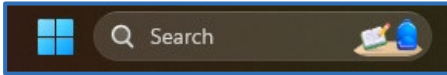
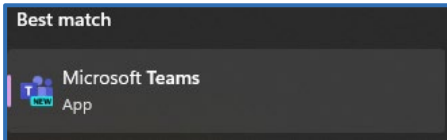


GETTING STARTED

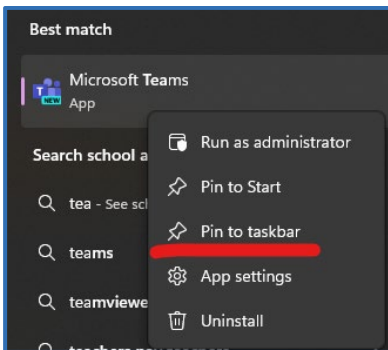
1. To get into Microsoft Teams, click the search bar at the bottom of your screen.



2. Type in "Teams". You should see Microsoft teams pop up as a result. Click on it.



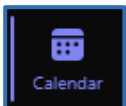
3. Note: If you do not want to search for it every time, you can pin the app to the taskbar at the bottom of your screen. To do so, right click on the search result and click on "pin to taskbar". It should now always appear in the taskbar at the bottom of your screen.



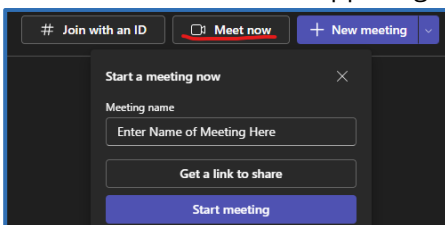
4. Once in the app, you should be prompted to pick an account to sign in. You should sign in with your Birmingham account, the same one you use for Outlook.

START A MEETING

1. To start a meeting, select "Calendar" on the lefthand sidebar.



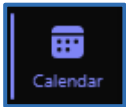
2. Select "Meet Now" in the upper right corner, then type the meeting name where prompted.



3. If sending invitations to the meeting via email, select "Get a link to share", then "Share via email". If prompted, sign in via Office 365. Teams should automatically format an email that you can then send to whoever you are inviting. The email will have a link that the recipient can click on to directly go to the meeting.
4. Select "Start meeting", then "Join now".

SCHEDULE A MEETING

1. To schedule a meeting, select "Calendar" on the lefthand sidebar.



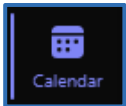
2. Select "New Meeting" in the upper right corner. You should be brought to a page that looks like below. From here, type in the name of the meeting, the time of the meeting, and a description where prompted.

A screenshot of the "New meeting" form in a dark theme. The form has a title bar with "New meeting", "Details", and "Scheduling Assistant". Below the title bar are several settings: "Show as: Busy", "Category: None", "Time zone: (UTC-05:00) Eastern Time (US & Canada)", "Response options", and "Require registration: None". The main form area includes a text input for "Enter Name of Meeting Here", a section for "Add required attendees" with a "+ Optional" button, a date and time selector for "5/10/2024" at "12:00 PM" to "5/10/2024" at "12:30 PM" for "30m", a "Does not repeat" dropdown, an "Add channel" field, an "Add location" field, and an "Online meeting" toggle switch. At the bottom is a rich text editor with a toolbar and a placeholder "Enter description of meeting here".

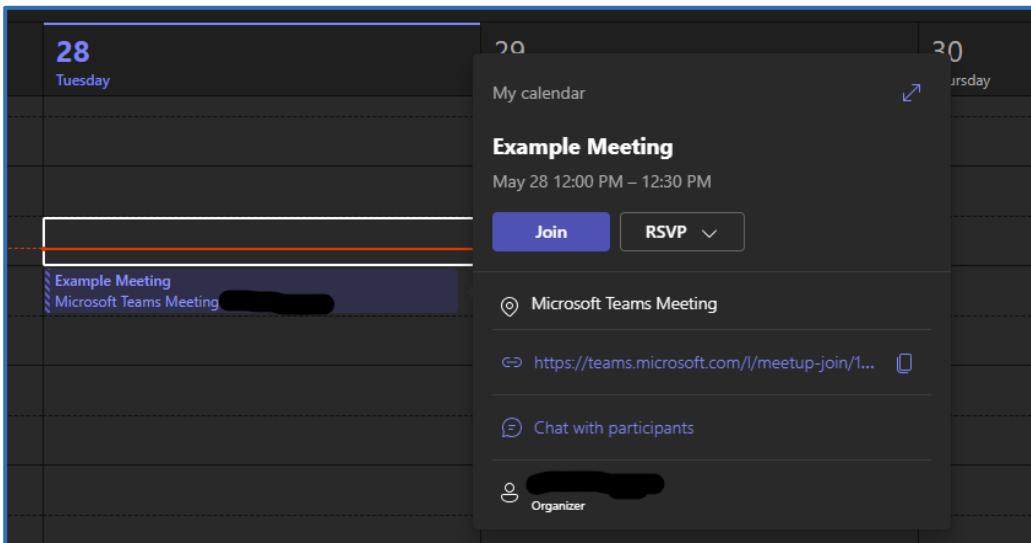
3. To add people to the meeting, type in their emails where it says, "Add required attendees". This will automatically send an email that allows them to RSVP and join the meeting.
4. Once done adding participants, select "Save" in the upper right corner.

