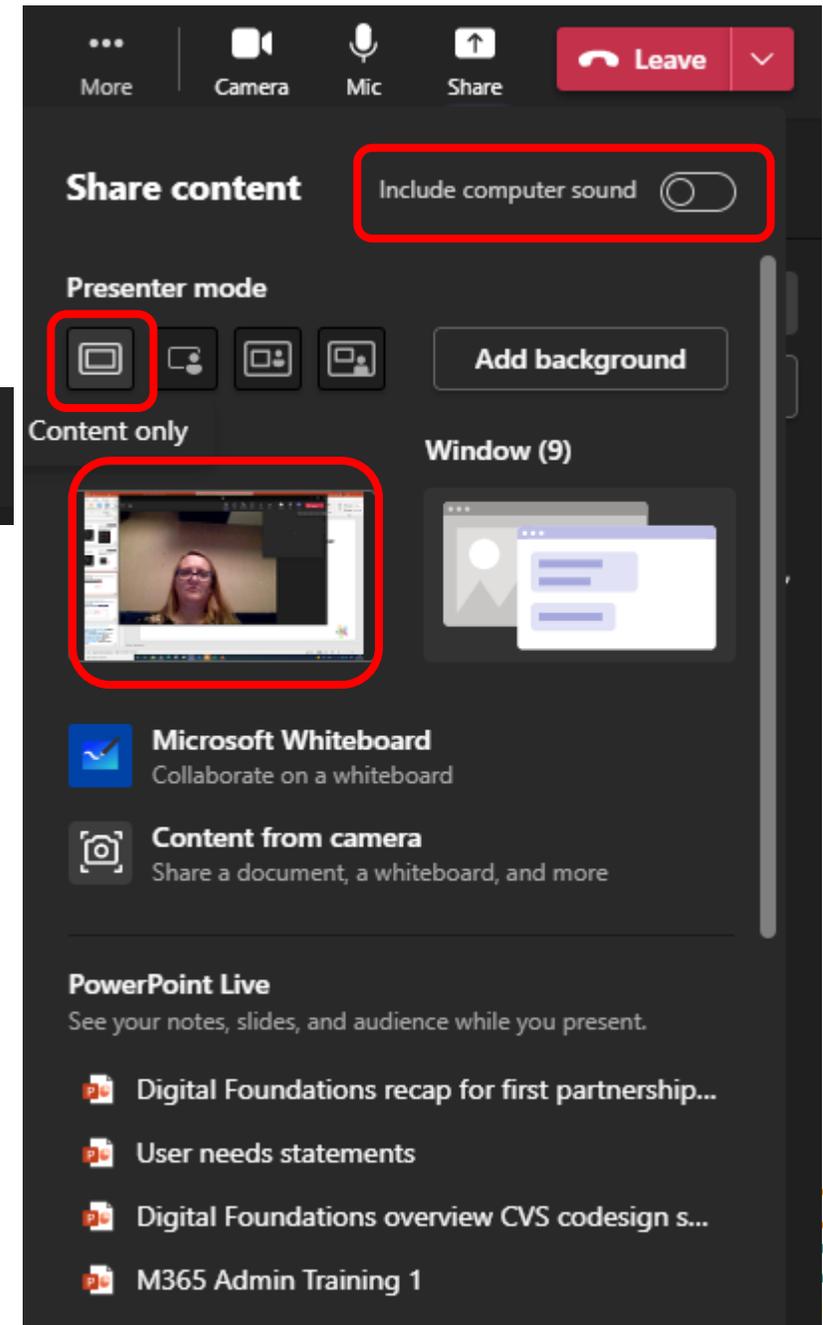


Sharing screens

- 1) Click on the Share icon to the right of the microphone icon on the tool bar

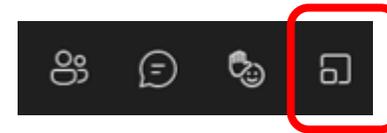


- 2) Then click on the Content only screen to share. This is the first Presenter mode (you can also use another Presenter mode such as Side by Side or Reporter).
- 3) If you want to share screens and play a video – remember to toggle on Include computer sound

