

# Microsoft Teams Meetings Quick Start Guide



Microsoft Teams Meetings make it possible to stay connected and collaborative before, during, and after meetings, no matter where you're working from.

## Microsoft Teams Meetings Quick Start Guide

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**Note that some of the features may not be exactly what an end user will experience due to:**



Teams policies set at the admin portal



How the end user accesses Teams (ex: Web client vs desktop)



Where the county is with new features being rolled out from the tenant level

PLEASE FEEL FREE TO CONTACT THE OIT TRAINING TEAM IF YOU HAVE QUESTIONS: [OITTRAININGTEAM@CO.PG.MD.US](mailto:OITTRAININGTEAM@CO.PG.MD.US)

Updated as of June 2021

# 10 tips for running great meetings with Microsoft Teams

**Here are 10 tips to make meetings more productive and collaborative, whether you're running one or just participating.**

## Before the meeting



- 1 Share your meeting agenda
- 2 Invite internal and external partners to join your meeting
- 3 Access previous meeting notes and recordings for more context

## During the meeting



- 4 Use Microsoft Teams Rooms to start your meeting right away
- 5 Record your meeting
- 6 Adjust settings before you join
- 7 Share your content and collaborate easily
- 8 Use integrated audio conferencing for attendees without Internet

## After the meeting



- 9 Share meeting recordings and meeting notes
- 10 Schedule follow-up meetings if needed

# Getting started

Understand the different types of meetings and optimize your connection for the best meetings

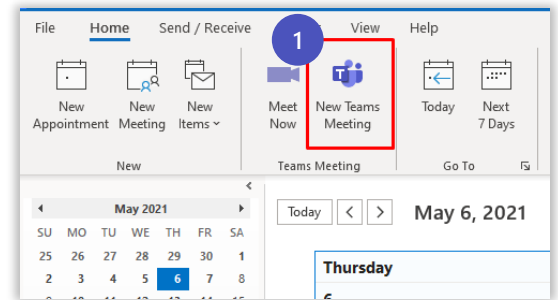


## Types of Microsoft Teams meetings

### 1 Traditional private meetings

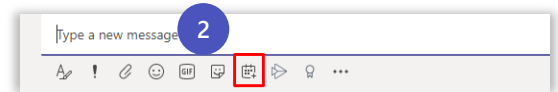
You can schedule a private meeting with anyone (even external users), even if they don't use Microsoft Teams.

Private meetings may be scheduled either in Outlook or the Calendar app.



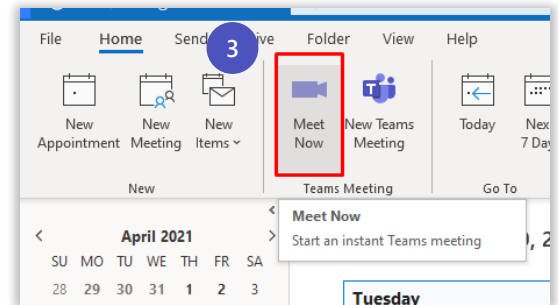
### 2 Meeting in a chat

Meetings within chat are great for working with a smaller group or for a quick sync.



### 3 Meet now

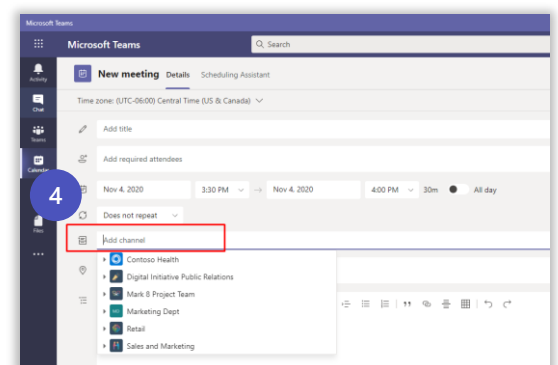
Quickly jump on a meeting from your Microsoft Teams or Outlook calendar or from a channel conversation. Select Meet now, then add participants for an impromptu sync.



### 4 Channel meetings

These meetings are associated with a Microsoft Teams channel, so all team members can choose to join the meeting, view the agenda and conversation, and share files – All from within the context of that channel.

**TIP:** Add channel and team members' email addresses in the "Add required attendees" box, so they'll receive an Outlook calendar invite.



# Optimize your Microsoft Teams meetings experience

## 1 Bring your best network connection

A wired network connection is best. When using a wireless connection, consider the distance from your router. Avoid a VPN connection, where possible.

- **BEST:** Connect via wired Ethernet to your home router
- **BETTER:** 5GHz Wi-Fi provides internet at faster speeds, but to smaller areas of your house
- **GOOD:** 2.4GHz Wi-Fi provides internet to a larger area, but sacrifices speed

## 2 Test your bandwidth

If you are experiencing connectivity or bandwidth issues, you can run an Internet speed test to validate you have adequate bandwidth to the Internet.

[Speed Test](#)

## 3 Verify Office 365 connectivity

Looking for suggestions to improve your experience with Office 365 services? Look no further.

[Network Performance for O365](#)

## 4 Consider other online services

Limit usage of other services while participating in Microsoft Teams meetings – Netflix, YouTube, Xbox Live, etc.

**If your Internet connection is experiencing issues, try these alternatives:**

- Join your Microsoft Teams meeting with your mobile device, using a cellular network

[Microsoft Teams App](#)

Join your Microsoft Teams meeting via 'Dial In' or 'Call Me', using the Public Switched Telephone Network

NOTE: 'Call Me' may incur PSTN usage charges.

### Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

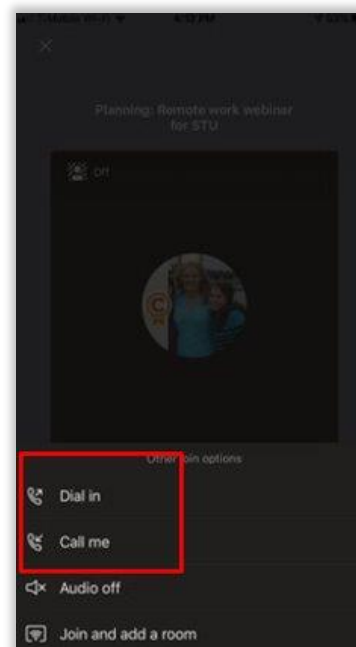
**Or call in (audio only)**

[+1 425-616-0754,,138236962#](#) United States, Seattle

Phone Conference ID: 138 236 962#

[Find a local number](#) | [Reset PIN](#)

[Learn More](#) | [Meeting options](#)



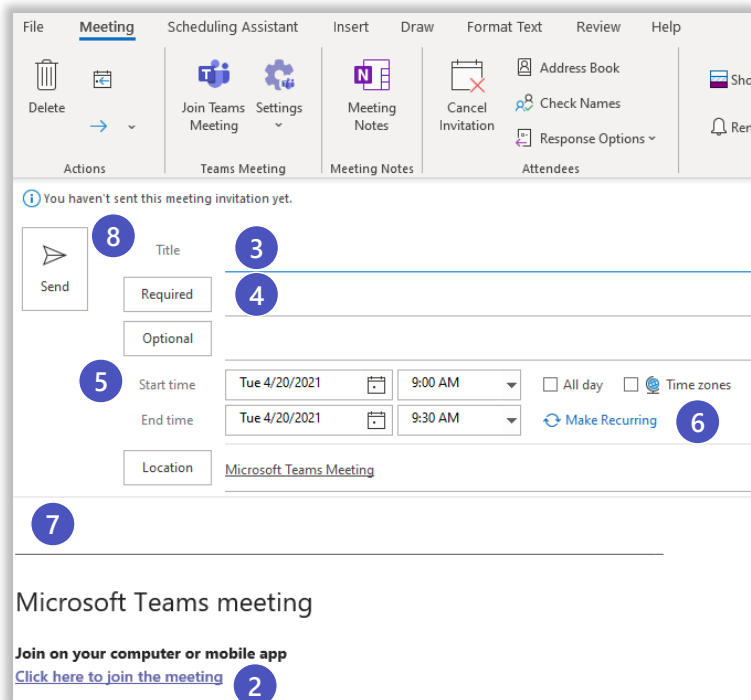
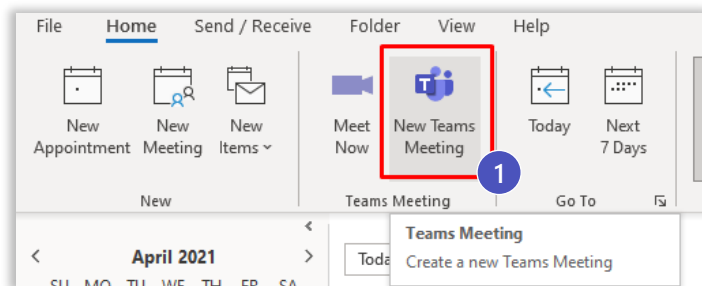
# Creating a meeting

Set up a meeting for the future or invite your colleagues to meet now, whether you're at your desk or on the go



## Create a meeting invite in Outlook

- 1 Open **Outlook**, select **Calendar**, click the **Home** tab, and then click **New Teams Meeting**.
- 2 A **Click here to join the meeting** link is created in the body of the invite.  
*NOTE: If you're assigned an Audio Conferencing license, a phone number and conference ID will be included in the invite text.*
- 3 Create a **Title** for your meeting invite.
- 4 In the **Required** field, enter email addresses for the people you'd like to invite.
- 5 Select a **Start time** and **End time**.
- 6 If you need the meeting to recur, select **Make Recurring**.
- 7 Add content to the body of the invite to inform participants of the meeting's purpose.
- 8 Double-check your information and click **Send**.



**NOTE:** Your Outlook calendar is displayed in the Microsoft Teams 'Calendar' app. When you schedule a meeting in Outlook, it will show up in your Microsoft Teams 'Calendar' app and vice versa.

# Create a meeting invite for someone else in Outlook

- 1 As a delegate, open the **Outlook Calendar for the individual whose calendar you're managing**. Click the **Home** tab, and then click the **Teams Meeting** icon (screenshot below). If you require delegate permissions, see instructions [here](#) (steps should be performed on delegator's device).
- 2 Select the **Teams** icon. When you do so, a **Join a Microsoft Teams Meeting** link is created in the body of the invite. If the delegator's account has an Audio Conferencing license, a phone number and conference ID will be included.
- 3 Create a **Title** for your meeting invite.
- 4 In the **Required** box, enter the email addresses for the people you want to invite to the meeting.
- 5 Select a **start and end time** for the meeting.
- 6 If you need the meeting to be recurring, please select the **Make Recurring** icon.
- 7 Add content to the body of the invite to inform participants of the purpose of the meeting.
- 8 Double check your information and then click the **Send** button.

The screenshot displays the Outlook 'Meeting' ribbon and the meeting invite form. Numbered callouts indicate the following steps:

- 1**: Points to the 'Join Teams Meeting' button in the ribbon.
- 2**: Points to the 'Join Teams Meeting' button in the ribbon.
- 3**: Points to the 'Title' field.
- 4**: Points to the 'Required' box for adding invitees.
- 5**: Points to the 'Start time' field.
- 6**: Points to the 'Make Recurring' button.
- 7**: Points to the body of the invite where content can be added.
- 8**: Points to the 'Send' button.

The meeting invite form includes the following details:

- Title**: [Empty field]
- Required**: [Empty box]
- Optional**: [Empty box]
- Start time**: Wed 4/15/2020, 1:00 PM, Central Time (US & Cana)
- End time**: Wed 4/15/2020, 1:30 PM, Central Time (US & Cana)
- Location**: Microsoft Teams Meeting
- Make Recurring**: [Button]

The body of the invite contains the following text:

**You're invited to join a Microsoft Teams meeting.**

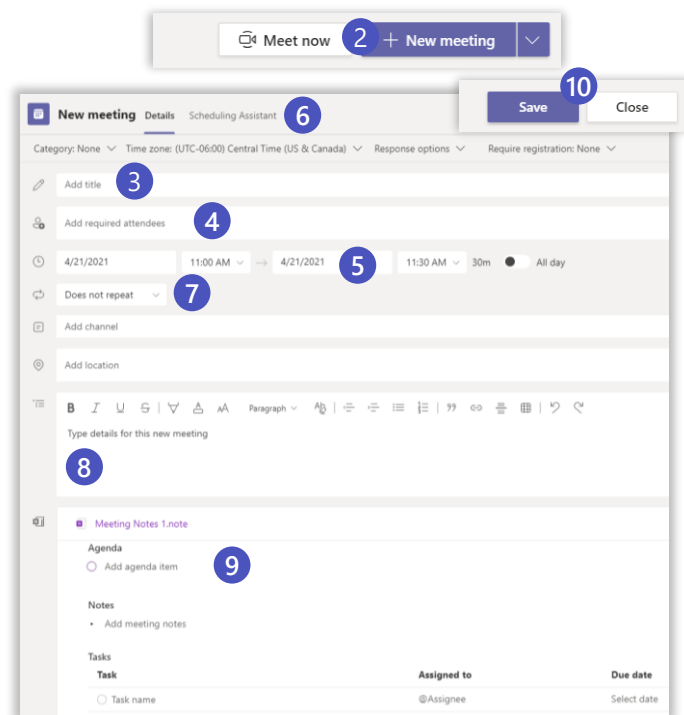
[Join online now](#)  
Video conferencing, screen sharing, and more.

**Or join by phone (audio only)**  
[+1 425-616-0754, 210318751#](#) United States, Seattle  
Phone Conference ID: 210 318 751#  
[Find a local number](#) | [Reset PIN](#)

[Help](#) | [Meeting options](#)

# Create a meeting invite in Teams

- 1 Open **Microsoft Teams**, select the **Calendar** icon located in the App Rail on the left.
- 2 Select the **New meeting** button, located in the upper-right corner of the window.
- 3 Create a **Title** for your meeting.
- 4 In the **Add required attendees** field, enter email addresses for the people you'd like to invite.
- 5 Select a **Start time** and **End time** for the meeting.
- 6 Select the **Scheduling Assistant** tab to check attendees' availability.
- 7 If you need the meeting to recur, select the **Does Not Repeat** drop down box and a recurring selection(s) drop down box will appear.
- 8 Add content to the body of the invite to inform participants of the meeting's purpose.
- 9 Optional: Assign agenda items, notes, or tasks prior to the meeting.
- 10 Double-check your information and click **Save**.

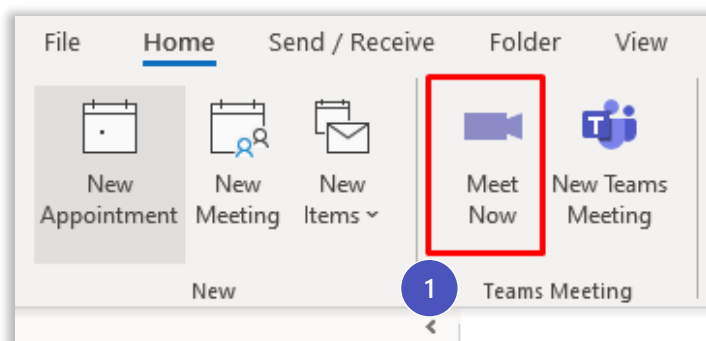


**NOTE:** If you want to tie the meeting to a Team channel, select **Add Channel**. If you want to add a physical location to meet, select **Add Location**.

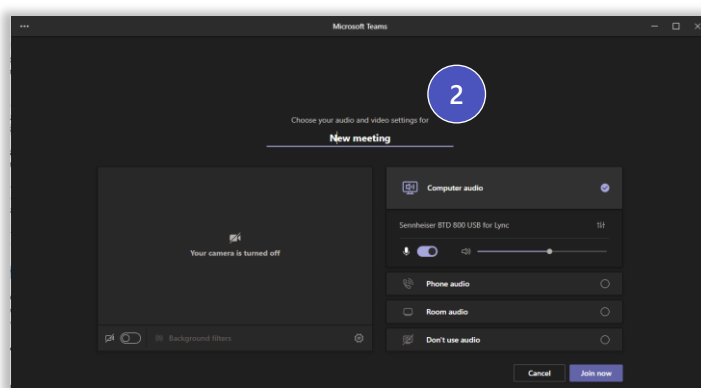
**NOTE:** When you select the **Save** icon, the Microsoft Teams meeting link is automatically created and sent in the invite. If you're assigned an Audio Conferencing license, a phone number and conference ID will be included in the invite text.