JOIN A SCHEDULED MEETING

1. To join an already scheduled meeting, select "Calendar" on the lefthand sidebar.

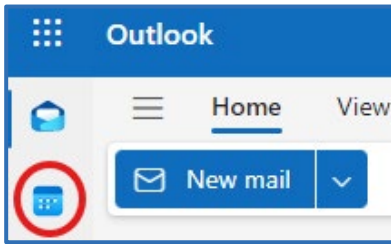


2. On this page, you should see a box on the calendar for your meeting. Click on that box, and then click "Join".

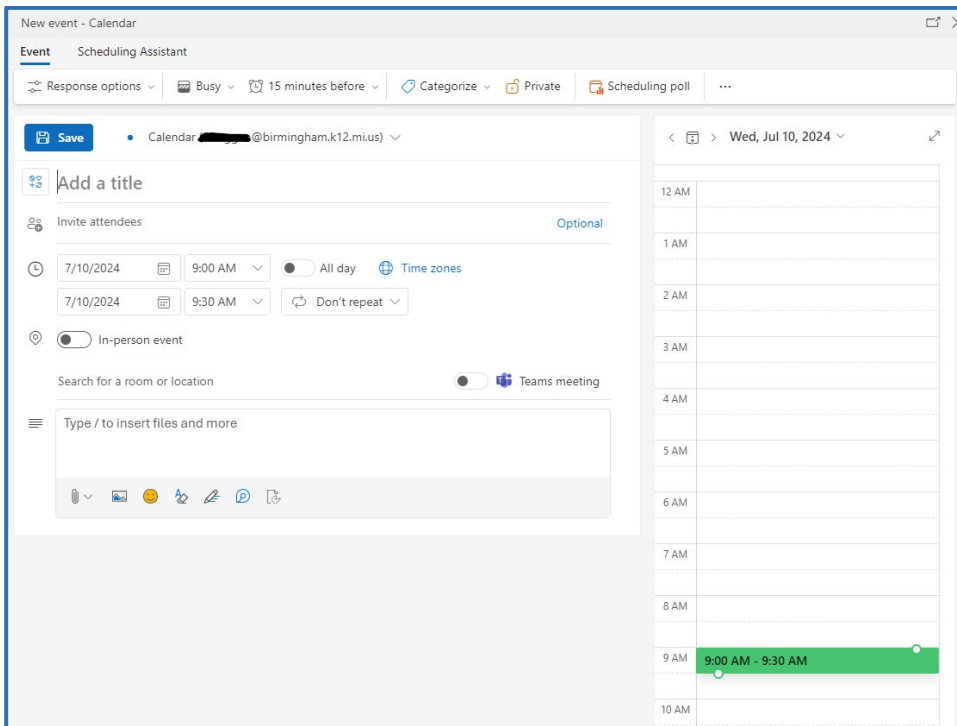


SCHEDULING/JOINING A MEETING FROM OUTLOOK

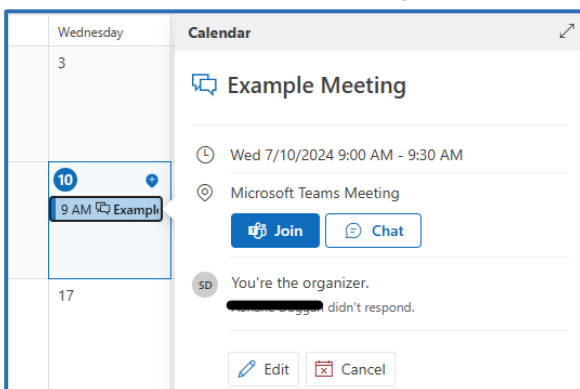
1. You can also schedule and join your meetings from Outlook itself. To do so, look on the upper left side of your screen in outlook for the calendar icon, and click on it.



2. To schedule a meeting, double click on the box on the calendar for the day you want to hold the meeting. A new window should pop up that looks similar to the following:

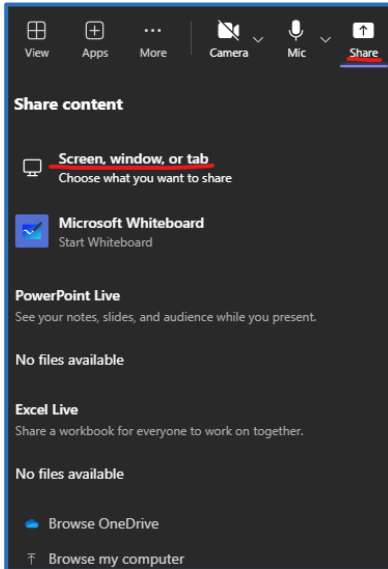


3. From here, you can fill out the required fields (Title, invite attendees, start and end time) just like before. Once done, hit the blue "send" button and the meeting will be scheduled. Whoever you have invited to the meeting should get an email notifying them about the meeting and prompting them to RSVP.
4. To join a meeting from Outlook, once again click on the calendar icon in the upper left. On your calendar, you should see a box for the meeting. Click on it, then click the blue "Join" button.



SHARING YOUR SCREEN IN A MEETING

1. While in a meeting, if you want to share your computer screen with participants, select “Share” in the upper left corner, then “Screen, window, or tab”.



2. From here, you can select either a browser tab, a window, or your entire screen to share. Select which one you would like to share, then click “Share”. When you would like to stop sharing, select “Stop sharing”