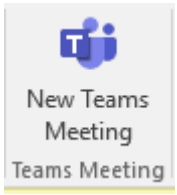
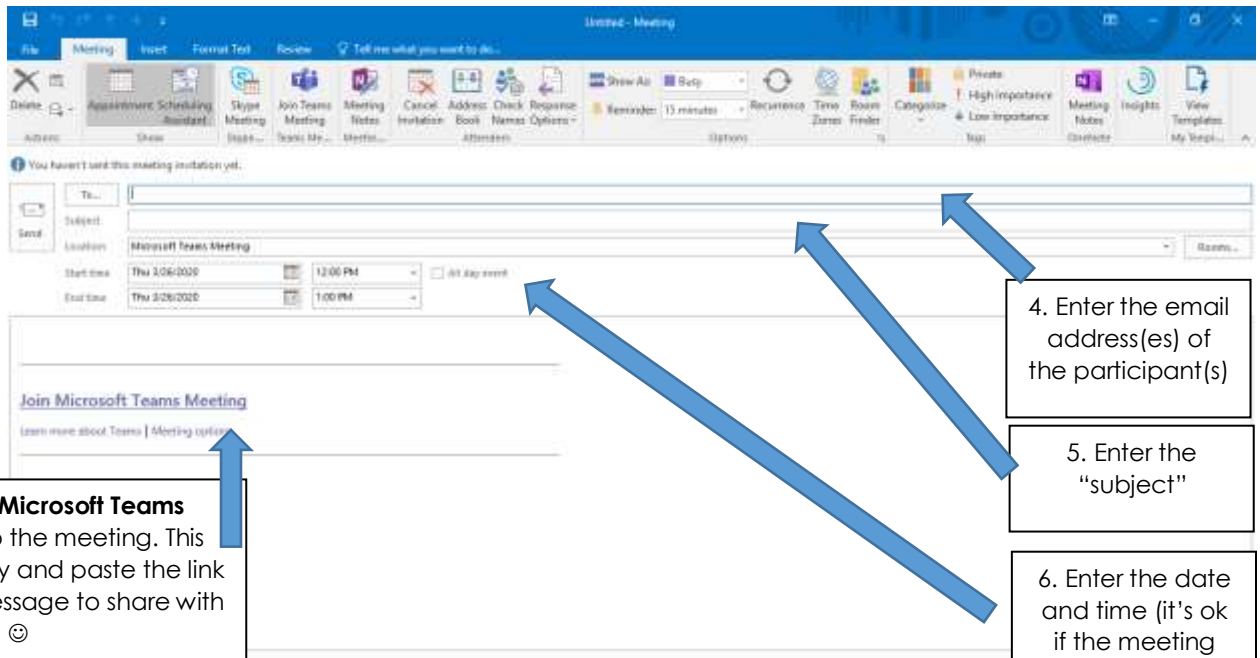
Creating a Meeting with Microsoft Teams

There are MANY ways to do this. This document provides demonstrates a few ways to create a meeting, join the meeting, and admit out of network guests.

How to Create a Meeting: Method 1

1. Open **Outlook**
2. Open your **Calendar** by selecting the calendar icon
3. Select **New Teams Meeting** icon





4. Enter the email address(es) of the participant(s)

5. Enter the "subject"

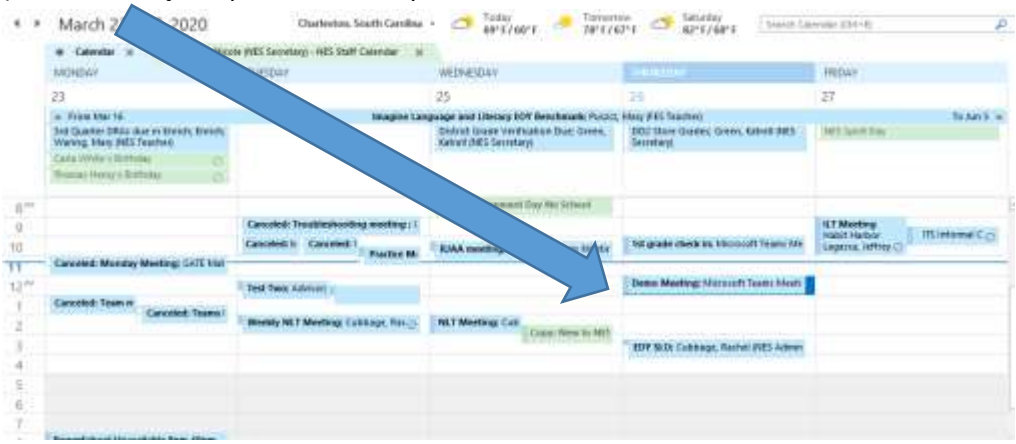
6. Enter the date and time (it's ok if the meeting extends past the "end time")