# Meet Now in Outlook

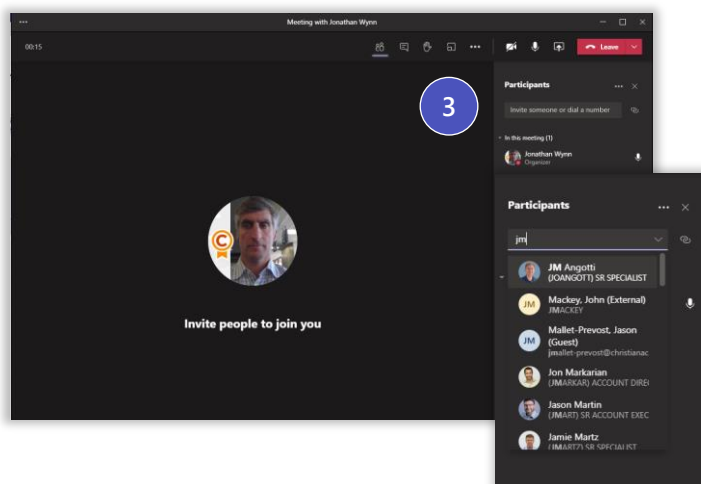
1 Open your **Outlook Calendar**, click the **Home** tab, and then select **Meet Now**.



2 Create a **Title** for your meeting and select **Join Now**.



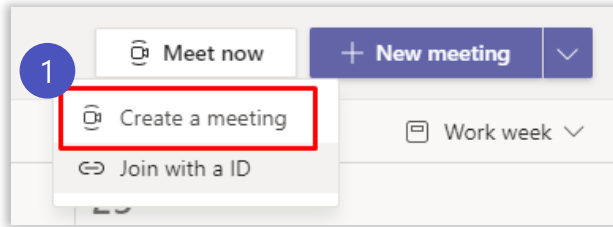
3 In the **Participants** pane, enter the email addresses for the people you'd like to invite.





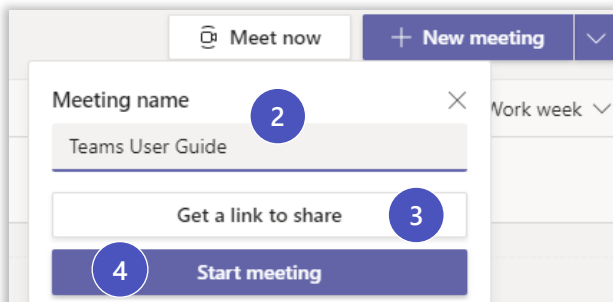
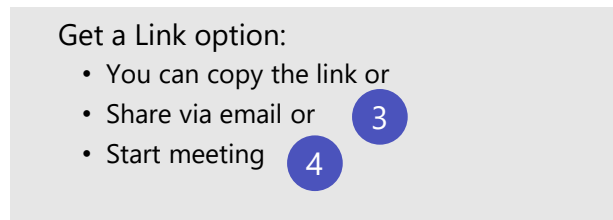
# Meet Now in Microsoft Teams

- 1 Open the **Calendar** app in **Microsoft Teams**, click **Meet now** and then select **Create a meeting**.



**Join with an ID** – All meetings will have a Meeting ID that is automatically assigned to a Microsoft Teams user and added to the meeting invite under the meeting link. Meeting attendees can join the meeting by entering the Meeting ID. For all meeting attendees, the pre-join, lobby and security will remain the same.

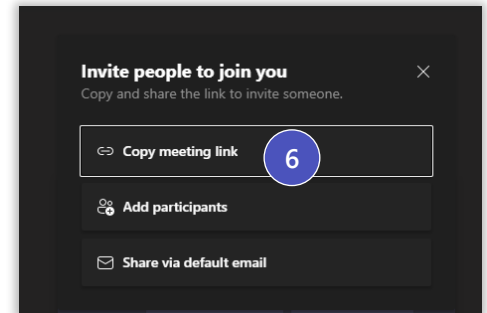
- 2 Create a **Title** for your meeting and select either **Get a link to share** or **Start meeting**.



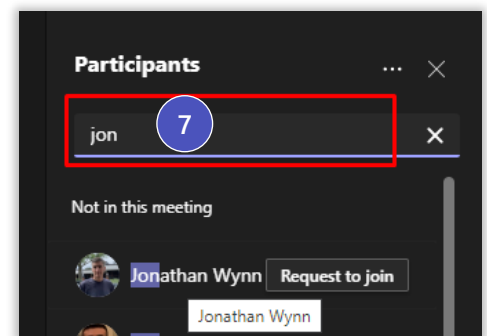
On the next screen select the Join Now icon.

- 5 In the **Invite people to join you**, you have a couple of options.

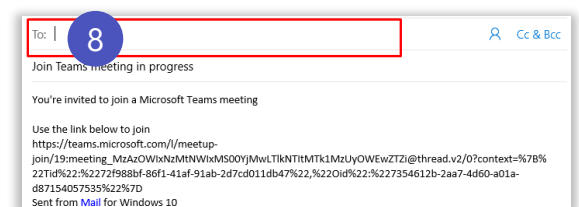
- 6 **Copy Meeting Link:** You would copy the link and send to participates, example in chat.



- 7 **Add participants:** Type participants name in search field.




- 8 **Share via default email:** Type participant(s) email address in To field.



# Joining and creating a Teams meeting from the mobile app

1

Open the **Teams** app and select the **Calendar**  icon located at the bottom of the screen.


2

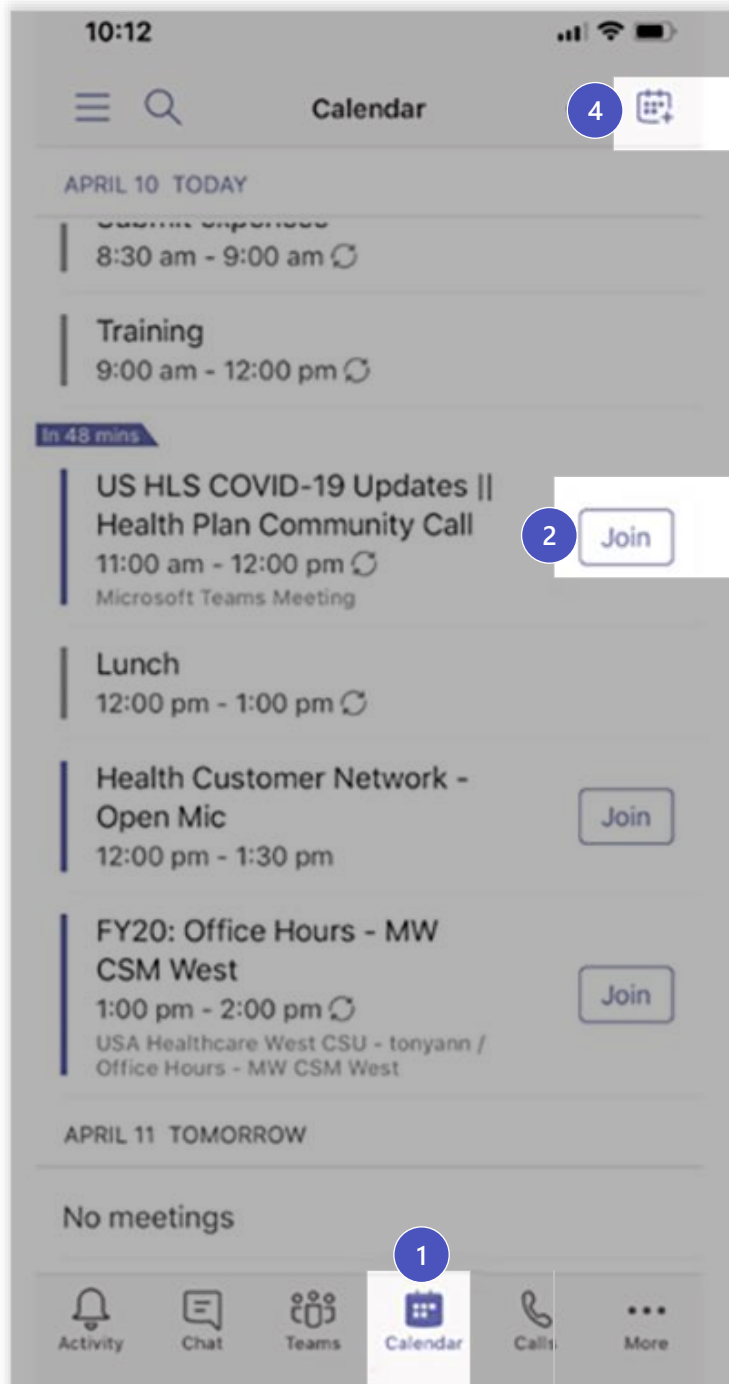
Next you will see your meetings listed in your calendar. Find the meeting you want, and then select the **Join** button which will connect you to your meeting.

3

Tap anywhere in the meeting to have the meeting icon bar pop up (ex: Mute icon).

4

To create a new meeting invite, select the **Calendar**  icon located at the top of the screen.



# Joining a meeting

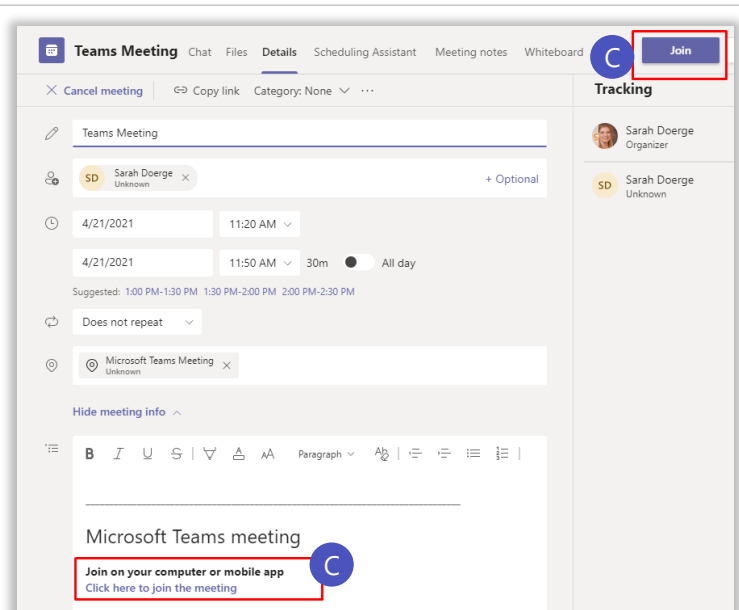
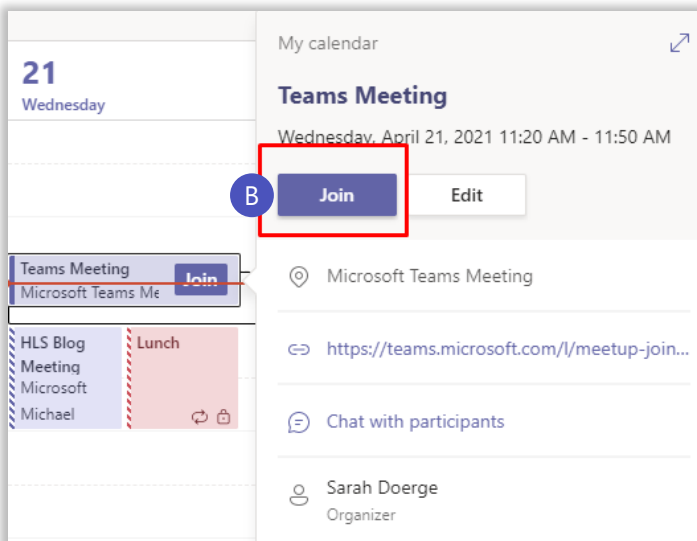
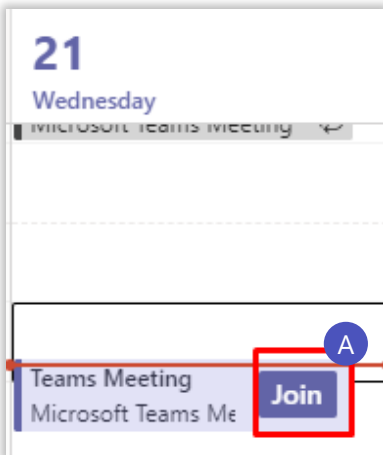
Maximize productivity by starting your meeting off on the right foot



## Join an online meeting from Microsoft Teams

Open **Microsoft Teams**, select the **Calendar** icon located in the App Rail on the left. Select the meeting invite in the calendar. There are a few ways to join the meeting:

- A Select Join link in the relevant calendar entry
- B Select the meeting invite on your calendar and select the **Join** button.
- C Double-click the meeting invite in calendar and select either **Join** or the **Click hereto join the meeting** link.



# Join an online meeting from Outlook

A

Select **Click here to join the meeting** link in the meeting invite

B

Select **Join online** in the meeting reminder

## Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

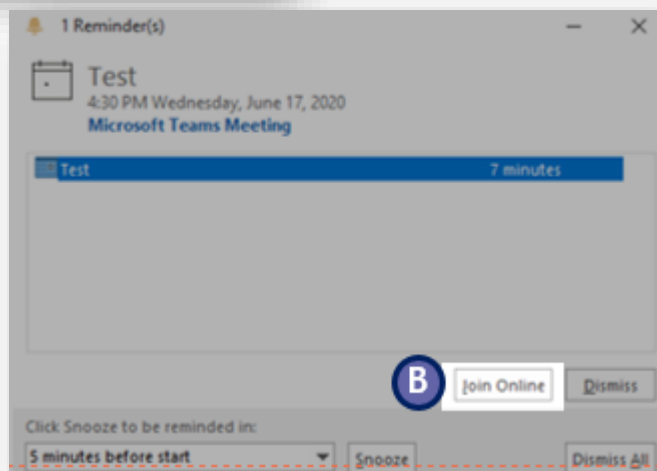
Or call in (audio only)

[+1 425-616-0754,,362305281#](#) United States, Seattle

Phone Conference ID: 362 305 281#

[Find a local number](#) | [Reset PIN](#)

[Learn More](#) | [Meeting options](#)



**NOTE: If a dial-in telephone number appears in the meeting invite, it should only be used if you're unable to access Microsoft Teams app.**