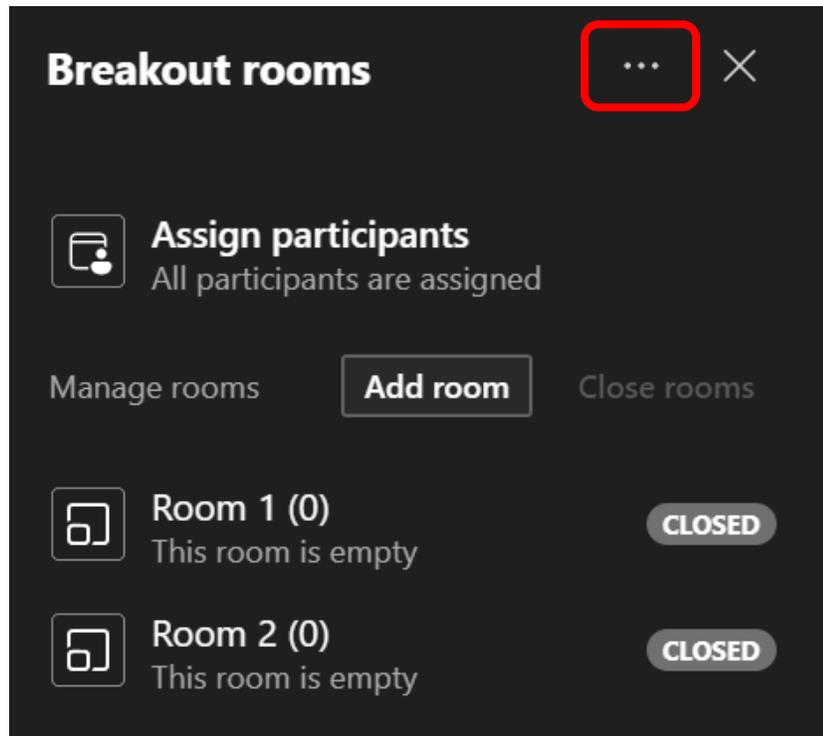


Breakout rooms

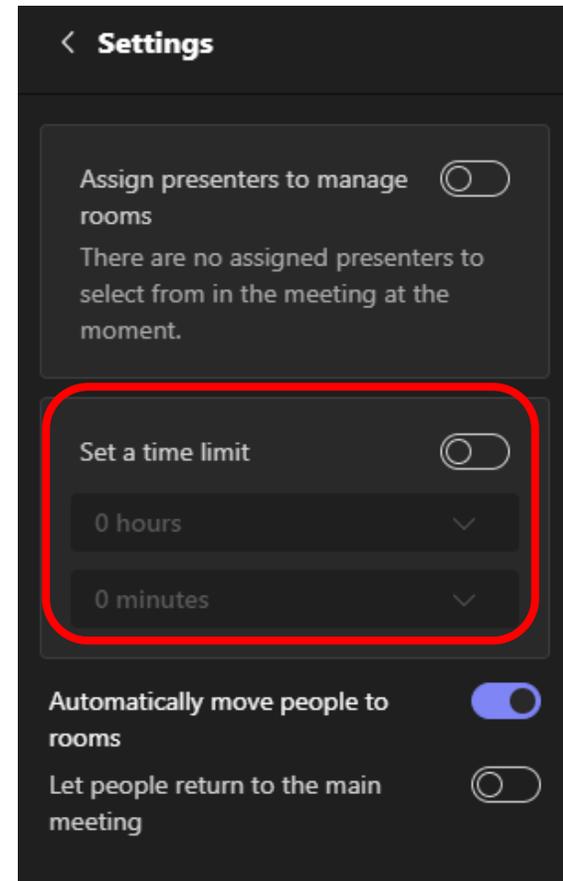
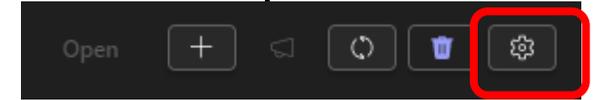
- Click on the Rooms icon on your Teams call toolbar
- Click on Create rooms and select how many you need (see drop down)
- Now choose whether you want participants to be assigned Automatically or Manually and then click Create rooms. (They won't open just yet)