The purple text: **"Join Microsoft Teams Meeting"** is a **live link** to the meeting. This means that you can copy and paste the link into ANY email or text message to share with anyone. ☺

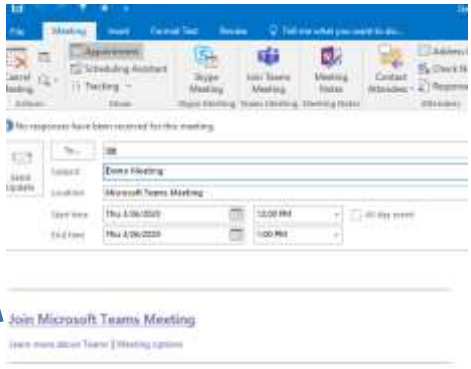
7. Then select **send** to email this invite or **copy & paste** the **purple text** into a different form of communication to send to the participant(s).

How to Join a Scheduled Meeting: Method 1

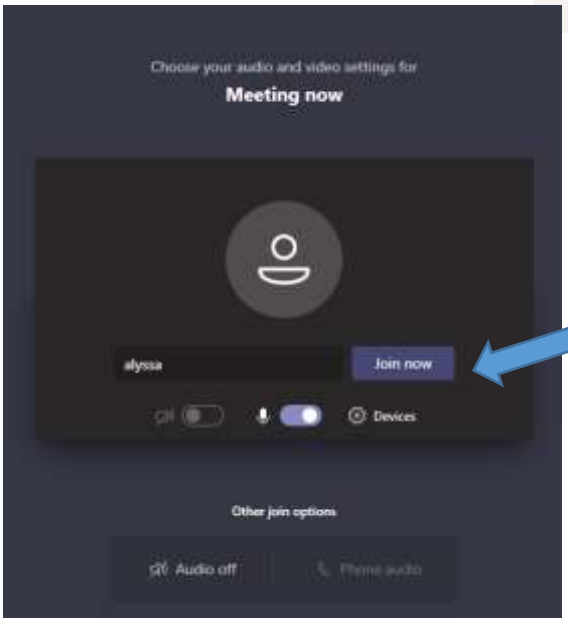
1. Open **Outlook**
2. Open your **calendar**
3. Select the meeting you wish to join (double click)



4. Select the purple text to join (you may need to right click and select **Open Hyperlink**)



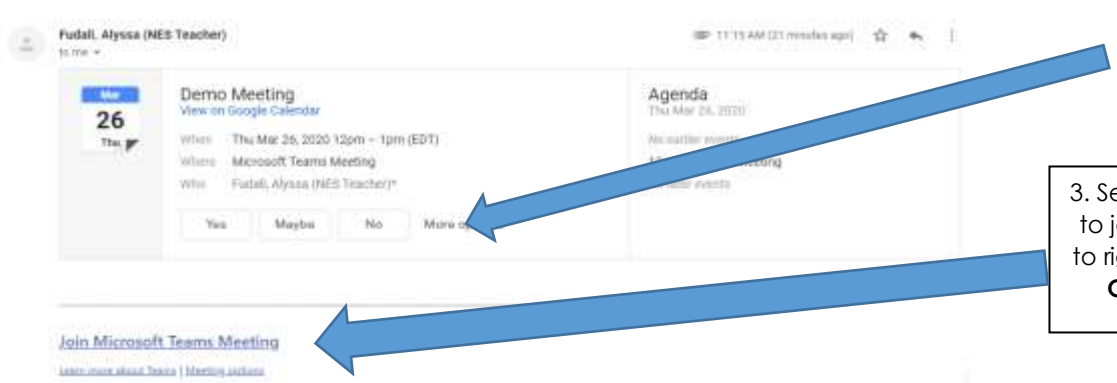
5. If you have the app downloaded to your device click **Open Microsoft Teams**
   If you don't have the App downloaded select **Join on the Web Instead.**



6. Enter your name and select **Join Now**

How to Join a Scheduled Meeting: Method 2 *Mostly for parents outside of our organization*