# Join and create a Microsoft Teams meeting on mobile

1

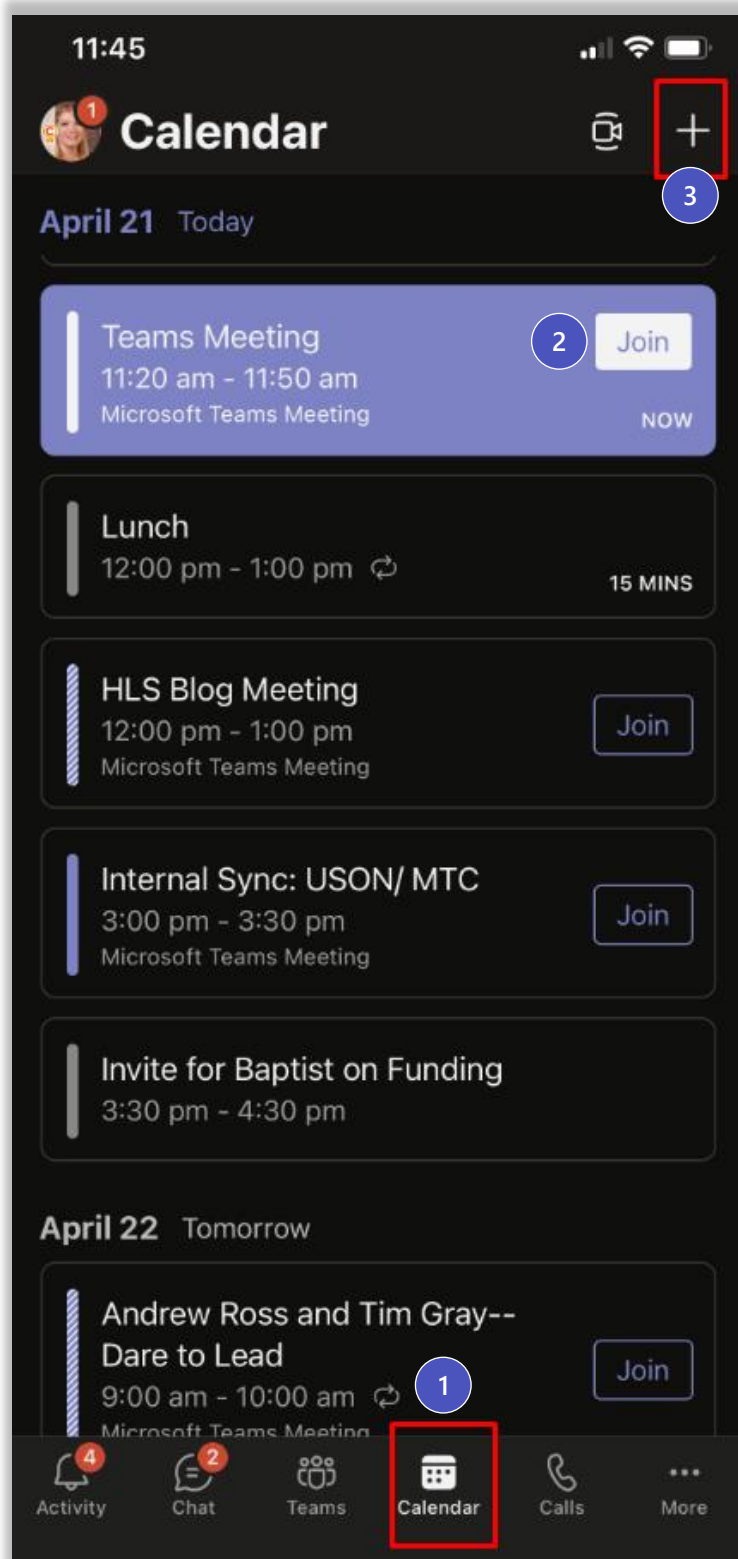
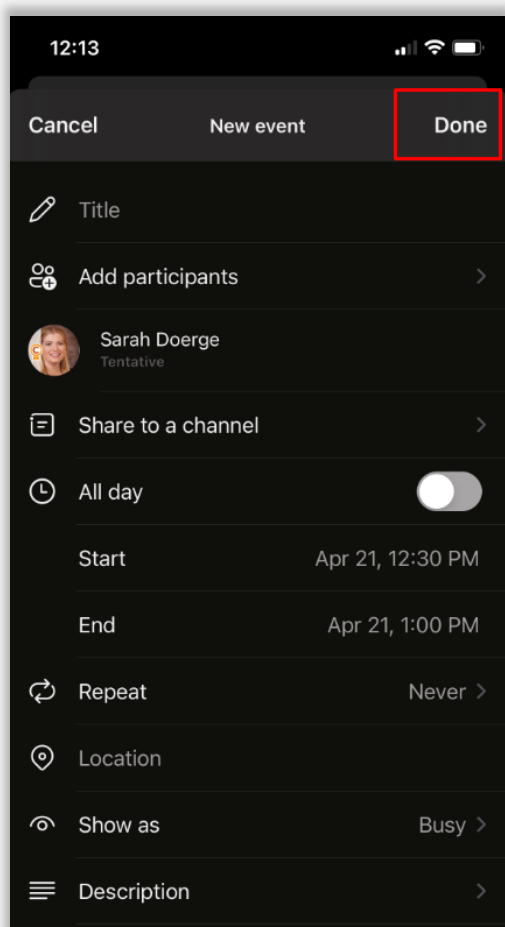
Open **Microsoft Teams** and navigate to the **Calendar** app.

2

From the agenda view, navigate to the meeting you'd like to join and select **Join**.

3

To create a new meeting, select the Plus icon. Next, fill in required and select **Done**.



# Navigate the Microsoft Teams meeting pre-join menu

## 1 Camera

If you turn on your camera you may notice the icon below. This is to enable background effects.

## 2 Background filters

If you want to change what appears behind you in your video, you can either [blur your background](#) or replace it entirely with any image you want.

## 3 Device settings

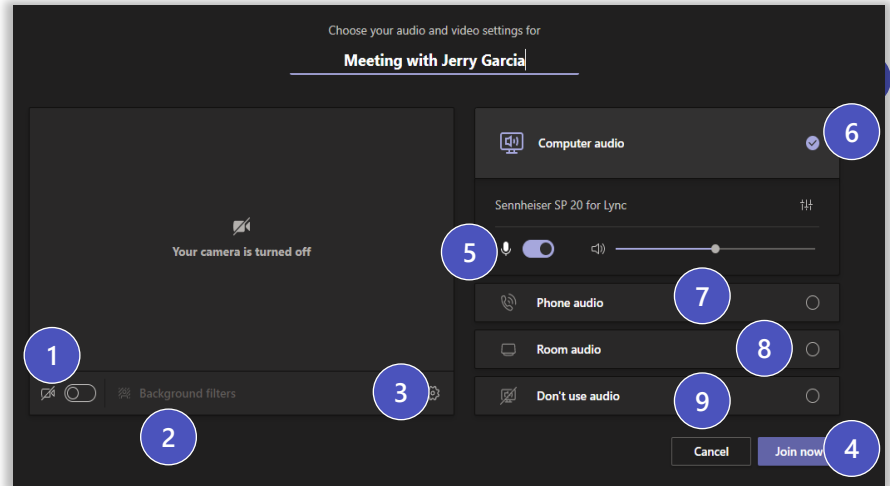
Select audio device and camera settings to make adjustments to your audio or camera source.

## 4 Join now

Join and connect to audio using your computer speaker and microphone or a headset connected to your computer (wired/Bluetooth).

## 5 Microphone

If 3 or more people have already joined the meeting, you will be joining the meeting on mute. Select the slider to activate your microphone.



*NOTE: Setting modifications will persist.*

## Other Join Options

### 6 Audio off

Select this option when there's already an active mic and speaker in the same room as you. This will ensure there is no echo.

### 7 Phone audio

Join and connect to audio using your desk phone or mobile phone. Video will only be displayed on screen. This includes:

- "Call me" option if available
- Information to dial in manually

### 8 Room Audio

Join and connect audio to a conference room. Your device will connect without audio to prevent echoing.

### 9 Don't Use Audio

Join muted to avoid causing audio disruption.

# Joining a meeting as an external user (1 of 2)

The following slides are to provide examples on what an external user will experience when joining a Teams meeting. Anyone can join a Teams meeting as long as they have an email address. Teams can be accessed through Mac, iOS, Android and Windows devices.

## ➔ Join a Teams Meeting (Desktop and Mobile)

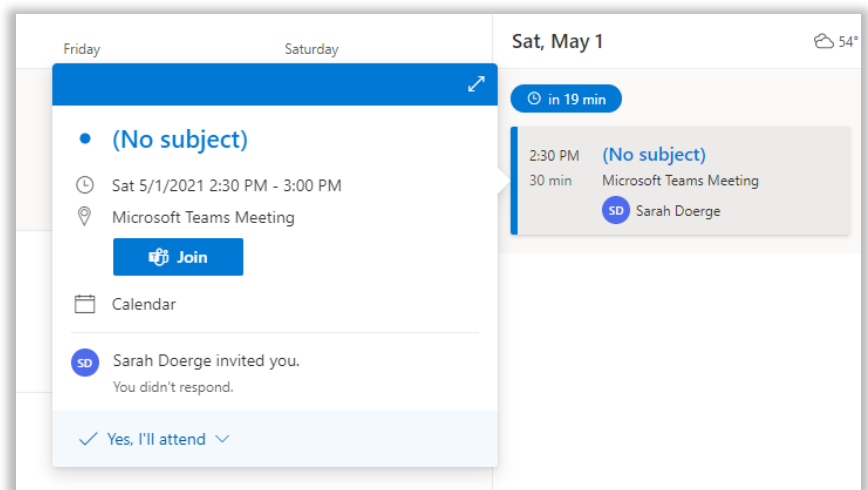
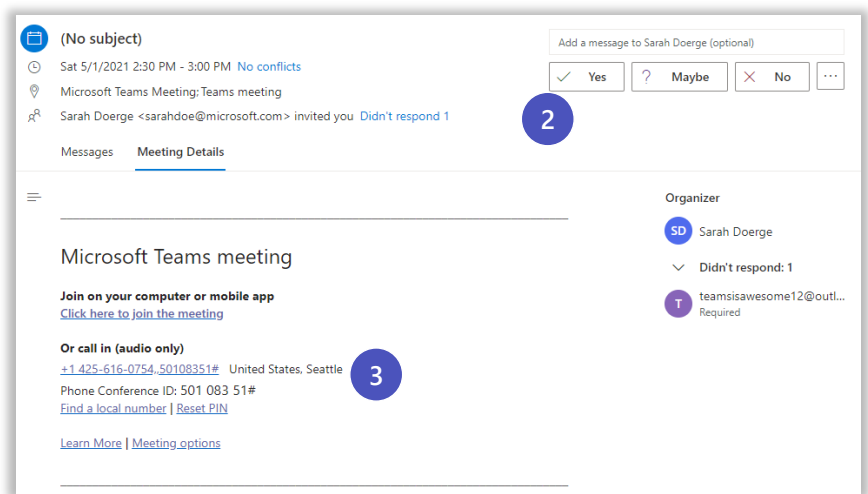
- 1 Microsoft Teams lets you invite people outside your organization, including those who don't have a Teams license. The only thing that is needed to join a Teams meeting is an email address.

To the right is a snapshot of what an end user will see in their inbox once a Teams meeting invite has been sent out.

- 2 To accept the meeting invite, the participant will need to select Yes.

- 3 If the participant selects the **Join Online Now** link, they will see the screen to the right if they don't have the Teams app installed.

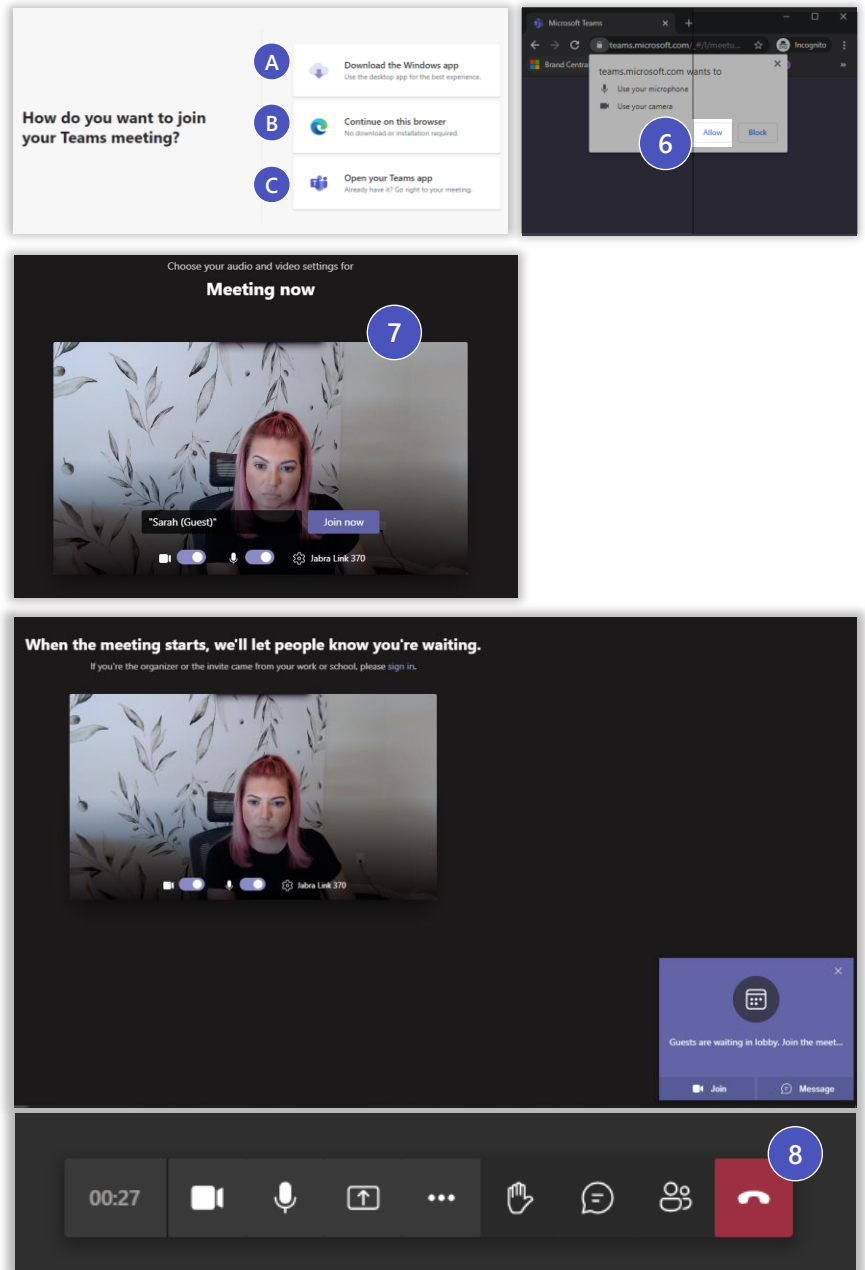
When the user accepts the meeting invite, it will now be listed in their calendar. Example to the right show what it looks like in outlook.com.



## Joining a meeting as an external user (2 of 2)

- 4 The user will have **two options** if they don't have the Teams app:
  - A Download the Teams App
  - B or Join on the Web Instead. [Supported Web Browsers](#)
  - C Or Open your Teams App if you have it already installed
- 5 If the participant **selects Continue on this browser**. The participant will then see the following screen to the right. This is requesting access to the microphone and the camera.
- 6 Select **Allow**.
- 7 Next the participant will see the following screen. They will need to input their **Name** and select the **Join Now** button.
  - They will also have the option to turn off the camera and/or mute themselves prior to joining the meeting.

\*If the organizer has not joined the meeting, they will see the following message to the right.
- 8 Once the participant is in the meeting, they will have the following user bar. To leave the meeting, select the red **Phone** icon.