A screenshot of the 'Create breakout rooms' dialog box in Microsoft Teams. The dialog has a dark background. At the top, it says 'Create breakout rooms'. Below that, there are two sections: 'Rooms' and 'Participants'. In the 'Rooms' section, there is a dropdown menu showing the number '1' with a downward arrow, which is highlighted with a red box. In the 'Participants' section, there are two radio button options: 'Automatically' (which is selected and highlighted with a red rounded rectangle) and 'Manually'. At the bottom right, there are two buttons: 'Cancel' and 'Create rooms'.

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

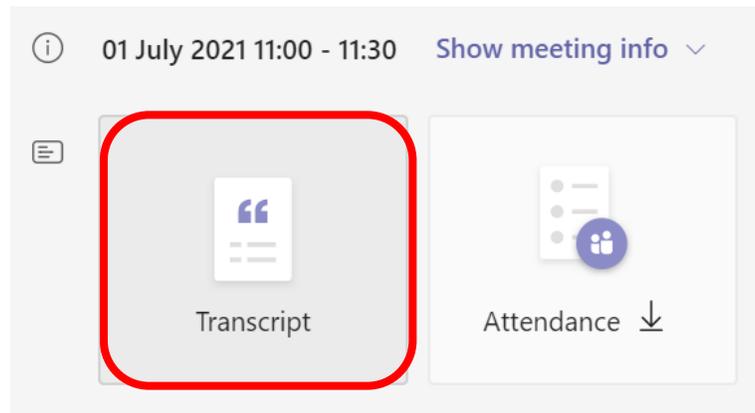


- Click on the Cog wheel icon to open the Settings window.
- Here you can change other default options and e.g. Set a time limit for your breakout room



