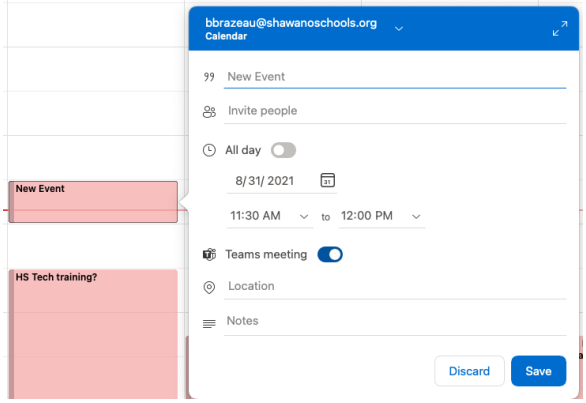
Teams Meeting and Sharing Screen

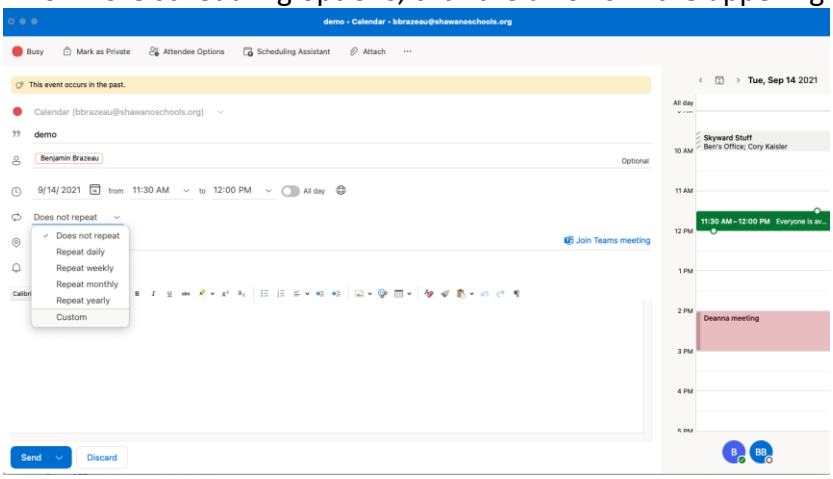
Teams Meeting

Scheduling a Teams video chat

1. **Using Outlook App on MacBook** --- Schedule using your Outlook Calendar.
    a. Create an Event by clicking on the day and time on the calendar
    b. Enter a name for your event
    c. Invite people to your event. This will provide them access to the Teams meeting.
    d. Click Teams meeting

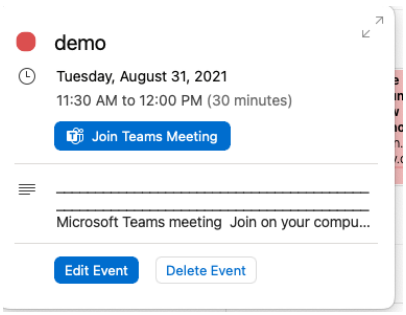


    e. For more scheduling options, click the arrows in the upper right corner of the image above.

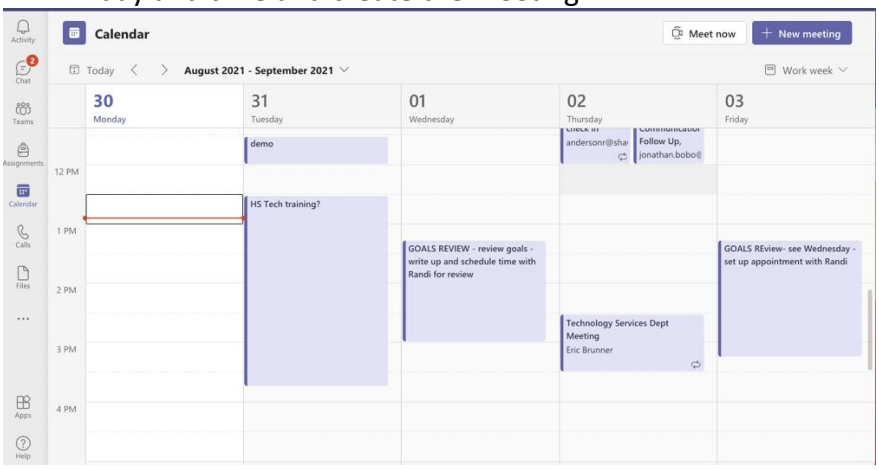


    f. Here you click Does Not Repeat to add more dates to this event. This will allow you to have the same meeting link available for multiple days. Click Custom if you need more options.
    g. Click Send to share the meeting with others.
    h. When the event is scheduled, you will be able to open the event and join the meeting.
    i. When you open the event you will see the option to join a Teams Meeting