# During the meeting (1 of 2)

Customize your meeting experience for greater connection, collaboration, and productivity



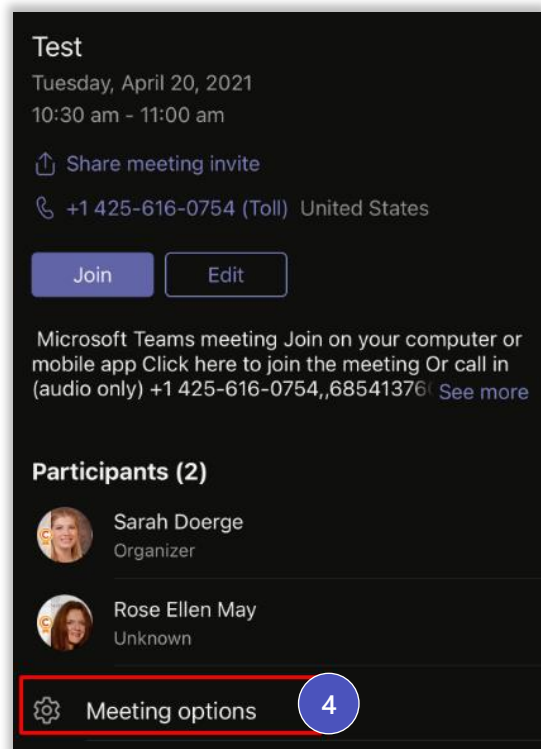
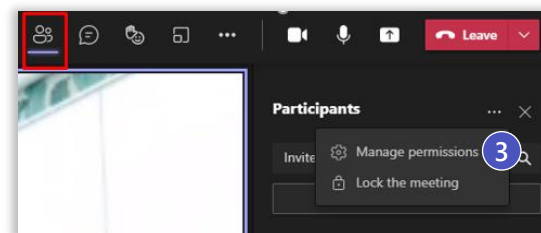
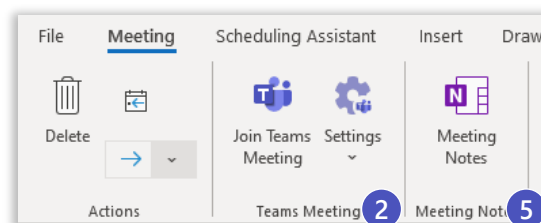
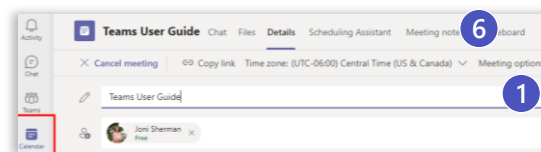
## Managing participant settings

Below are options for a meeting organizer to set meeting options:

- 1 Navigate to the **Calendar** app in **Microsoft Teams**, select an existing meeting, and then **Meeting options**.
- 2 Select the **Calendar** icon in **Outlook**, select an existing meeting, and then select **Settings**.  
*NOTE: If you open an existing meeting and edit Meeting Options from the Outlook ribbon, you need to select Send Update to resend the meeting invitation. This forces any changes to lobby settings to take effect.*
- 3 During a meeting, select the **Show participants** icon from the control bar. Select ... icon and then **Manage permissions**.
- 4 In the Microsoft Teams mobile app, select **Calendar**. Select an existing meeting, and then **Meeting options**.

There are two ways to create meeting notes:

- 5 To take notes before a meeting in **Outlook**, navigate to **Calendar** and select the relevant **Meeting Invite**. Select the **Meeting Notes** icon located in the ribbon bar.
- 6 To take notes before a meeting in **Microsoft Teams**, navigate to **Calendar** and double-click the relevant meeting. The **Meeting notes** tab is located along the top of the window.



# During the meeting (2 of 2)

Customize your meeting experience for greater connection, collaboration, and productivity



## Managing participant settings

Meeting organizers may select the following meeting options. Select *Meeting options* in either *Outlook* or *Microsoft Teams*. Upon finalizing customization of options, select *Save* to confirm.

### 1 Configure meeting lobby

You can change settings for the meeting lobby before, during, and after the meeting.

**Who can bypass the lobby?** Use the drop-down menu for lobby options. **\*\*New option:** People I invite, prevent forwarding invite.

Use the **Always let callers bypass the lobby** option to indicate whether people calling from a landline or mobile phone (PSTN calling) should wait in the lobby or not.

### 2 Set Participant Roles

Use the **Who can present?** Drop-down menu to define options available.

#### Change a participant's role during the meeting

Organizers and presenters can make changes while a meeting is in progress by selecting **Show participants** in the meeting controls. There, they can designate presenters and attendees.

### 3 Allow attendees to unmute

If you toggle this setting to **No**, only the meeting organizer and presenters will be able to come off mute. Attendees will see a tooltip stating, "Mic is disabled for all attendees."

**Note:** Meeting organizers and presenters can now control whether attendees can unmute at any time during the meeting. on the **Participants** pane, select the ellipse [...] and select **Don't allow attendees to unmute** or **Allow attendees to unmute**.

### 4 Record automatically

If you toggle this setting to **Yes**, recording starts when the meeting organizer and one other person join the meeting.

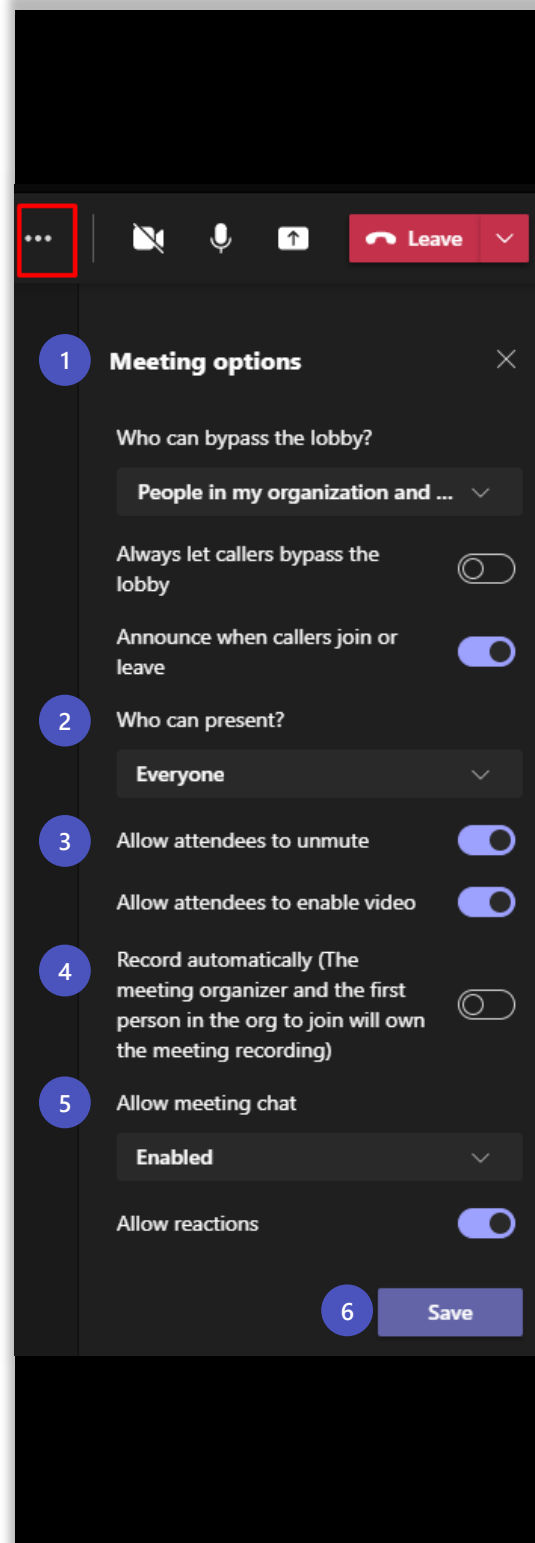
### 5 Allow meeting chat

Choose from three chat settings:

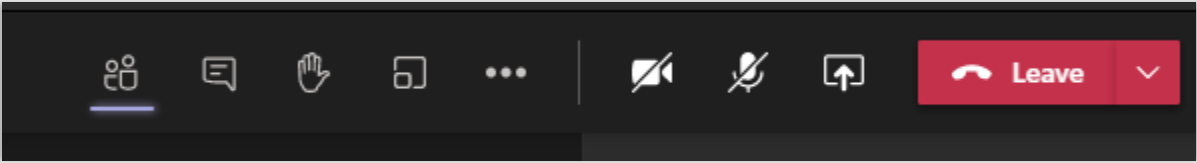
**Enabled** (Default): Anyone can chat before, during, and after the meeting.

**Disabled:** **No one** (including the organizer) can chat before, during, or after the meeting.

**Only during the meeting:** Participants can only chat during the meeting. The organizer can chat before, during, and after the meeting.



# Options available in a meeting



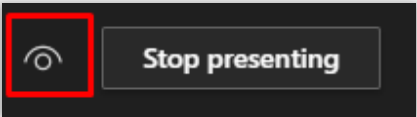
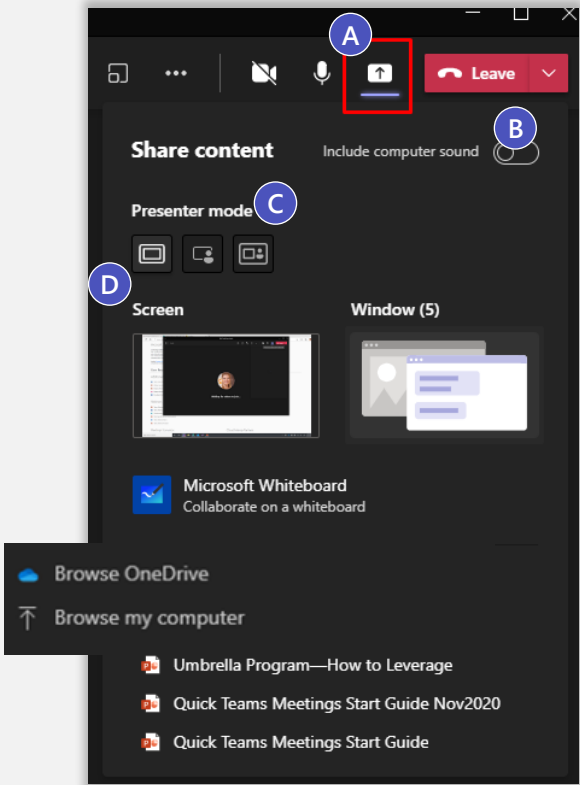
Turn camera on/off	Show meeting chat
Mute/unmute sound	Show participants
Share screen: Options include desktop, window, specific application	Hang up/leave meeting
More actions	Raise your hand
Breakout Rooms (preview)	

For more details on Share Screen and More Actions, refer to the next slides

## Share Screen

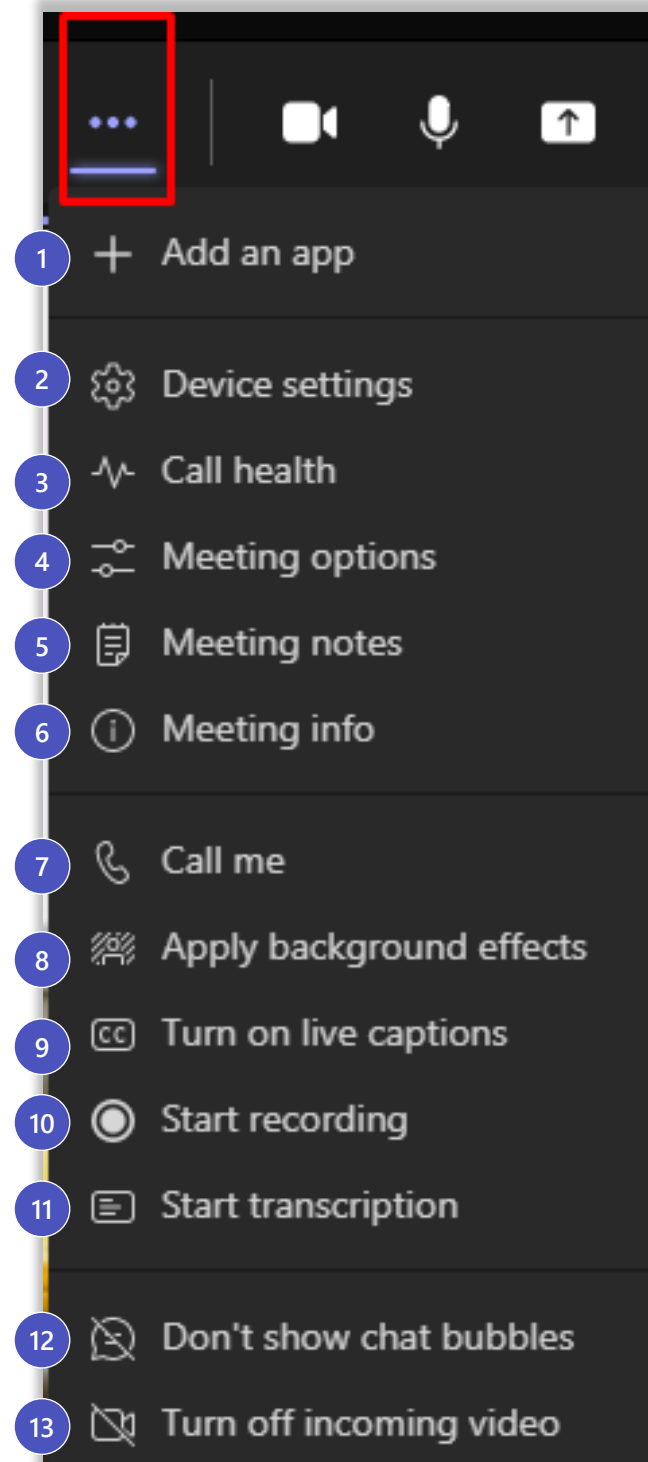
- A Select the **Share Screen** icon
- B Note the **Include System Audio** box is unchecked by default. Check when playing back video for meeting participants.
- C Select **Presenter Mode** options:
  1. **Content only**
  2. **Standout (camera must be on)**
  3. **Side by Side (camera must be on)**
- D Select shared content:
  - Screen** allows for sharing the screen in its entirety.
  - Window** allows for sharing an app window.
  - PowerPoint Live** allows for native PowerPoint presentation sharing.
  - Browse** allows for browsing PowerPoint presentations.
  - Whiteboard** allows for collaborative digital whiteboarding.

**NOTE:** When sharing via **PowerPoint Live**, the audience may navigate the presentation independently. If you'd to prevent this behavior, select the eye icon outlined below.



# More Actions icon

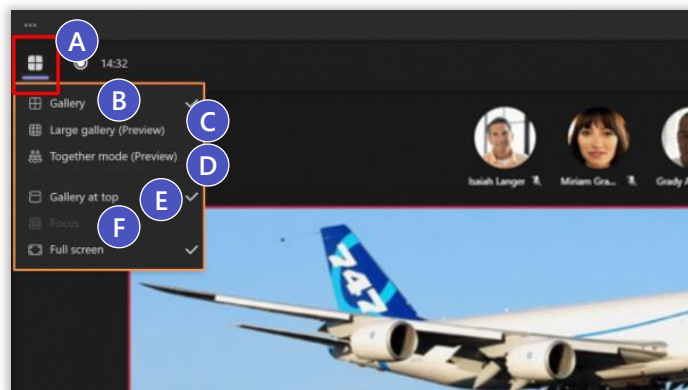
- 1 **Add an app:** Prior or during a meeting an App. Example: Form/Breakthru/Kahoot
- 2 **Device Settings:** Select audio device and camera settings. Set restrictions to allow parties to move through shared presentations on their own.
- 3 **Call Health:** Identify Network, Audio, Video and Screen Sharing metrics.
- 4 **Meeting Options:** Customize settings for your meeting to determine how people join the meeting and who can present and manage meeting features..
- 5 **Meeting Notes:** Notes you take are shared with others and are accessible before, during and after the meeting.
- 6 **Meeting Info** Join meeting link info/ dial info.
- 7 **Call Me:** Transfer meeting audio to a PSTN number
- 8 **Apply Background Effects:** Apply blur background or apply a custom background so participants in the meeting are not distracted by what's going on behind you when your camera is turned on.
- 9 **Turn On Live Captions:** Live captions can make your meeting more inclusive to participants who are deaf or hard of hearing, people with different levels of language proficiency, and participants in a loud place.
- 10 **Start Recording:** When you record a meeting, a banner will appear, letting attendees know that the recording has begun. You can access the recording after the meeting ends in the meeting chat or in Stream.
- 11 **Start Transcription:** Transcribe spoken conversations in meetings into text. Attendees can follow along to read the transcript live, much like they can with live captions. After the meeting, conversations and outcomes are captured in the transcript and can be downloaded by everyone who was invited to the meeting.
- 12 **Don't Show Chat Bubbles:** Remove chat bubbles for less distraction on the screen.
- 13 **Turn Off Incoming Video:** Help the quality of the audio on incoming video by turning off video.