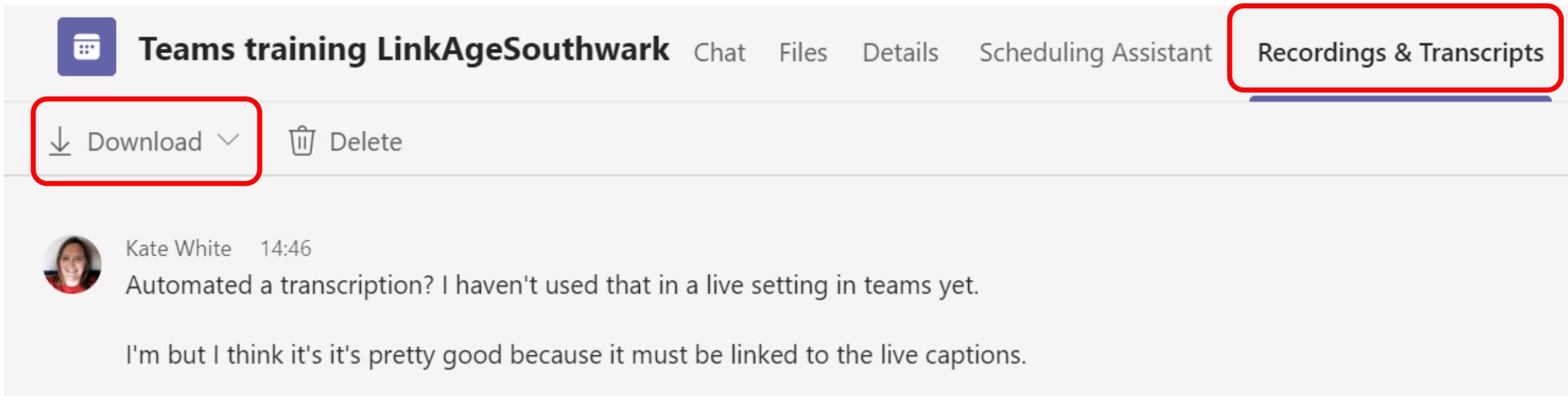
Accessing recordings & transcripts

- 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

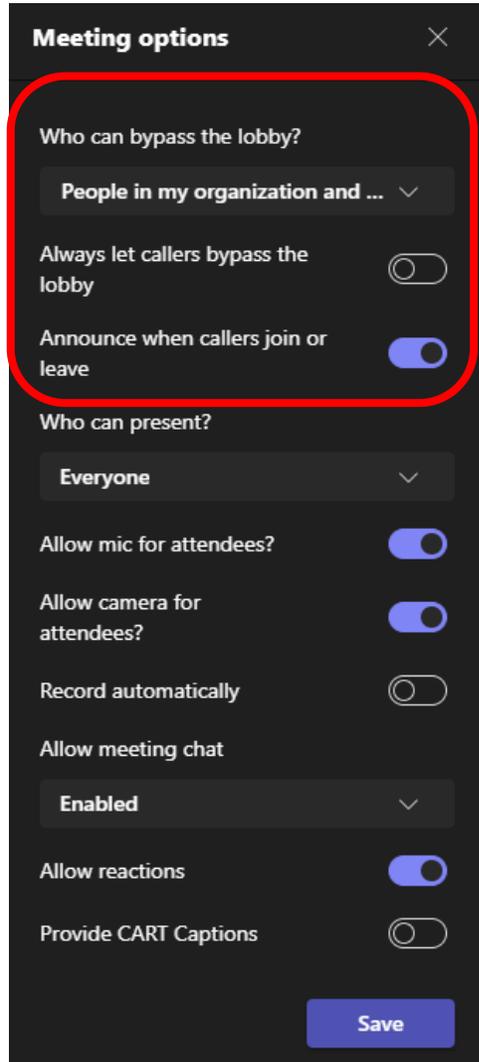
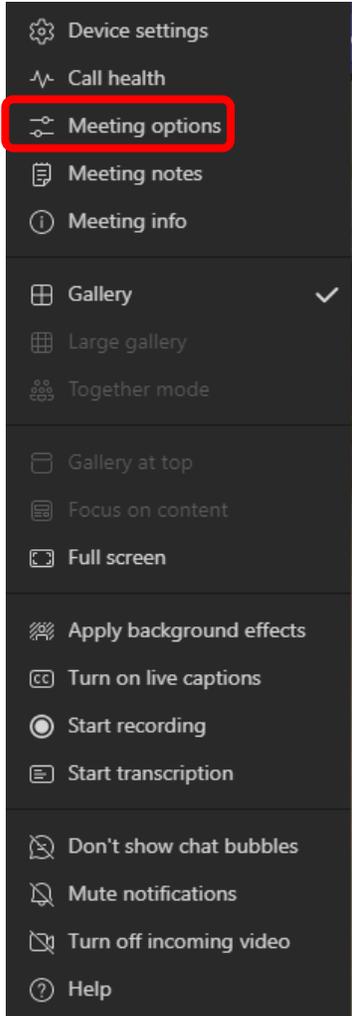
- Option 2: Or go to your calendar and double click on the Meeting entry & click on Transcript



