

Using Teams for Departmental Meetings

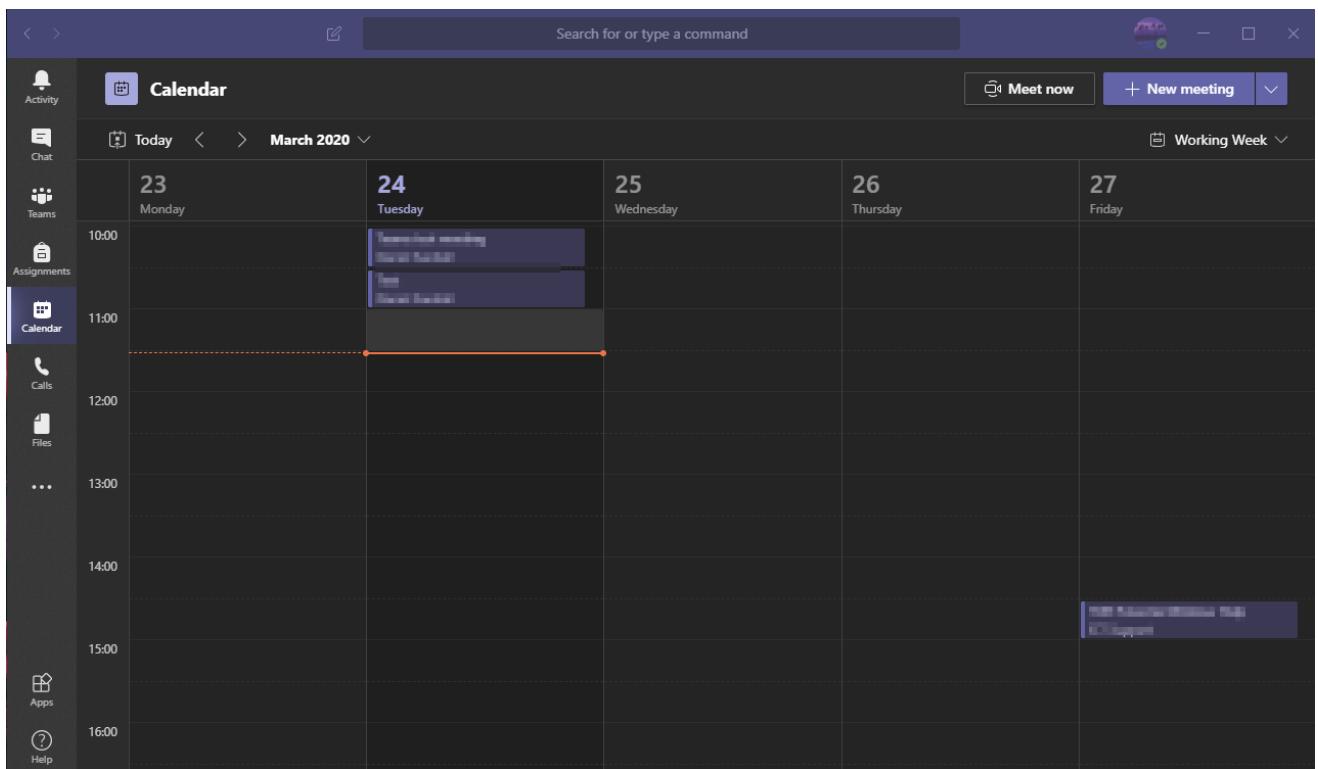
Quick introduction to the platform

If you are currently unfamiliar with Teams, a quick guide for this can be found below.

<https://intranet.ccgrammarschool.co.uk/resources/Introduction%20to%20Teams.pdf>

Setting up a meeting

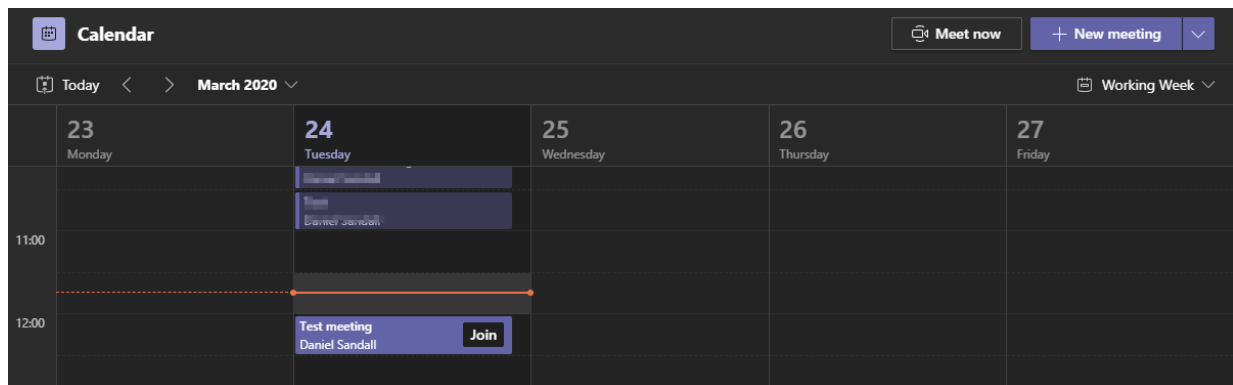
To begin, open Teams and click on the Calendar tab on the left. From here, you will be able to see your Outlook calendar as well as be presented with the option to create a new meeting. Click the “New meeting” option in the top right.