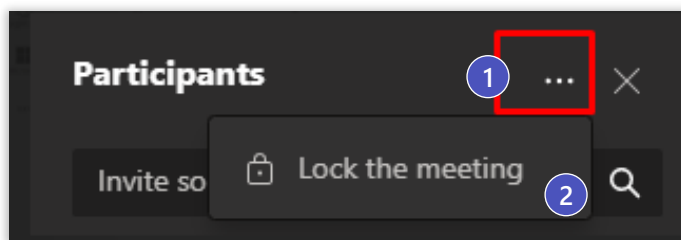
# Choose your view and lock meeting

## Choose your View

- A** To change your view settings, select the view switcher icon in the upper-left corner.
- B** By default, you will see **gallery view** which shows up to nine videos at once.
- C** Once 10 people turn on their video you will have the option to turn on **large gallery view**, which shows up to 49 individual videos.
- D** **Together mode** allows you to feel like you're in the same shared space with everyone in the meeting by digitally placing participants in a shared background.
- E** **Gallery on top mode** displays all video feeds at the top of your meeting window, making it easier to have a more natural eye gaze with others.
- F** To get a better view of complex presentation materials or minimize distractions, turn on **Focus mode**. The shared content will fill the meeting window, and the meeting control bar remains at the top.



## Lock Meeting



With the new **Lock the meeting** feature, as an organizer you can close your meeting to any late-arriving attendees. Here's how:

- 1** Click the ellipses [...] for the **More actions** button in the upper right of the **Participants** panel.
- 2** Select **Lock the meeting**.

# Call health

1 Call health information (useful for technicians and support professionals) is collected every 15 seconds during a Microsoft Teams call and meeting. This information is aggregated to provide reports and analytics for administrators but may also be useful for users troubleshooting quality issues with audio, video, and screen sharing.

2 Information displayed in the 'Call health' pane is divided into four sections:

## 1) Network

- **Round trip time** (measured in milliseconds) shows how long it takes for your voice and video to get to the Microsoft Teams service and back.
- **Received packet loss** (measured as a percentage of network packets) shows whether or not all voice and video packets are making it to their intended destination (your Teams app).

## 2) Audio

- **Received jitter** (measured in milliseconds) shows whether or not voice packets destined for your Teams app are arriving on time and in the proper order.

## 3) Video

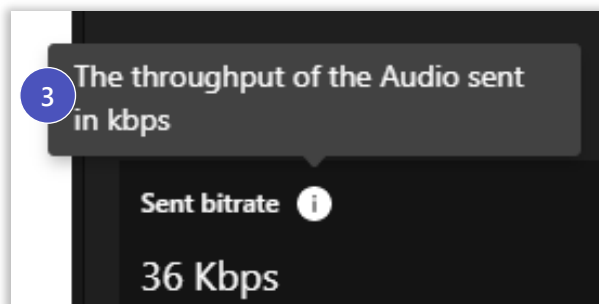
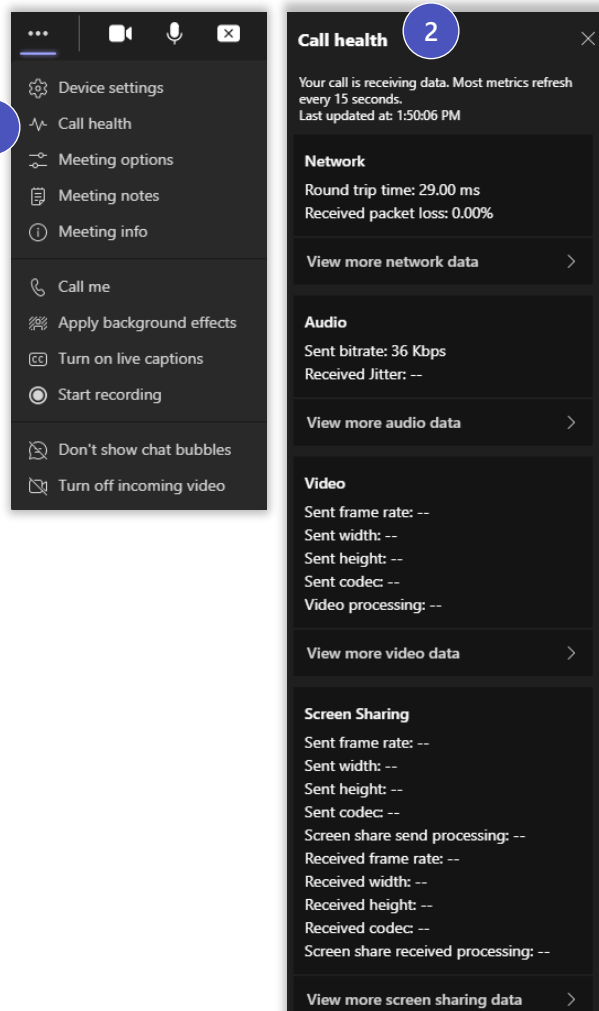
- **Various measurements** show the resolution and video codec (coder/decoder) used to render your video.

## 4) Screen Sharing

- **Various measurements** show the resolution and codec used to render your/other participants' screen sharing stream.

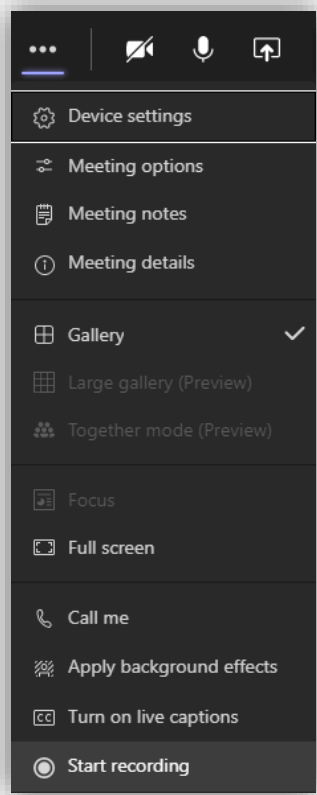
Selecting the 'View more \_\_\_ data >' will display additional information. Selecting the 'i' icon will provide a description of the selected measurement.

3 Selecting the 'View more \_\_\_ data >' will display additional information. Selecting the 'i' icon will provide a description of the selected measurement.

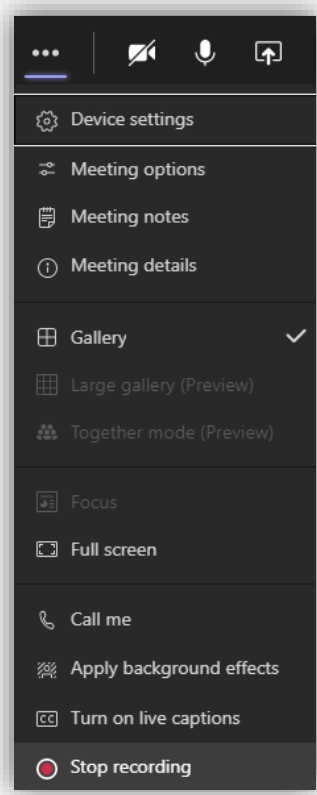


# Record a meeting

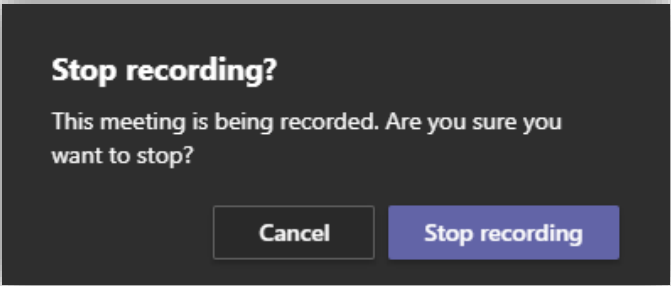
- 1 Navigate to the **More Actions...** menu from within the Teams meeting window and select the **Start Recording** option.



- 2 When the meeting has ended and you'd like to stop recording, select the **Stop Recording** option from the **More Actions...** menu.



- 3 You'll need to confirm that you'd like to stop the recording.





# Collaborative meeting notes

1

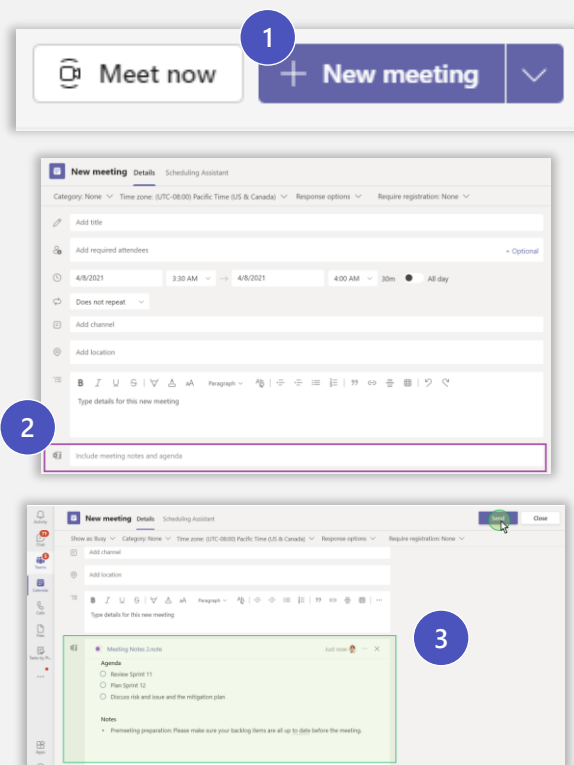
Open **Microsoft Teams**, select the **Calendar** icon located in the App Rail on the left. Select the **New meeting** button, located in the upper-right corner of the window.

2

After adding meeting details, an **Include meeting notes and agenda** field will appear.

3

Select the **Include meeting notes and agenda** field and add content. Once completed, click **Send**.



4

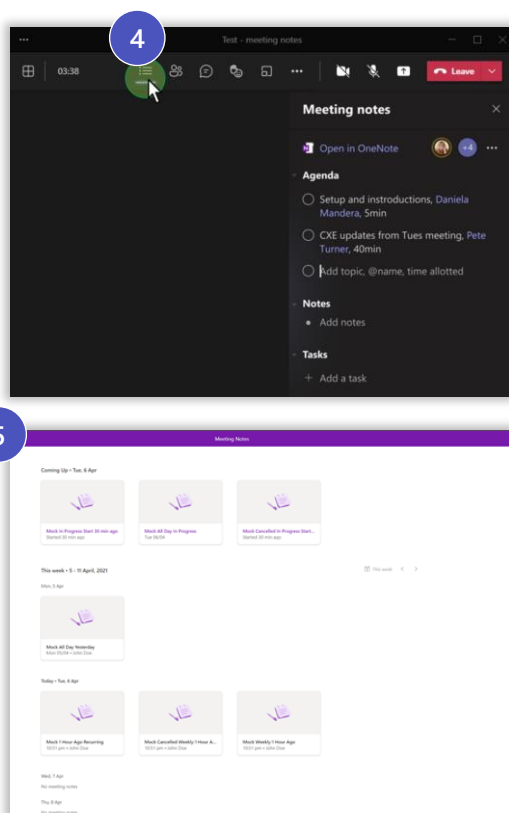
## Collaborate on meeting notes

Upon joining a meeting, the notes pane will open to show meeting notes added during scheduling. The notes pane is always accessible by selecting the **Meeting details** icon in the control bar. Updates to collaborative meeting notes are reflected in real-time.

5

## Review the meeting notes

Select **Open in OneNote** from the meeting window, or browse to <https://www.onenote.com/meetingnotes> to see all your meeting notes. Click on a tile to open notes for that meeting.



**NOTE:** Collaborative meeting notes experience is only available in the Teams desktop and web apps.

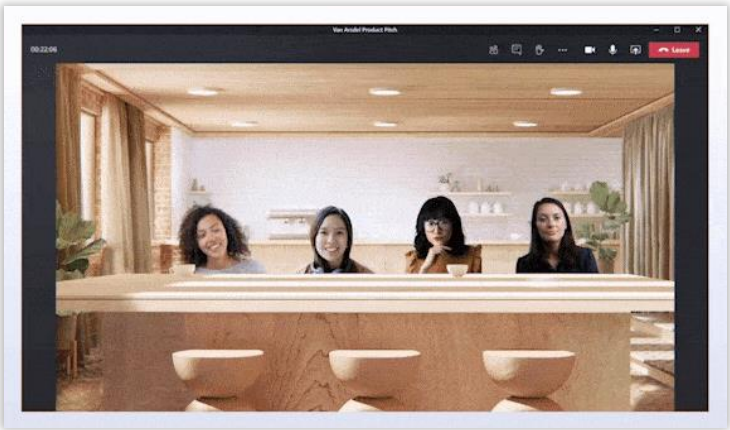


## How to use together mode

Participants can turn on together mode for themselves by selecting the **More actions** ellipses [...] on the meeting's control bar, then select **Together mode**. Meeting participants with video on (up to 50) are displayed together, seated in the selected scene. Audio-only participants will continue to show beneath the main meeting stage.

To change the scene for everyone, the meeting organizer or a presenter can select **Change scene** in the lower left corner of the scene. Their selections will be applied for all meeting participants. [Learn more about participant roles.](#)

To turn off Together mode, select **Gallery** (up to nine videos in a 3x3 grid) or **Large gallery** (up to 49 videos in a 7x7 grid).



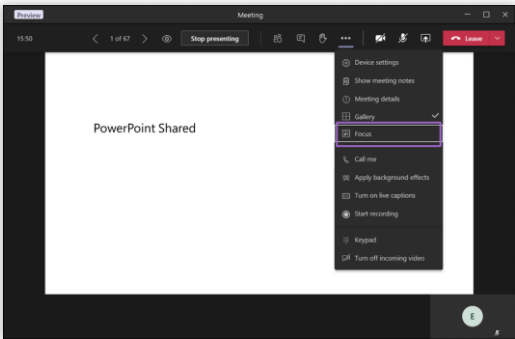
*Scenes and capacity is subject to change prior to release*

Scene	Seating capacity
Default – White auditorium	50
Black auditorium	50
Amphitheatre (outdoor)	50
MS Teams Conference Room	5
Dining table	5
Classroom	47
Auditorium	50
UNSC (Halo)	24
Coffee Shop	5
Conference Table	7
Abstract Black	50
Underwater	10

## Focus Mode (Content Only)

Now available in the Preview experience, Focus mode provides more space to view content when someone shares a PowerPoint or Whiteboard. To turn on this view:

1. Join the meeting on the Teams desktop app (with [Preview experience turned on](#)) or the Teams desktop client.
2. When someone shares content, select the **More actions** icon (...) in the meeting control bar, then select **Focus**. The content will fill the meeting window—the meeting control bar remains at the top.
3. To view participants' video shared again, select the **More actions icon** (...) and then select **Gallery**.



**Note:** Focus mode is not available when sharing a desktop or window. You cannot select it until a PowerPoint or Whiteboard is shared

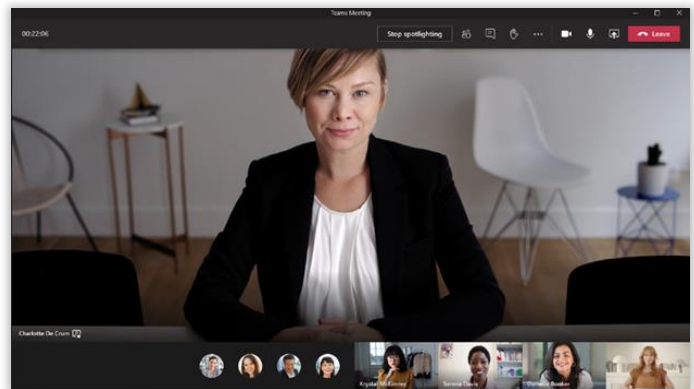
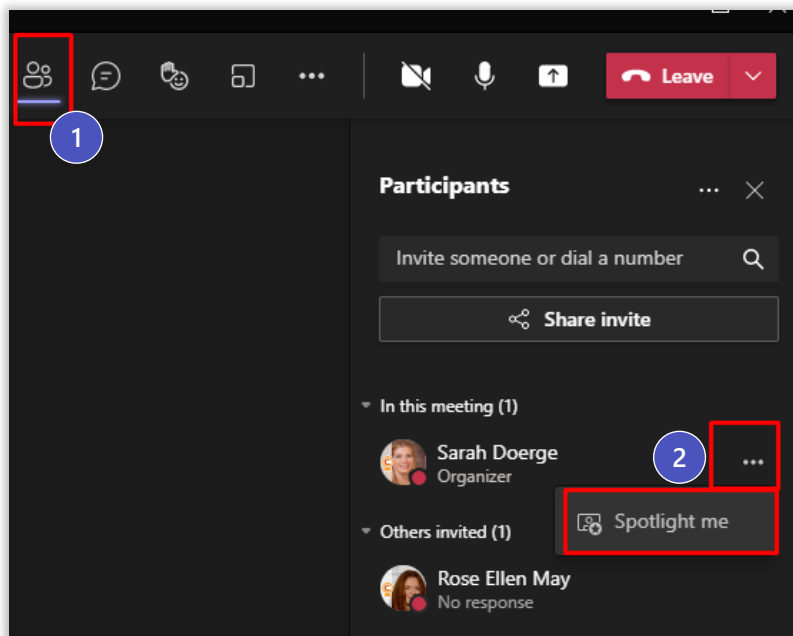
# Spotlight versus pin

There are two ways to expand the video of a single speaker to fill the main meeting view: **pinning** allows you to pin a video feed for your own view, but not for other meeting participants, while **spotlight** allows meeting organizers and presenters to lock their own or another speaker's video as the main view for all meeting participants.