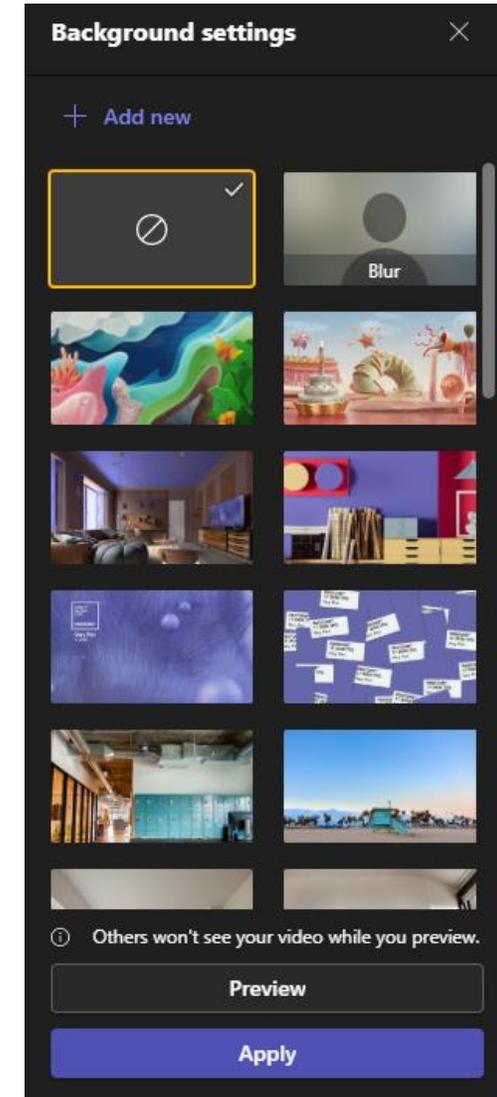
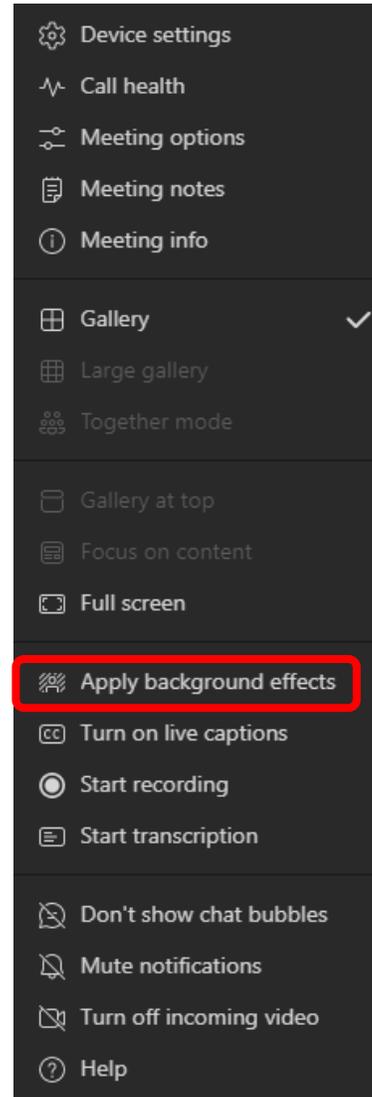
The screenshot shows the Microsoft Teams interface for a meeting titled "Teams training LinkAgeSouthwark". The navigation bar includes "Chat", "Files", "Details", "Scheduling Assistant", and "Recordings & Transcripts", with the latter highlighted by a red box. Below the navigation bar, there are two 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."