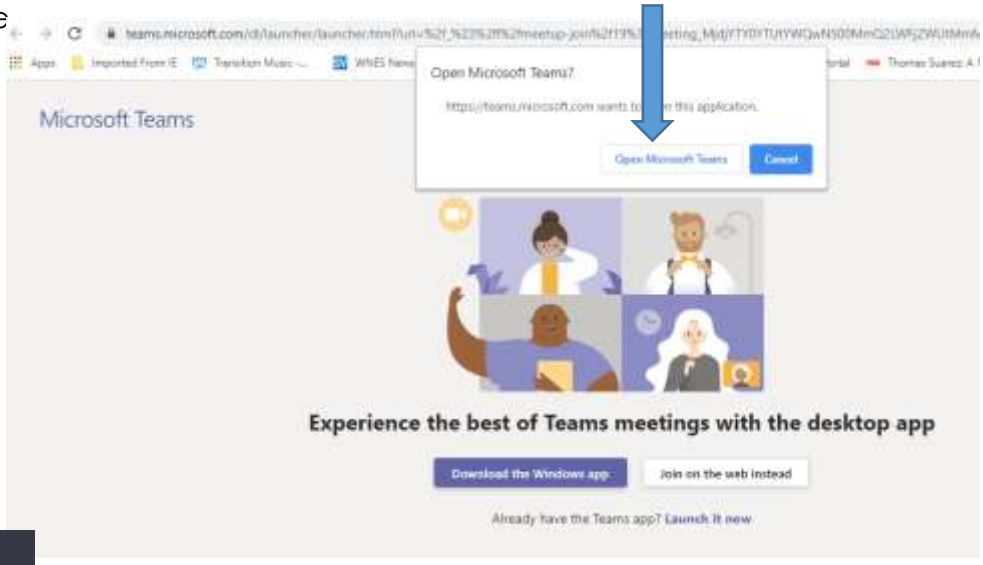
1. Open the email or text received from the teacher (the image below demonstrates how it appears in Gmail)

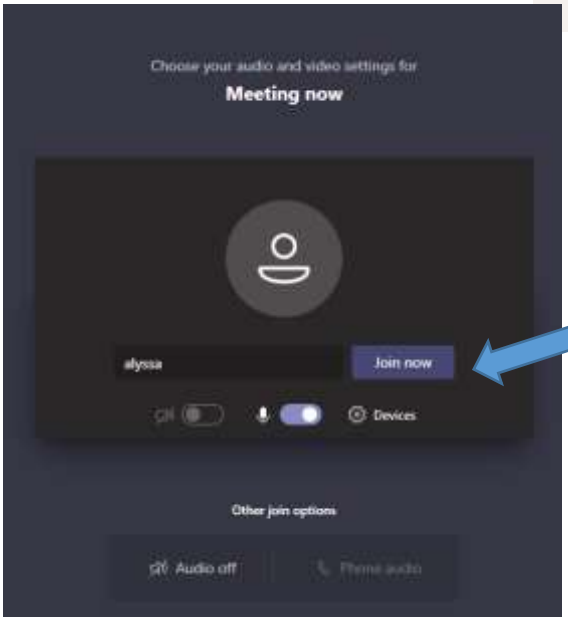


2. Accept or decline the invite

3. Select the purple text to join (you may need to right click and select **Open Hyper Link**)

4. If you have the app downloaded to your device click **Open Microsoft Teams**
   If you don't have the App downloaded select **Join on the Web Instead.**