## Spotlight

- 1 In the Teams desktop application, after joining your meeting, open the **Participants** pane.
- 2 Select the ellipses [...] next to an attendee's name and select **Spotlight**. The spotlight icon will appear next to the attendee's name.

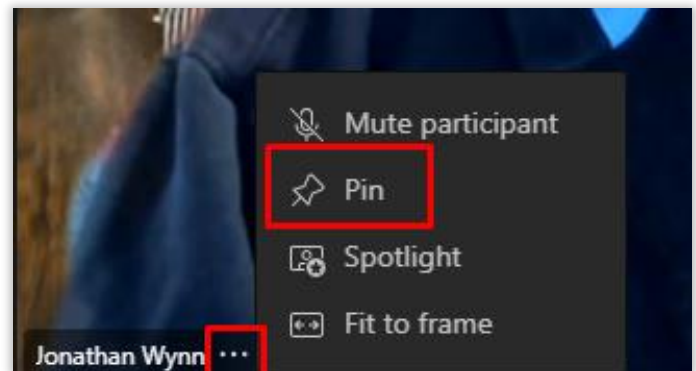
To end a spotlight, select the **Stop spotlighting** option on the meeting control bar.



\*\*The meeting recording will not reflect the use of spotlight in your meeting—attendee videos will be captured as usual in the recorded video. This feature is upcoming so stay tune.

## Pin

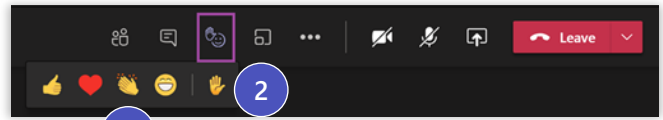
To pin someone's video to your view regardless of who's talking, select **More options [...]** in their video feed (next to their name) and choose **Pin**



## Live reactions, raise hand, and emoji

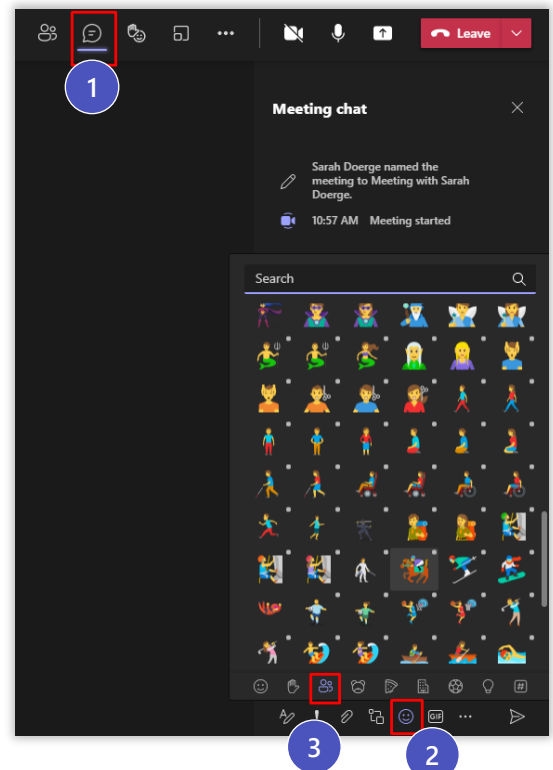
You can now react during a meeting using emoji – thumbs up, heart, applause, and laughing emoji – that appear to all participants. Live reactions allow participants to express themselves while on mute and without interrupting. Speakers get instant feedback with this indication of attendee sentiment.

- 1 During a meeting in Teams, select the **Reaction** icon on the control bar, and select from the reaction options (other than Raise hand). Your reaction will be visible to all participants for three seconds.
- 2 Do you have something to say in a Microsoft Teams meeting and don't want to interrupt the presenter? Select the **Raise your hand** icon in the meeting control bar. Your name will be shown to other attendees by the **Participants icon** for 10 seconds, followed by a number inside a red circle. A raised hand icon will also show by your name in the **Participants pane** and on your video, photo, or avatar. The meeting organizer will be able to see everyone who raised their hand, in the order they were raised. To lower your hand when your question has been answered, select the **hand icon** again.



The expanded emoji update brings users the fun and expressiveness they love into their Teams messages, along with a wider range of diverse emojis, a necessity for our diverse and widespread user base. This expansion is available for Teams desktop apps (Windows and Mac), Teams mobile (Android and iOS), and Teams on the web.

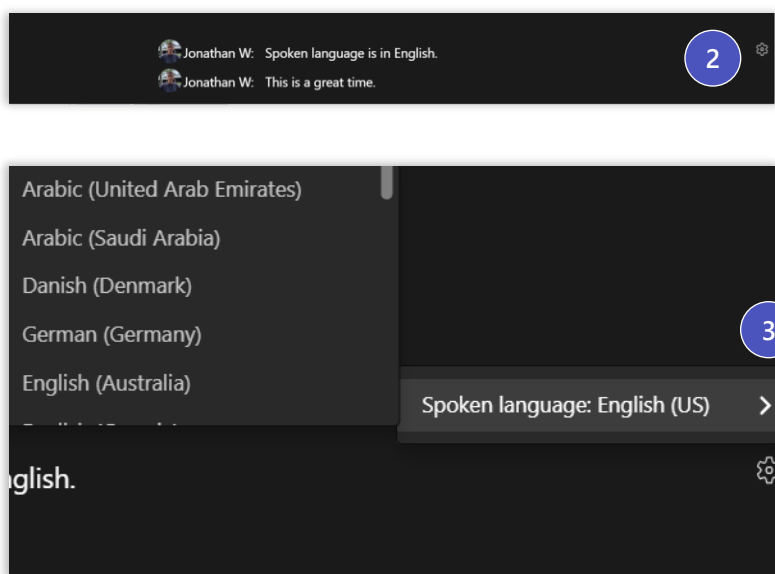
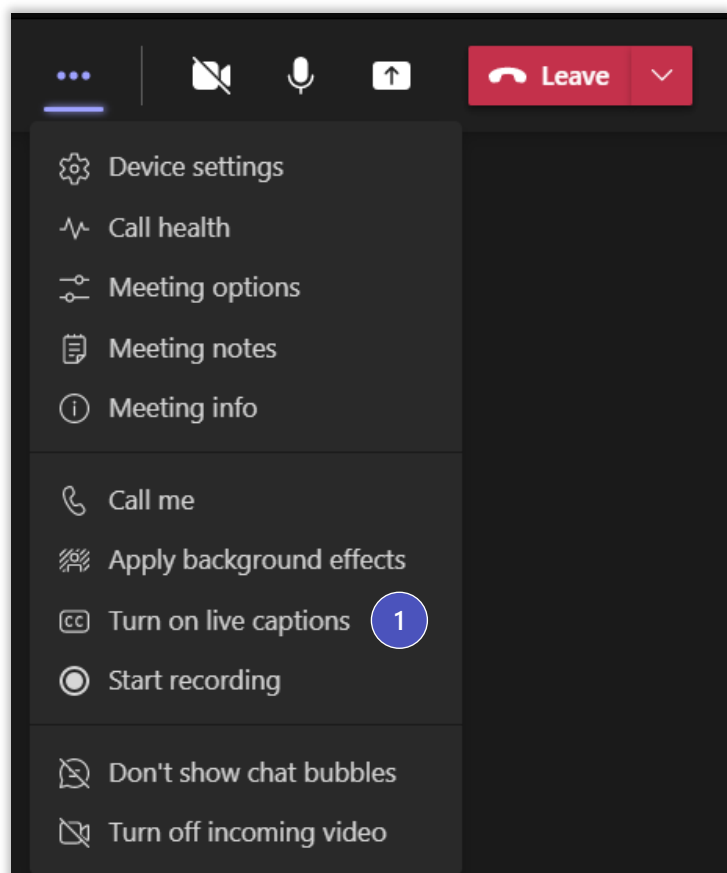
- 1 Select the **Show Conversation** icon in the Teams meeting bar.
- 2 Select **Emoji** at the bottom of the area where you type your message.
- 3 Choose the emoji you want, or search to find a specific emoji. Select Send and you're done.



# Live captions

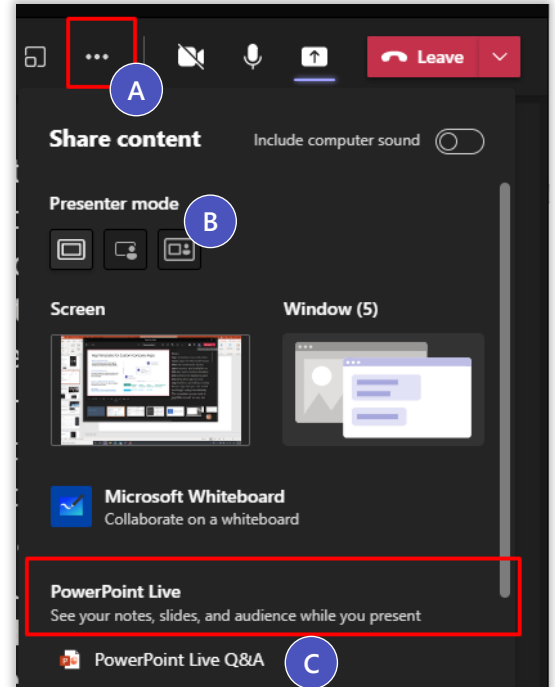
Microsoft Teams can detect what's said in a meeting and present real-time captions. And, if you've turned on the new [meeting experience](#), your captions will include speaker attribution – so you'll see not only what's being said, but who's saying it.

- 1 In **Microsoft Teams**, select the **More Action...** icon, select **Turn on Live Captions**.
- 2 Select the **cog** icon.
- 3 Click the > **arrow** to see additional languages.

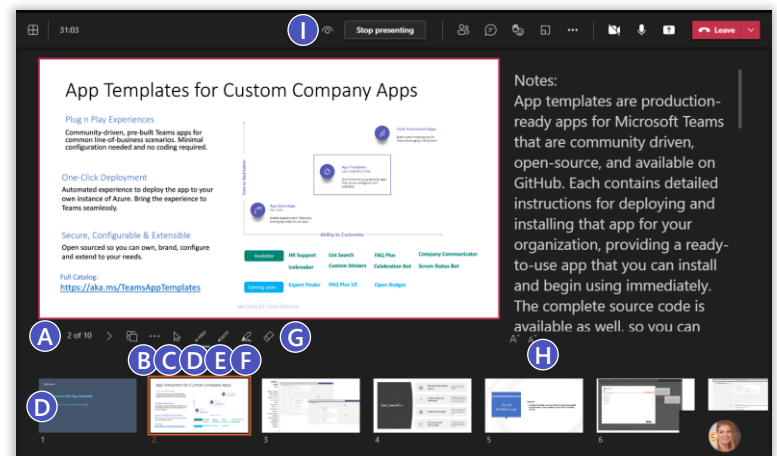
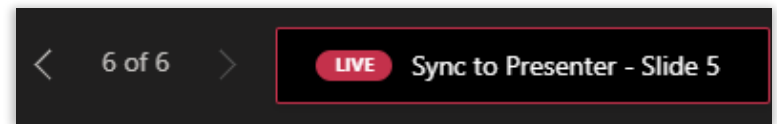


# PowerPoint Live

- A Select the **Share Screen** icon in the Teams Meeting.
- B Select your **Presenter Mode**. You have three options:
  1. **Content only**
  2. **Standout (camera must be on)**
  3. **Side by Side (camera must be on)**
- C Scroll to the **PowerPoint Live** section and select the presentation you'd like to display to meeting participants.



- A **Navigate back & forth** throughout the presentation. If you want move back to where the presenter is at in the presentation select the **Sync to Presenter** icon.
- B **Grid view** to quickly select a slide.
- C **More actions** to hide the presenter view and also the ability to change the document to high contrast.
- D **Cursor** to move through the slides. You can also do this through the slide view.
- E **Laser Pointer** to call out certain items in the document.
- F **Pen/Highlighter** to mark certain items in the document.
- G **Eraser** to remove any marks created by pen and/or highlighter.
- H **Increase or Decrease** font size in notes section.



**NOTE:** When sharing via PowerPoint Live, the audience may navigate the presentation independently. If you'd to prevent this behavior, select the eye icon outlined below.



# Add a poll to a Microsoft Teams meeting

- 1 In Teams, select **Calendar**. Find the meeting you've scheduled for which you want to add polls and click or tap it. Select **Chat with participants**. Select **+** **Add a tab**, search for and select **Forms**, and then click or tap **Add**. Select **Save**. A new **Polls** tab will be added to your meeting. Select **Create New Poll**, and then choose one of the following:

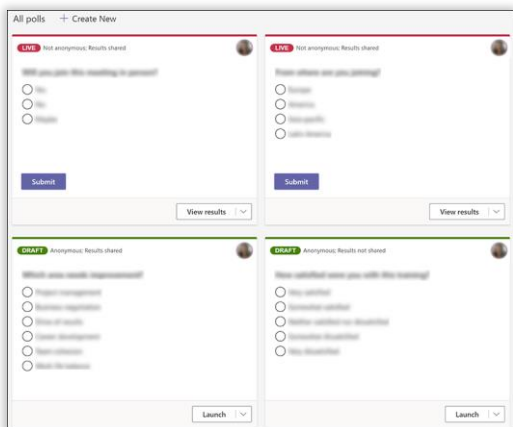
- **Multiple Choice Poll** – Create your question or statement, and then provide answer options from which your audience can choose.
- **Multiple Choice Quiz** – Mark a correct answer for your multiple-choice quiz. You can have a single option as a correct answer, or more than one if you select **Multiple answers**.

- 2 Add your question-and-answer options. As appropriate for your meeting, select **Share results automatically after voting** and/or **Keep responses anonymous**.

Select **Save**. This will save your poll as a draft until you're ready to launch it during your meeting.

**Note:** You'll see **DRAFT** marked in green in the upper left corner of your poll to indicate it hasn't been launched yet.

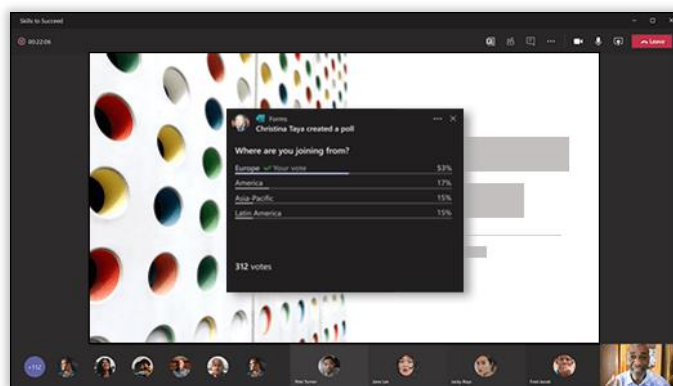
- 3 To create more polls for your meeting, select **+** **Create New**.