Switch on the Lobby feature in Meeting options

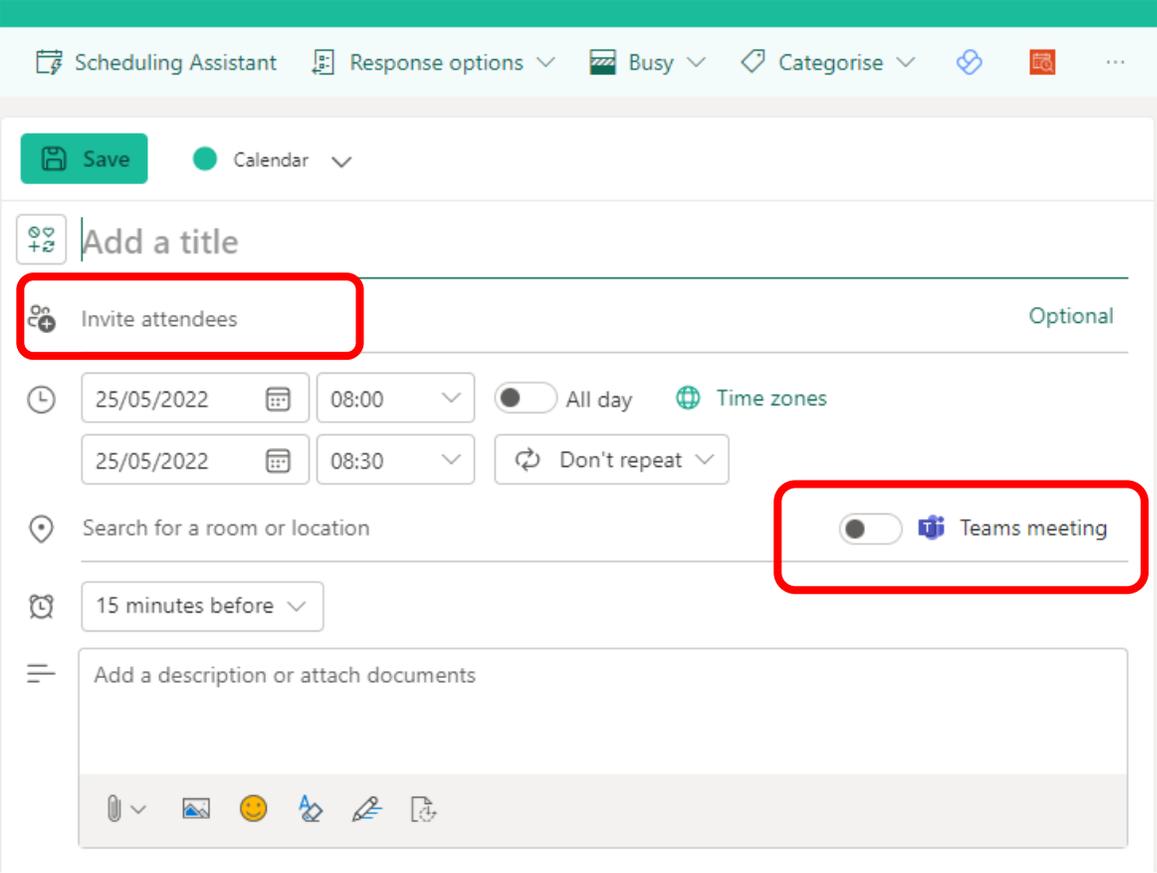


Choose your background in Apply background effects



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 shows the Outlook Scheduling Assistant interface. At the top, there are navigation options: Scheduling Assistant, Response options, Busy, Categorise, and a menu 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, 08:00, All day, Time zones, 25/05/2022, 08:30, and Don't repeat. There is also a 'Search for a room or location' field. The 'Teams meeting' toggle is highlighted with a red box and is currently turned off. Below the toggle 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, links, and documents.



Switch on the Lobby feature in Teams Admin

The screenshot displays the Microsoft Teams interface during a meeting. The top navigation bar includes a search field with the text "Search for or type a command" and the organization name "Kingston Voluntary Ac...". The left sidebar contains navigation icons for Activity, Chat, Teams, Calendar, Calls, Files, and Help. The main video area shows a woman with brown hair. A blue notification bubble is overlaid on the video, stating "yogarani is waiting in the lobby" with a "View Lobby" button and an "Admit" button. The bottom control bar shows a timer at 02:36, icons for video, microphone, screen sharing, chat, and a lobby icon with a notification badge. The Windows taskbar at the bottom shows various application icons and the system tray with the date 20/04/2020 and time 15:01.



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](#)



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



What does Superhighways do?

Superhighways helps small charities and community groups gain essential digital and data skills backed by the right tech to achieve their goals.



Thanks for listening



superhighways
harnessing **technology** for **community** benefit

info@superhighways.org.uk
www.superhighways.org.uk