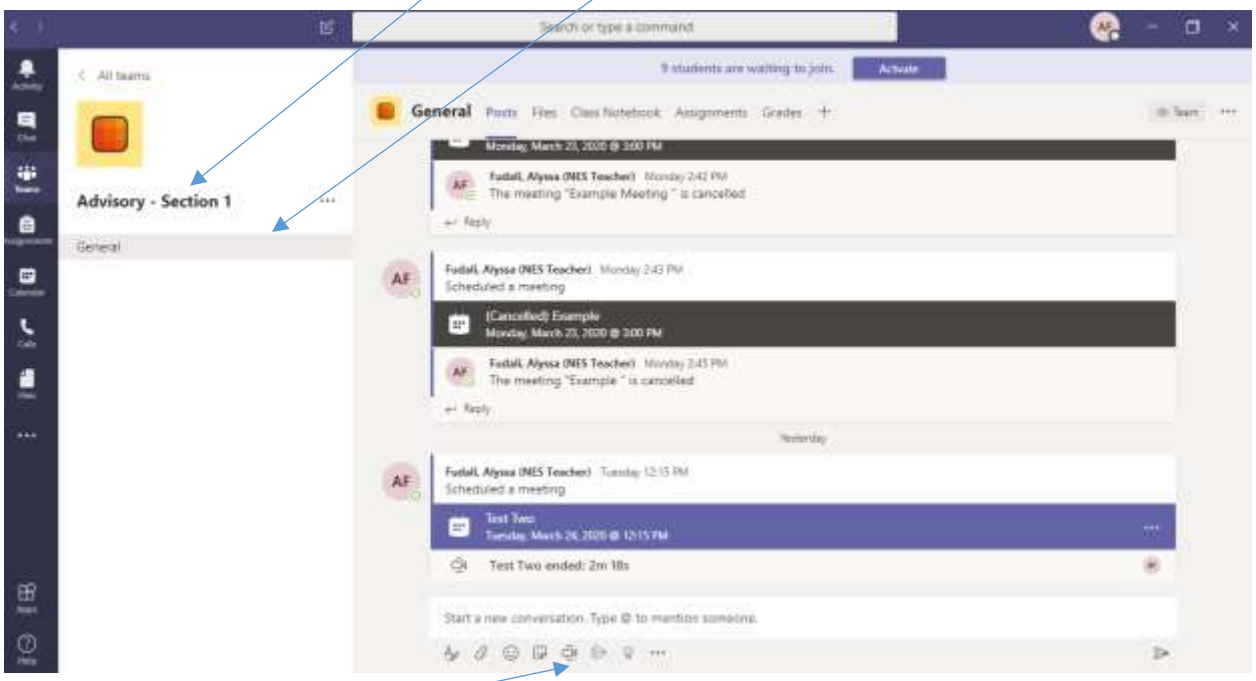




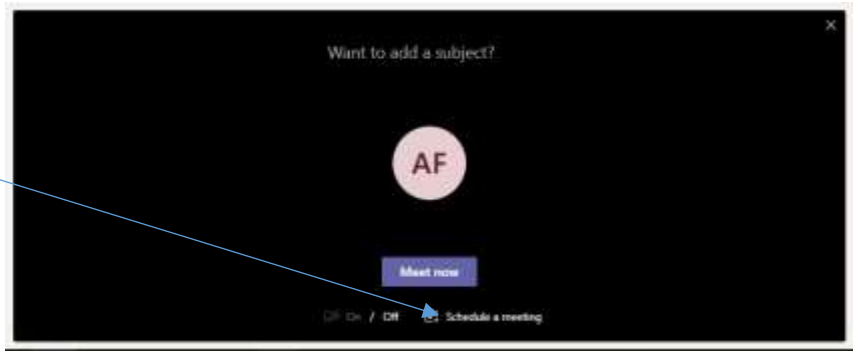
5. Enter your name and select **Join Now**

How to Create a Meeting: Method 2

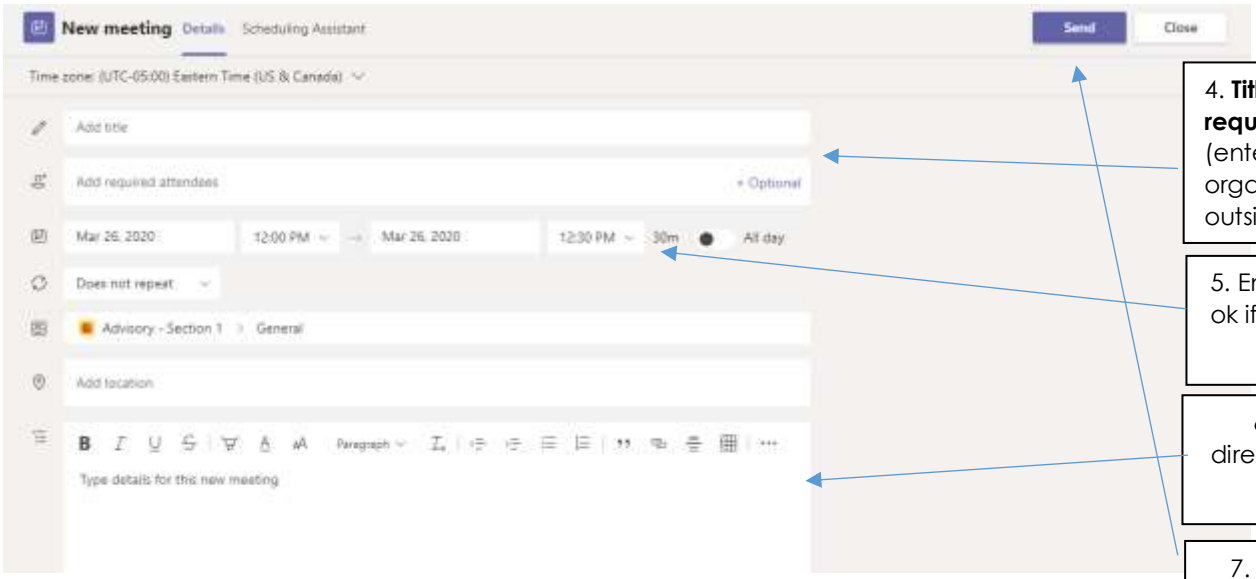
1. Open Teams and select the **Class** and **Channel** with which you'd like to meet