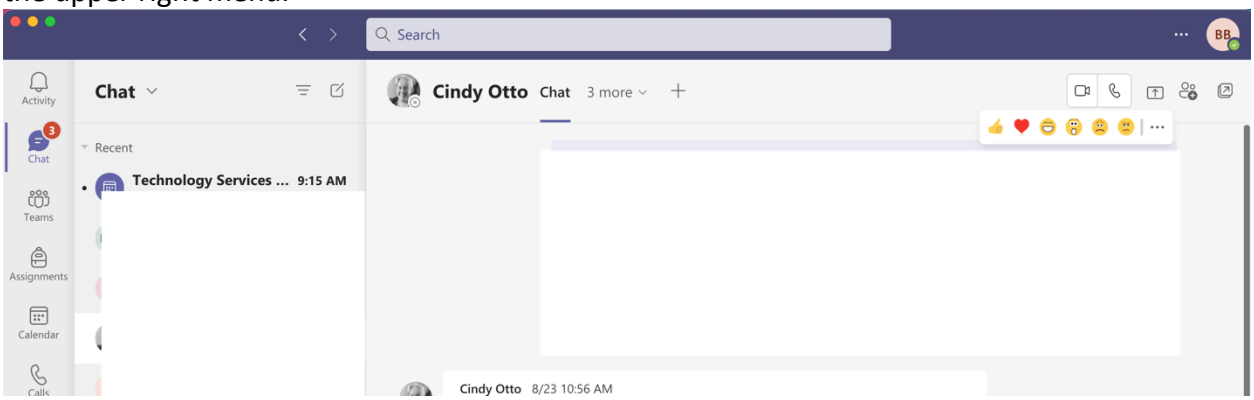
    j.



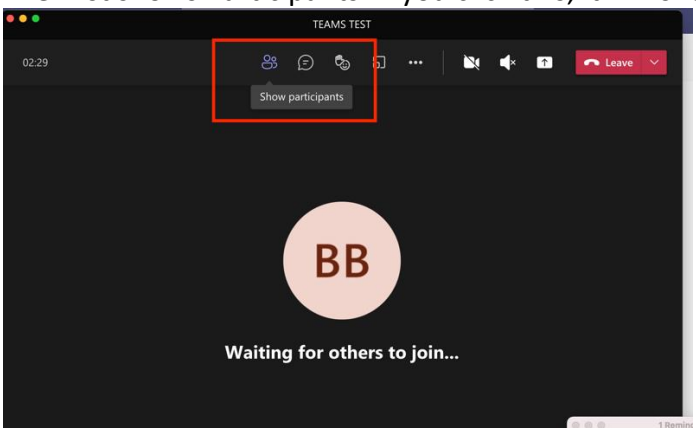
2. **Using the Teams App to schedule a meeting -** If you are part of a Teams Group, you can create a meeting using the calendar in Teams. You can either click New Meeting in the upper right, or select the day and time and create the meeting.



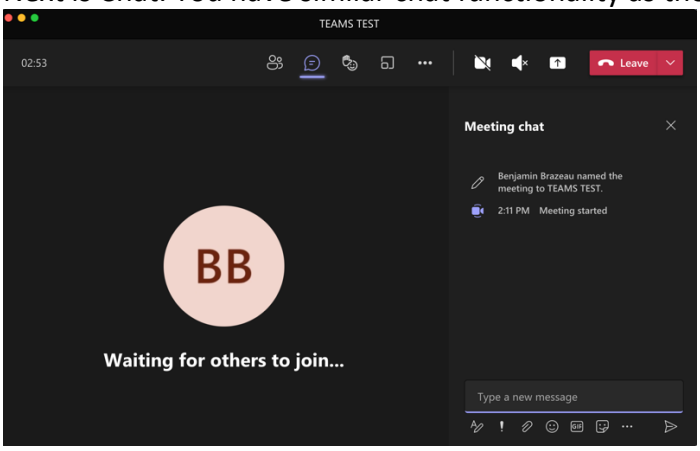
Or you could click Meet now in the upper right to start a video call and invite people that way.
If you are in a chat, or chat group, you can invite the participants to a video call by clicking the camera icon in the upper right menu.