The following menu will prompt you to input the details for the meeting as a calendared event. You can add a title for the meeting and invite your meeting's attendees. Once you have completed this form, click save in the top right and an email invite will be sent to your attendees.

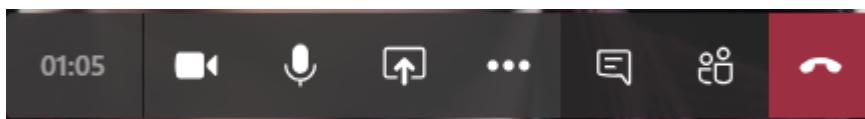
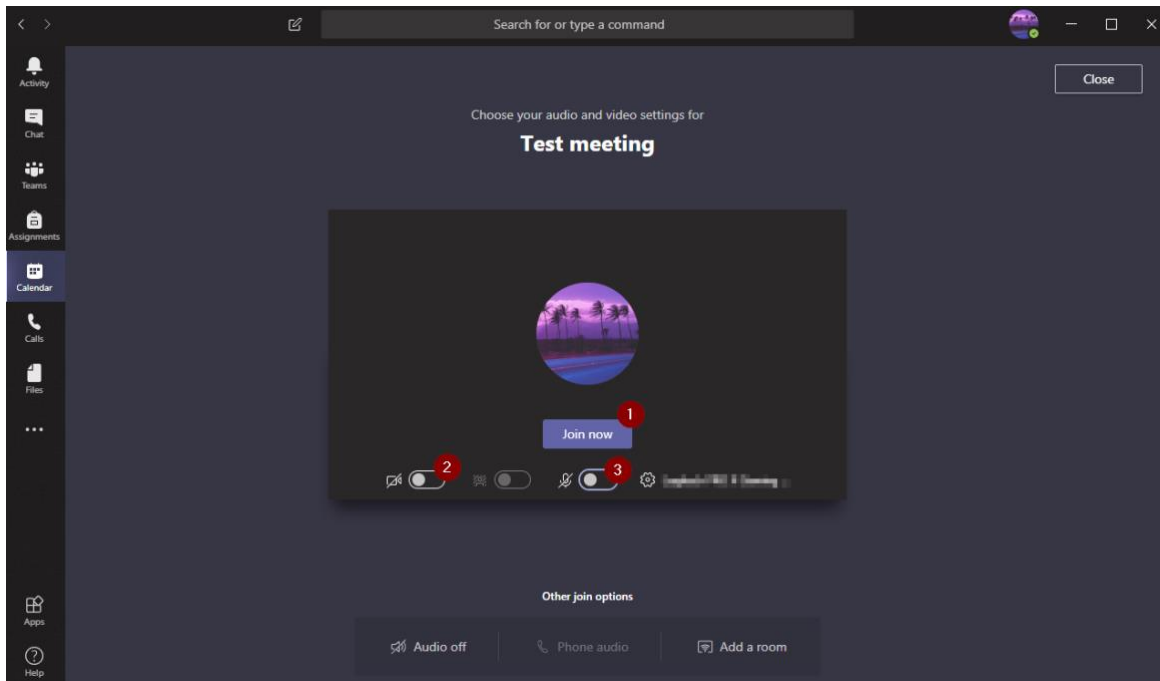
The 'New meeting' form is displayed in a dark-themed interface. At the top, there are tabs for 'New meeting' (active), 'Details', and 'Scheduling Assistant'. To the right are 'Save' and 'Close' buttons. Below the tabs, the time zone is set to '(UTC+00:00) Dublin, Edinburgh, Lisbon, London'. The form contains several input fields: 'Add title', 'Add required attendees' (with a '+ Optional' link), a date and time selector (set to 24 Mar 2020, 12:00 to 12:30, 30m duration), a recurrence dropdown (set to 'Does not repeat'), 'Add channel', and 'Add location'. At the bottom is a rich text editor with a toolbar and the placeholder text 'Type details for this new meeting'.

To join the meeting, users can navigate to the calendar view and join the meeting by clicking the option on the calendared event.



This will present the user with the following screen.

- 1) Will allow the user to join the meeting.
- 2) This slider will allow the user to share their video via their device's camera.
- 3) This slider will allow the user to share their voice via their device's microphone.



Users will be given the above context bar to use whilst in the meeting. These functions from left to right are as follows.

- 1) Share user's video via their device's camera.
- 2) Share user's voice via their device's microphone
- 3) Share user's screen
- 4) The ellipsis icon provides further features that can be used.
- 5) Open a chat window for the session. This allows users to type messages that will be visible to the entire room.
- 6) Show users in the meeting, as well as those who are invited.
- 7) Hang up the call