2. Select the **Camera** icon



3. Select **Schedule** a Meeting



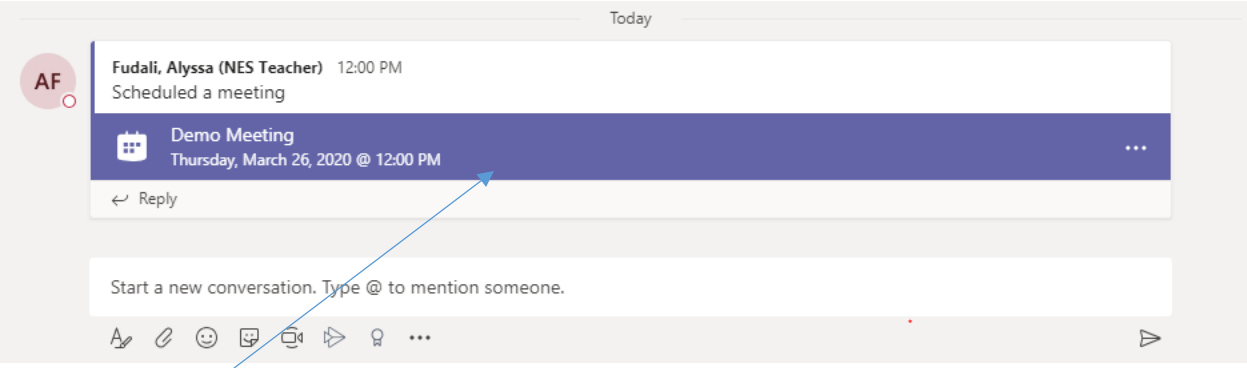
4. **Title** the meeting, add **required participants** if desired (enter their name if in our organization or their email if outside)

5. Enter the date and time (it's ok if the meeting extends past the "end time")

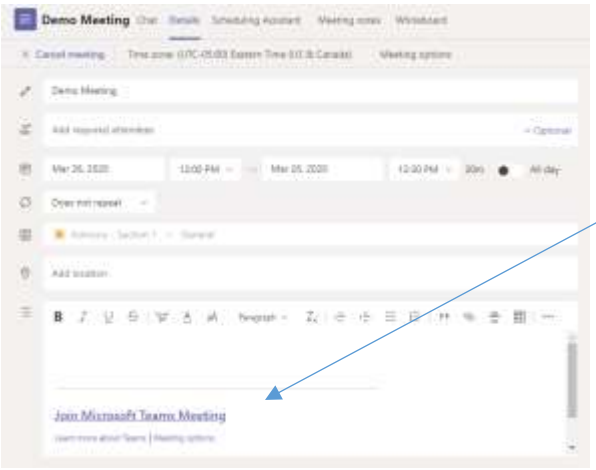
6. Add meeting notes, directions, or details if desired