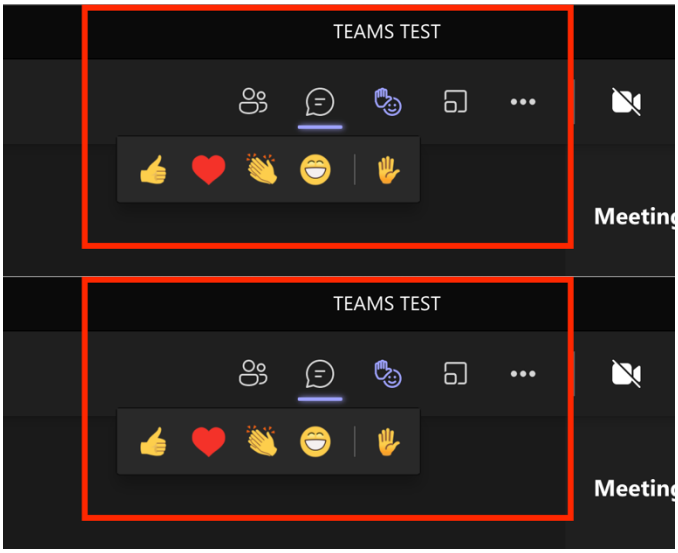
Once you are in a call you have controls and menus similar to Google Meet and Zoom.
The top menu includes icons from left to right.
The first shows Participants. If you click this, it will show you who is in your call.



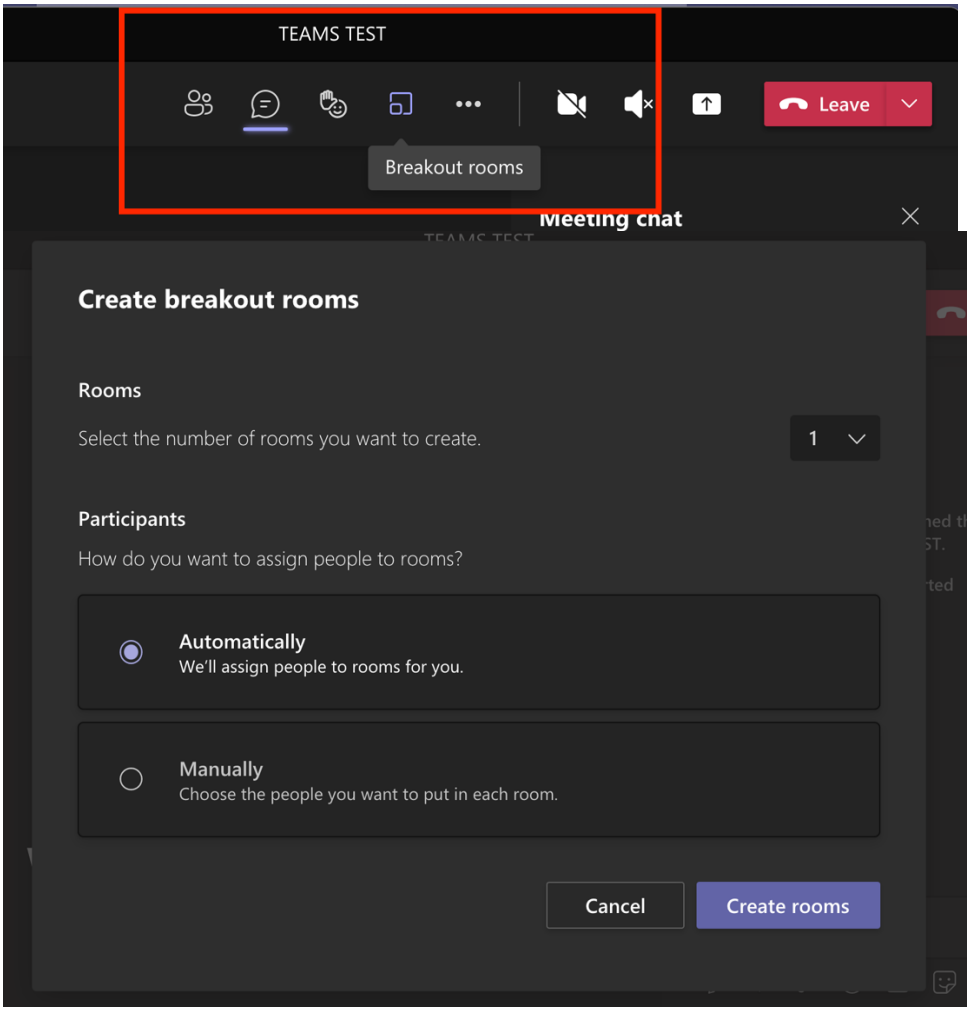
Next is Chat. You have similar chat functionality as the other video conference tools.