- 4 You can launch a poll using either of these methods:

- In the **Polls** tab, select **Launch** on the poll for which you want responses. You can do this before, during, or after your meeting.
- Select the **Polls** icon in your meeting window, which will open a **Polls** pane. Select **Launch** on the poll for which you want responses.

**Notes:** When you launch your poll, meeting attendees will see your question-and-answer options in a poll notification that appears in the middle of their meeting screen.

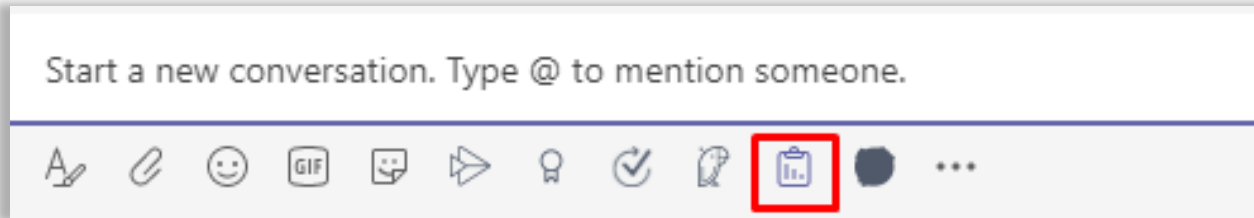


Once attendees pick their answer, they'll select **Submit** and you'll be able to see their responses immediately.

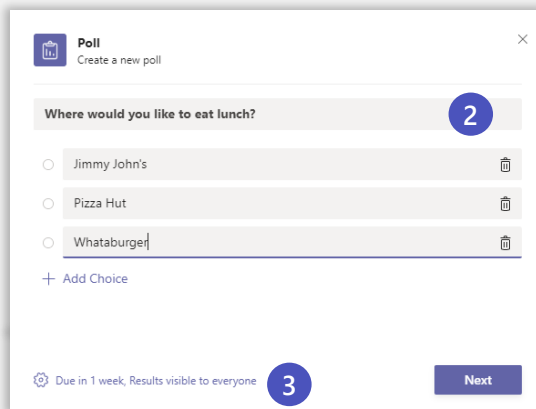
Meeting attendees also have the option of not participating in the poll by closing the poll notification that appears in the middle of their meeting screen without picking an answer nor selecting **Submit**.

# Add a Poll to a Teams Channel or Chat

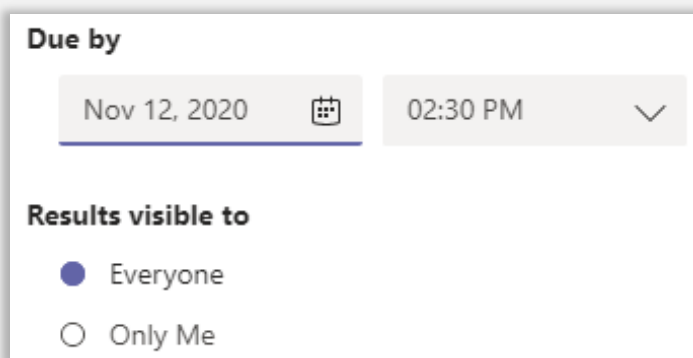
- 1 Go to the [channel](#) or [chat](#) in which you want to include a poll. At the bottom of your Teams window, select **Poll**.



- 2 Add your question-and-answer options.



- 3 If you want to allow multiple answers, click or tap the toggle next to **Multiple answers**. Also select whether you want to **Share results automatically after voting** and/or **Keep responses anonymous**. Select **Save**.



- 4 Preview your poll, and then click **Edit** if you want to make changes, or click **Send** if you're ready to post it.

As people in your group take the poll, you'll see real time results in your group conversation.

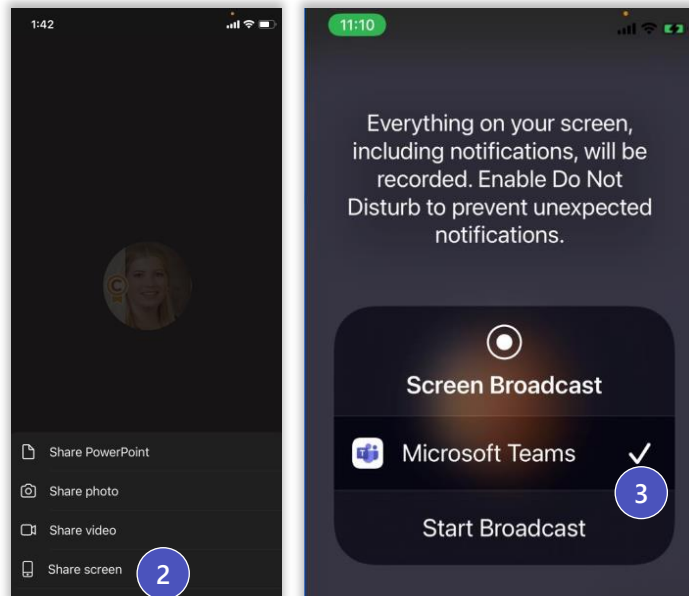
[Steps to create and launch a poll before or during your meeting](#)

# Sharing your screen with Microsoft Teams mobile

## Option 1: Share mobile screen in a Teams Meetings:

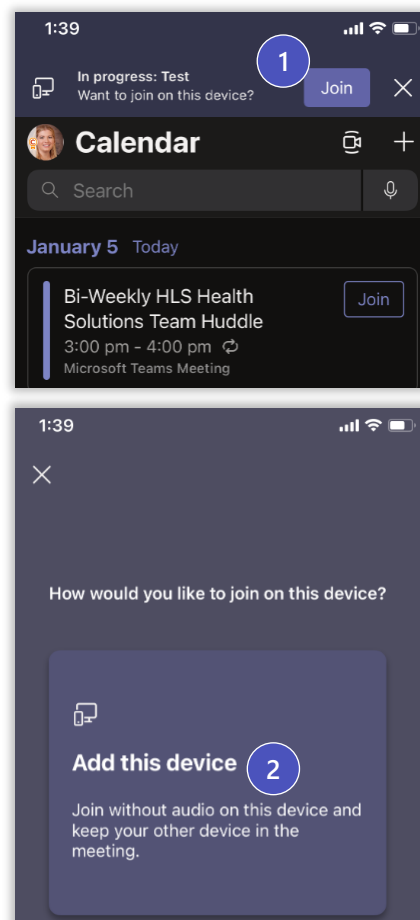
Open the Microsoft **Teams** app on your phone or tablet.

- 1 Start or join a meeting.
- 2 Once in the meeting, tap the **ellipsis icon** in the menu. Tap **Share** and then tap **Share Screen**.
- 3 A menu will pop up to indicate where you would like to share your screen. Select **Microsoft Teams** AND **Start Broadcast**. Now you are **sharing your mobile device screen** in your Microsoft Teams meeting.



## Option 2: Share mobile screen when you are already in the Teams Meeting from another device (ex: Desktop):

- 1 You will follow the same process as Option 1. The only difference is when you open the Teams App, you will see a bar asking if you would like to join device in the **in-progress meeting – select Join**.
- 2 You will then see the following pop box to the right. Select **Add this device and follow steps 2 and 3 in Option 1**. Note that your audio will be coming in from your desktop.

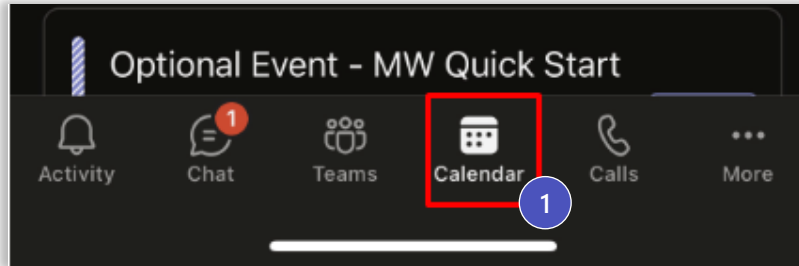




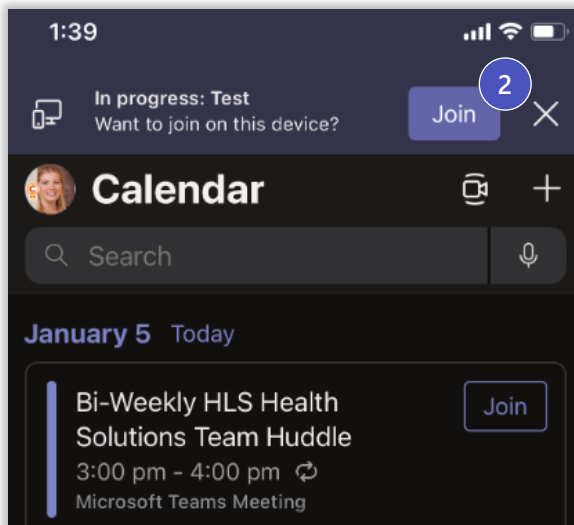
# Transferring a meeting to Microsoft Teams mobile

Open the Microsoft **Teams** app on your mobile device.

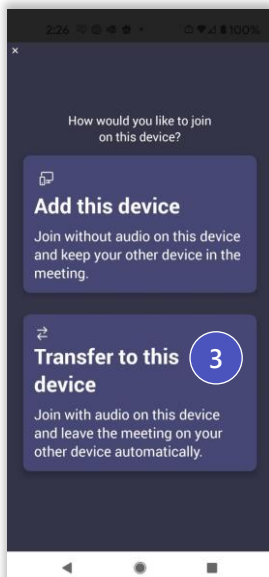
- 1 Select the **calendar icon**.



- 2 Next you will see the following banner at the top of your screen, select **Join**.



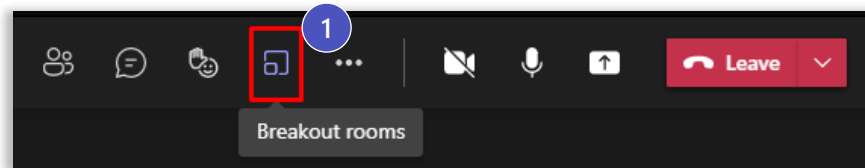
- 3 You will then see the following pop box below. Select **Transfer to this Device**. Note that your audio will now be coming in from your mobile.



# Breakout Rooms (1 of 5)

Individual features contained in this slide may change and should not be relied upon in making purchasing decisions. For official Breakout Room feature and availability dates, please [check the Microsoft public roadmap](#).

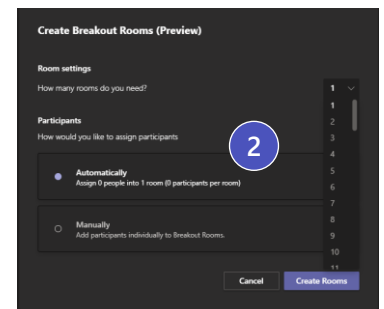
- 1 Following the same steps as joining a Teams meeting. In the meeting the organizer will have the option to select the **Breakout Room** icon, located in the meeting bar.



- 2 Use the dropdown menu to select the number of rooms you would like. You can create up to 50 breakout rooms in a single meeting. You have two options for adding participants to rooms:

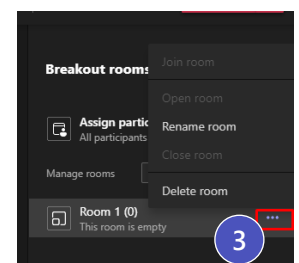
- Automatically: Teams divides participants equally between the rooms.
- Manually: You can choose which room each participant is placed in.

Make selection and select **Create Rooms**. The Breakout Rooms pane will now open.



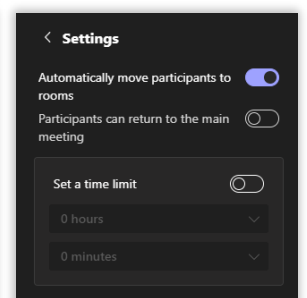
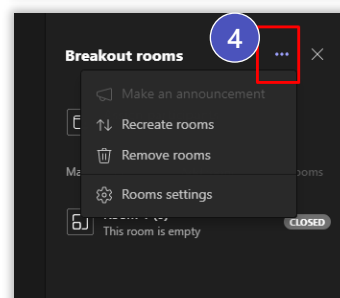
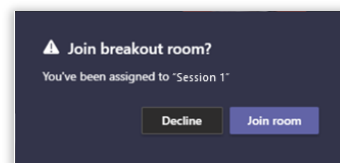
- 3 **Manage your rooms from the Breakout Rooms pane**

To rename your rooms, select the ellipses [...] next to each breakout session and select **Rename room**.



- 4 By default, when you select **Start rooms**, participants are automatically moved to their room without warning. If you would like participants to have the option to join or decline the breakout room, select the ellipses [...] next to the **Breakout Rooms** header and select **Room Settings** and deselect the check box for **Automatically move people into opened rooms**. You can also set a time limit for breakout rooms.

Participants will see the following dialogue box when breakout rooms are open:



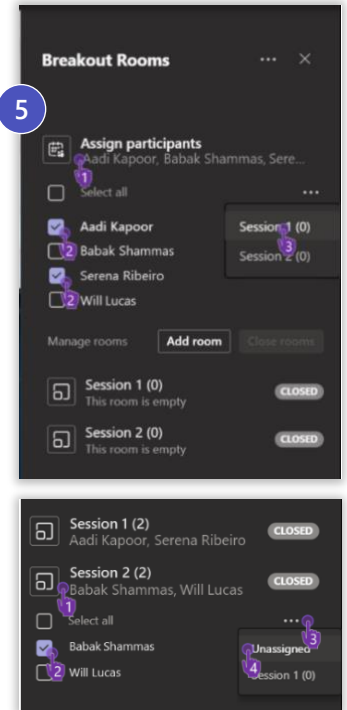
## Breakout Rooms (2 of 5)

### 5 Manually assign participants to breakout rooms

If you chose to manually assign participants to rooms, select **Assign participants** to expand the name list. Select the check boxes next to participants you want to assign to your first breakout room, then select the ellipses [...] to select the breakout room name. Repeat these steps until all participants are assigned to a room.

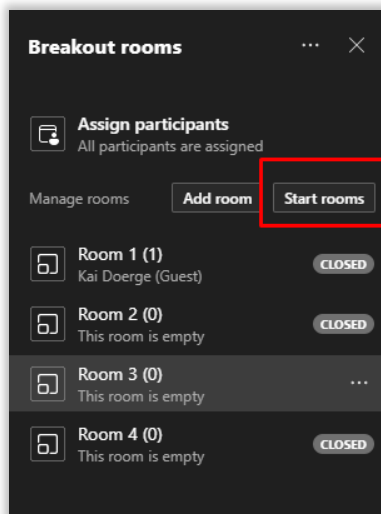
*NOTE: Participants who dial in via a phone or Microsoft Teams device cannot be added to a breakout room. Those participants will remain in the main meeting when breakout sessions start.*

If need to re-assign participant(s), expand the name list, select the participant(s), select the ellipses [...], then select Unassigned or another room name.

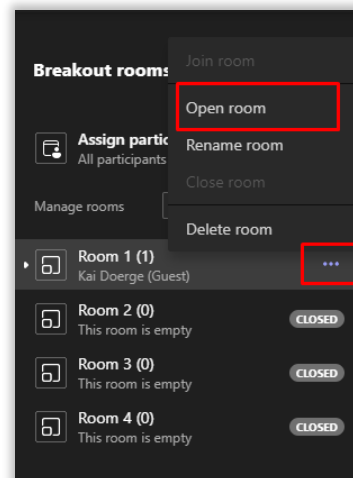


### 6 Start breakout rooms

When you are ready to start your breakout sessions, select **Start rooms**

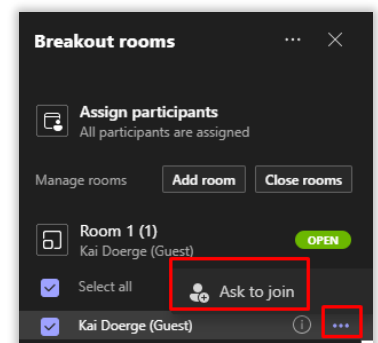


Or you can open only specific rooms by selecting the **ellipses [...]** by the room name and selecting **Open room**. You will see participants leaving the main meeting and joining their breakout room



If a participant leaves their breakout room the organizer can move the participant back to the breakout room by selecting the ellipses [...] next to the participant's name and select **Ask to join**.