7. Select **Send** to email the invite

8. You meeting now looks like this on your Channel



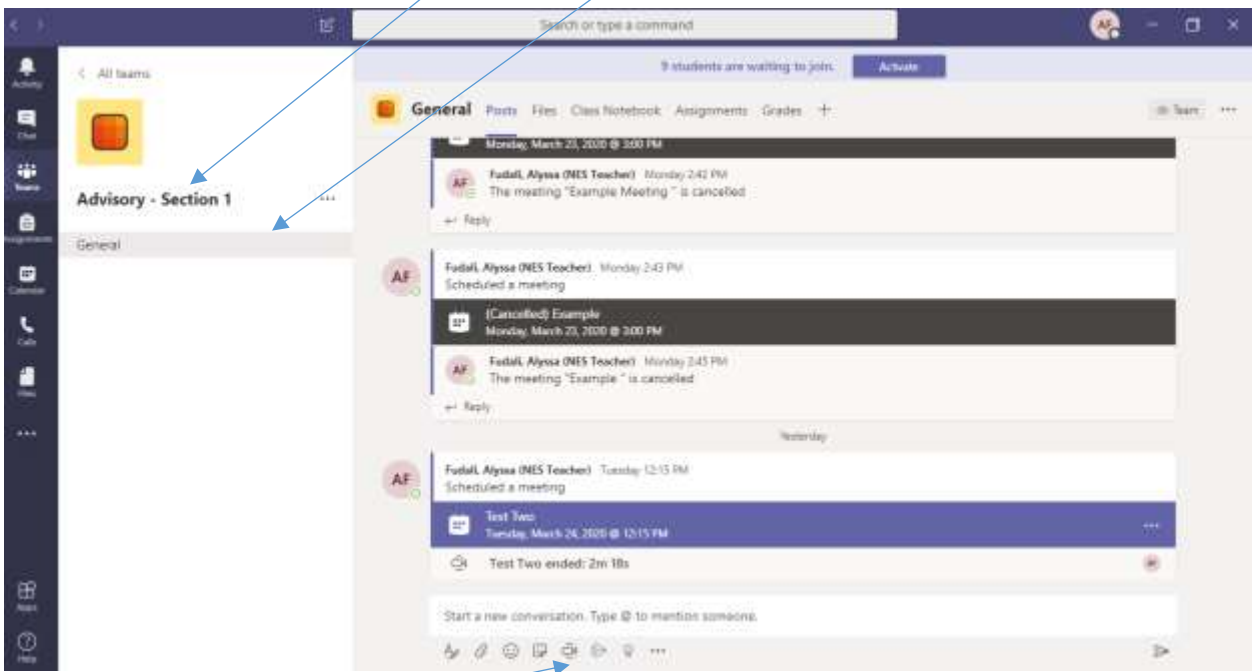
9. To get a sharable link to send to anyone outside of the organization select the purple ribbon.



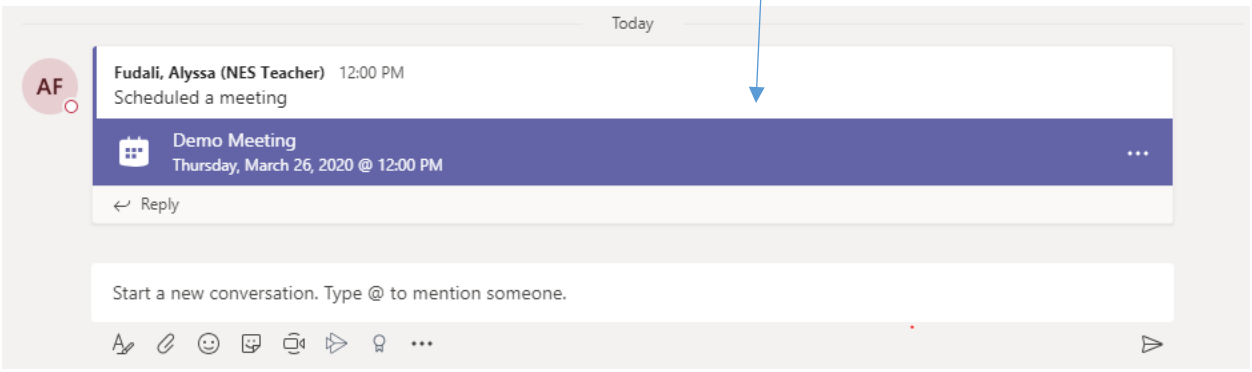
10. Right click on the purple **Join Microsoft Meeting text** to copy a hyperlink to the meeting. You may now paste that copied link into any form of communication to share with desired participants.

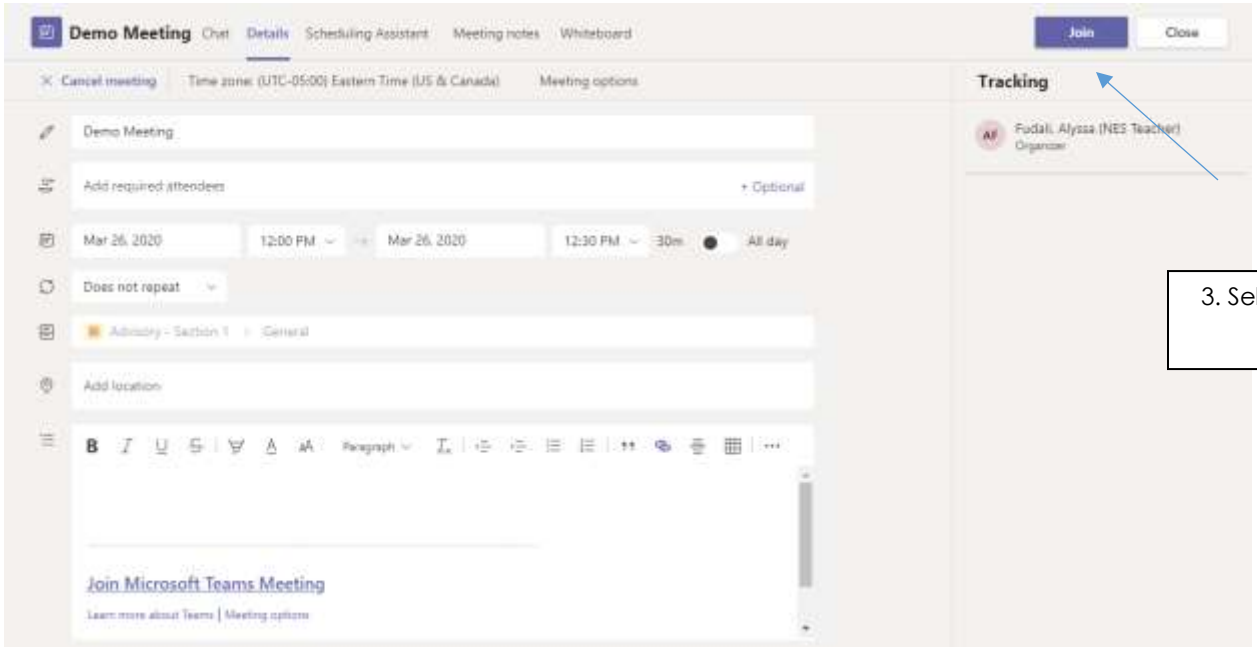
How to Join a Scheduled Meeting: Option 3 (from Teams, not email)