Next is Gestures where you or participants can raise their hand, or use the other symbols to respond during the conversation.



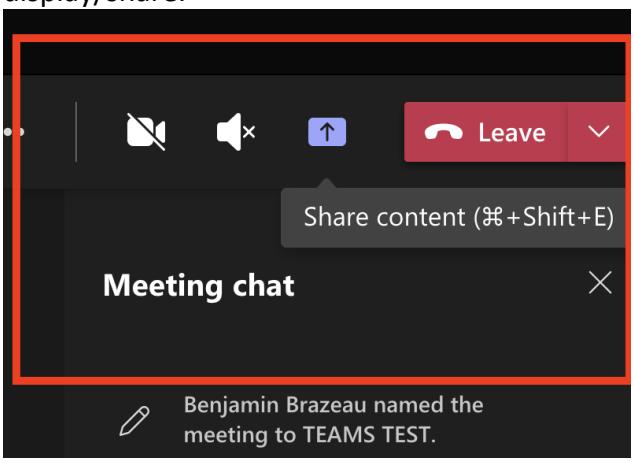
Teams also includes Breakout rooms. You can set up the number of rooms and how you want to assign participants. There is more information about breakout rooms in the Microsoft Support links below.



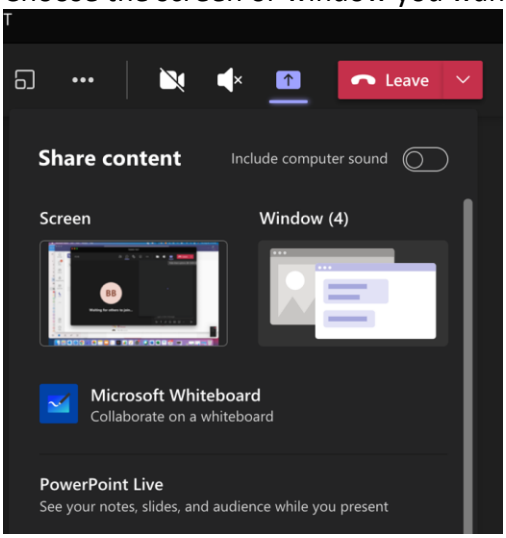
Sharing your Screen.

Note: prior to using screen sharing for the first time, you need to change your permissions on your MacBook. (Visit Microsoft Support to view directions on how to set up permissions on your MacBook to allow sharing of audio and video)

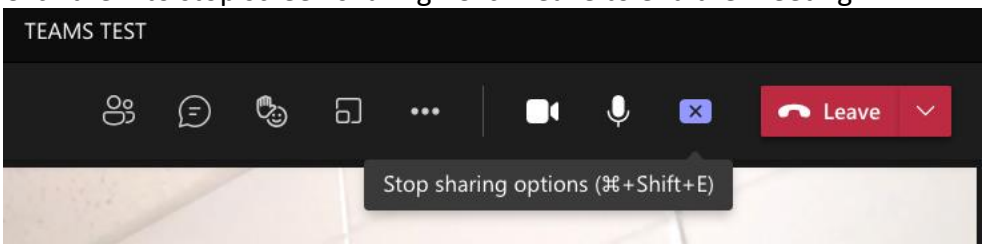
To share your screen - Click on the icon with the up arrow. You will see options of what screen you want to display/share.



Choose the screen or window you want to share with participants.



Click the X to stop screen sharing. Click Leave to end the meeting



To learn more about how to use Teams for meetings visit Microsoft Support

Video guides to Teams features

Scheduling
Schedule a meeting
Schedule a Teams meeting from Outlook

Manage permissions
Manage meetings - Video
Manage audio and video permissions of participants - Mute participants
Change participant settings - You can set meeting to create waiting room where you need to admin participants.
Use breakout rooms
End a meeting for everyone in attendance

Sharing Content/Screen
Show your screen during a meeting - Video
Share content
Share PowerPoint slides
Laser point or draw on PowerPoint slides
Share computer sound