1. Open Teams and select the **Class** and **Channel** with which you'd like to meet

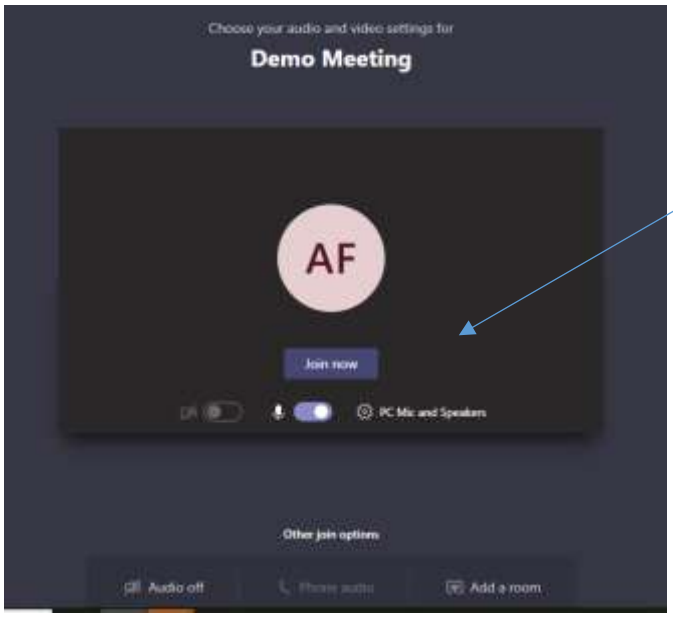


2. Select the purple ribbon of your desired meeting





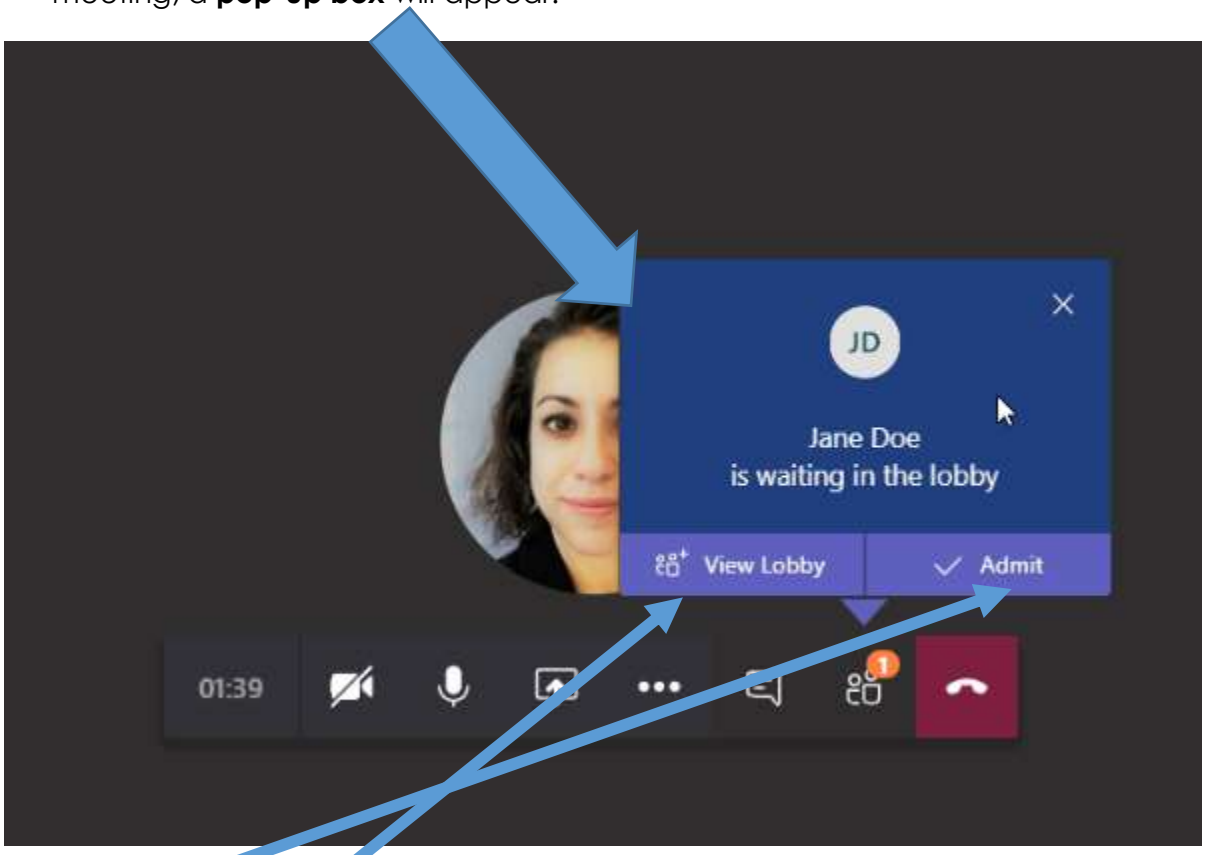
3. Select **Join**



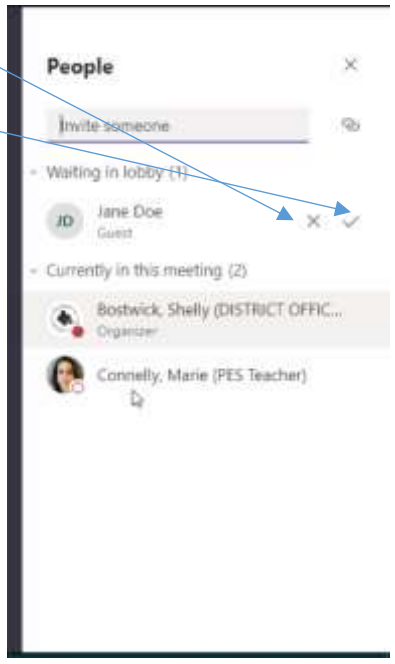
4. Select **Join Now**

- **Note: The Meeting Leader will have to allow participants to join the meeting if the participant is not within network. Here's how:**

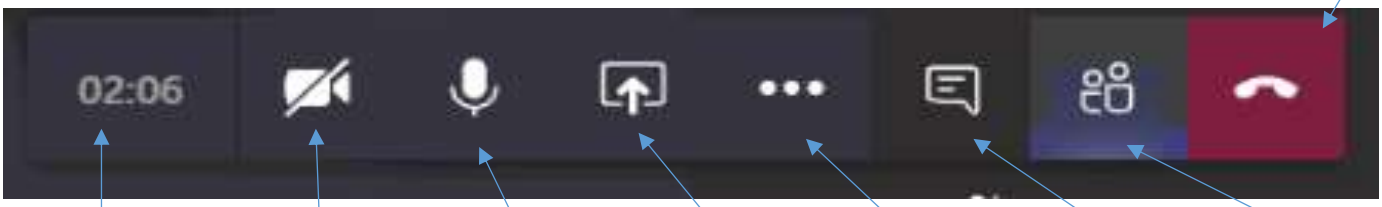
1. If someone, outside of your organization (like a parent) is waiting to join your meeting, a **pop-up box** will appear.



2. Select **Admit** to allow the user to join the meeting
3. Select **View Lobby** to discover if other users are waiting to join and also need to be admitted.
4. This is the lobby. Select the **Check** icon to admit and the **X** icon to remove.



Navigating the Bar



Allows you to hang-up.

Indicate the meeting length

Provide the option of recording the meeting

Mutes or unmutes YOUR microphone

Allows you to share your screen with participants . This allows you to present a document or ppt or even a blank white board for all participants to view.

More meu options appear.

Opens the chat to the right for your screen. This allows all participants to send text messages in a group chat.

Shows who is in the meeting.