If a participant joins the main meeting late after breakout rooms have opened, the organizer can add the participant to a breakout room. If the participant misses the notification to join the room, select **Ask to join**.

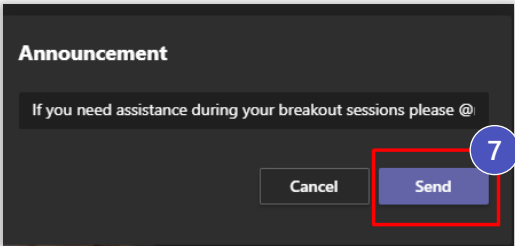
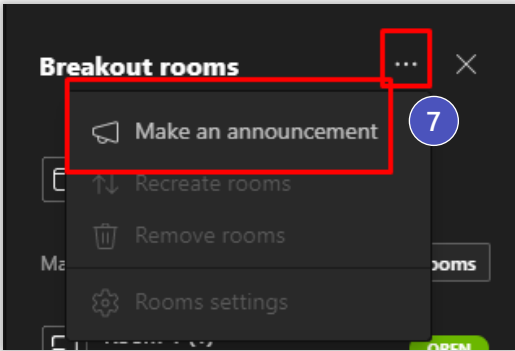


# Breakout Rooms (3 of 5)

## 7 Send Announcements

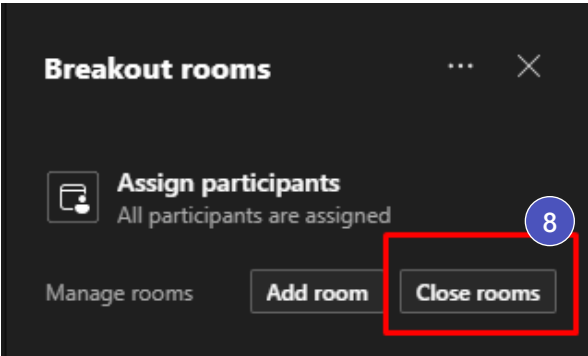
The meeting organizer can send announcements to all participants while breakout rooms are open. Select the ellipses [...] by the Breakout Rooms header.

For example, remind participants to @mention the meeting organizer when they need help, or give them a five-minute countdown before pulling them back into the main room. Participants receive the announcement in their breakout rooms' chat.



## 8 Pull participants back to the main meeting/Join Room

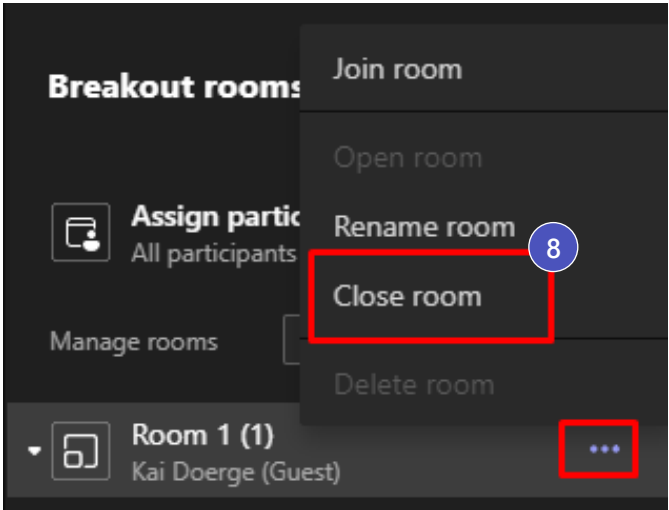
Select **Close rooms** to pull all the participants back to the main room.



Or select the **ellipses [...]** for a specific breakout room, then select **Close room**.

Once a breakout room is closed, chat for that session is closed. Participants can't continue to chat there.

If you want to Join Room, same steps as above except select **Join Room**.

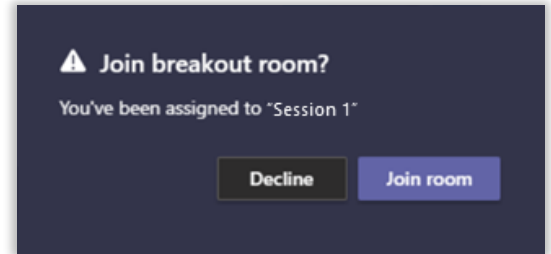


**Note:** artifacts (chats, files, and recordings) from breakout sessions are viewable by room participants. Only the organizer will have access to artifacts from all breakout rooms.

## Breakout Rooms (4 of 5)

### Join breakout rooms

When the meeting organizer opens your assigned breakout room, you will automatically be moved there. If the organizer deselected the check box for **Automatically move people into opened rooms**, you will see this dialog box.



### Notes

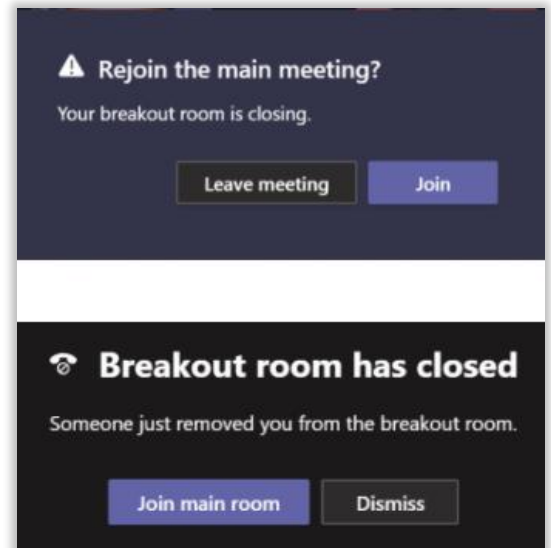
- Participants cannot join breakout rooms using the same account from multiple devices.
- Participants in breakout rooms cannot add others to the meeting chat, copy meeting details, nudge others to join the meeting, or use "call me back."
- A meeting organizer can join a breakout after it is opened by selecting the ellipse [...] next to a room name and selecting **Join room**.

### Leave breakout rooms

If you select **Leave** from the control bar in your breakout room, you will hang up—leaving both the breakout and the main session. You can rejoin the main session from your Outlook or Teams calendar.

Once the meeting organizer closes your breakout room you will automatically return to the main meeting. If the organizer deselected the check box for **Automatically move people into opened rooms**, you will see this dialog box:

If the organizer joins a breakout room and selects **End**, the breakout room will close. Participants can then rejoin the main meeting by selecting **Join main room** on the **Breakout room has closed** dialog box.



# Breakout Rooms (5 of 5)

Current	Vs.	Future experience
What’s possible in breakout rooms now?		
<div>For meeting organizers</div> <ul style="list-style-type: none"><li>• Set up breakout rooms during a meeting on the Teams desktop client</li><li>• Add, delete, or rename breakout rooms</li><li>• Create up to 50 breakout rooms per meeting</li><li>• Send an announcement that will show up as a message in the meeting chat for each room</li><li>• Chat, share files, and record: Only the organizer will have access to meeting artifacts from all rooms after breakouts end</li><li>• Manage and hop between rooms</li><li>• Control room transitions: Decide if participants get moved automatically or if they need to click to confirm the move</li></ul>		<div>For meeting organizers</div> <ul style="list-style-type: none"><li>• Create breakout rooms in scheduled channel meetings and channel “meet now” meetings</li><li>• Set up breakout rooms before the meeting starts</li><li>• Timer: Provide a countdown for when breakout rooms will close</li></ul>
<div>For meeting participants (presenters and attendees)</div> <ul style="list-style-type: none"><li>• Join the meeting from the desktop, web, and mobile apps (iOS and Android)</li><li>• Chat during the breakout session</li><li>• Present, share screen, collaborate in Microsoft Whiteboard, and access recording for their breakout room</li></ul>		<div>For meeting participants:</div> <ul style="list-style-type: none"><li>• Hop between rooms</li><li>• Manage rooms as co-organizer or presenter if not the meeting organizer</li><li>• Join from multiple devices</li><li>• Join breakout rooms from desk phones or any device other than a laptop, tablet, or mobile phone</li></ul>

## Together Mode

Together mode in Teams meetings now offers several scenes to choose from, including a cozy coffee bar, a classy board room, a Minecraft setting, an under-the-sea theme, and more. Also, now meeting organizers and presenters have more control over the scene all participants see when they turn on together mode for themselves.

# Webinars (1 of 3)

Webinars allow meeting organizers to create an event registration form to share with their audience.

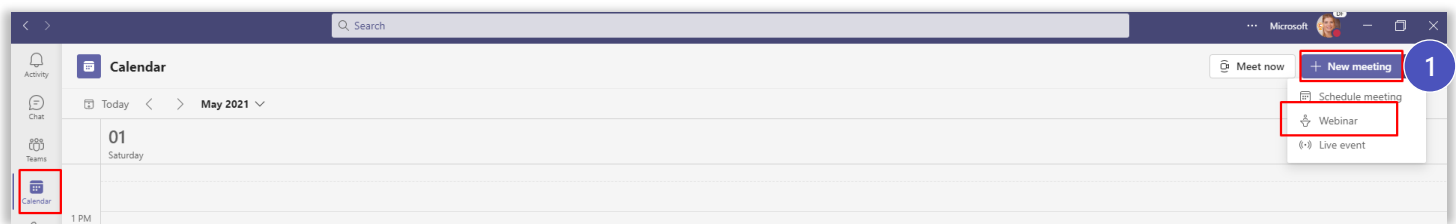
- Organizers can use the registration form to promote the event.
- Anyone who registers receives an email confirmation with a link to download the calendar invite.
- Registration tracking allows organizers to monitor who plans to attend the webinar.

[Limits and specifications for Microsoft Teams - Microsoft Teams | Microsoft Docs](#)

## 1 Create your webinar

From your calendar in Microsoft **Teams**, select **New meeting**, then **Schedule meeting**.

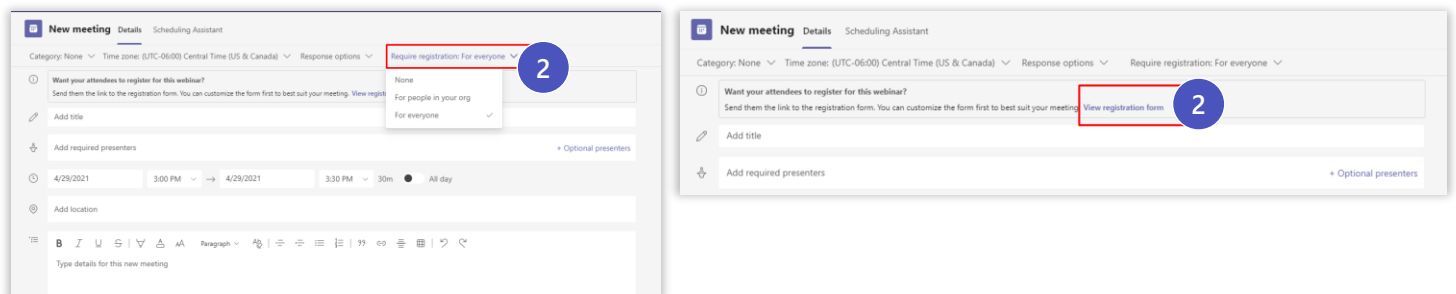
Next, fill in the necessary information on the calendar invitation, including the event time. Please note that recurring and channel meetings don't yet support webinar registration.



**NOTE:** To enable Team View Only Meeting experience have your Teams admin to follow the following guidance: [View-only meeting experience - Microsoft Teams | Microsoft Docs](#)

2 From the **Require registration** menu, indicate who can register for your event. You have a couple of options:

- **For people in your org and guests:** Anyone at your organization who has the link to the registration page can register.
- **For everyone:** Anyone who has the registration page link can register (including people who are external to your organization).
- **OR** Select **Customize registration form** to create the registration form for your event. \*\* Refer to next slide on how to customize this form.

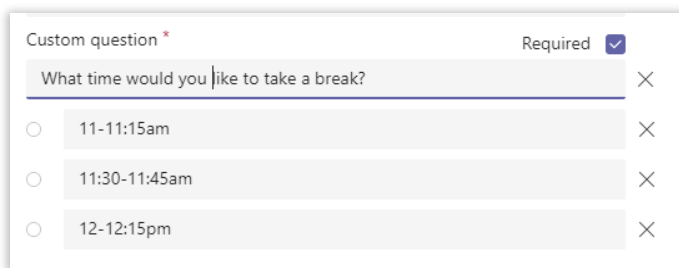


\*\*Note, any **Required presenters** listed in the invite will receive a calendar invite for the invite.

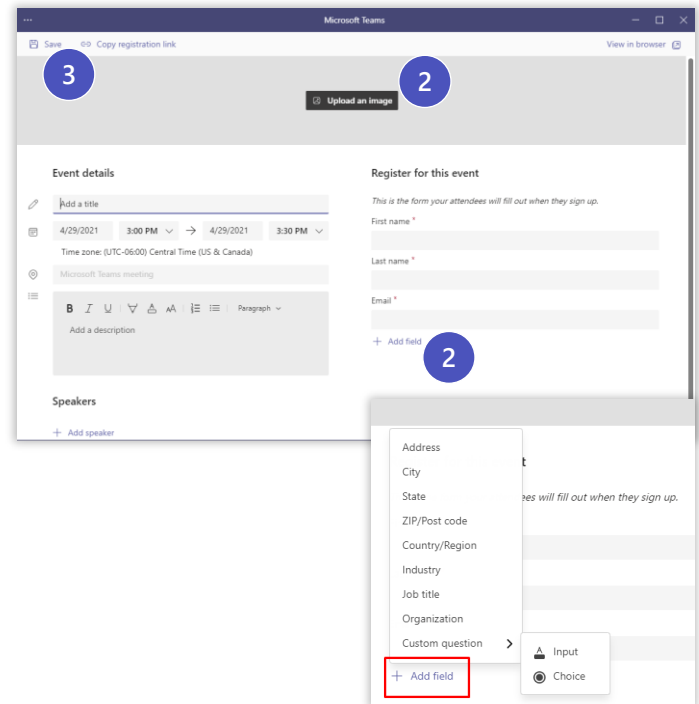
## Webinars (2 of 3)

2 If you selected **Customize registration form**, you will see the view on the right in which you can customize. You can add an image and also collect registration information.

If you select **Add field** you an option to request additional information from the participate. In addition add a custom question, for example:



3 After you added event details and speakers. **Copy the registration link** and select **Save**. Use the registration link to promote your webinar in an email, on social media, etc. Anyone with the URL can register for your webinar. They will receive a confirmation email but must select a link to add the webinar to their calendar.



### Edit or cancel your webinar

If you need to make updates to the webinar after the invitation has been sent, do so from the registration page. This will trigger an email to all registrants. Note that updates made to the meeting invitation on your Teams calendar will only be sent to those in the **Required attendee** field.



## Webinars (3 of 3)

### Customize meeting options

By default, only the meeting organizer can present in a webinar. If you have multiple presenters and/or a moderator managing presentation materials, you must add them as presenters after scheduling the webinar.

From the meeting invitation on your calendar, select **Meeting options**, then **More options**.

By default, people at your organization and guests who registered for your webinar will be able to join directly, and external people who registered will wait in the lobby.

This setting can be changed from the Teams desktop app, mobile app, and on meeting-room devices in Teams meeting rooms. Once you change an attendee's role, the setting is applied across all Teams apps.

1 Select the **Meeting options** link in either Outlook or Teams.

2 Next to **Who can present?**, use the dropdown menu to choose one of the four options:

1. **Everyone**

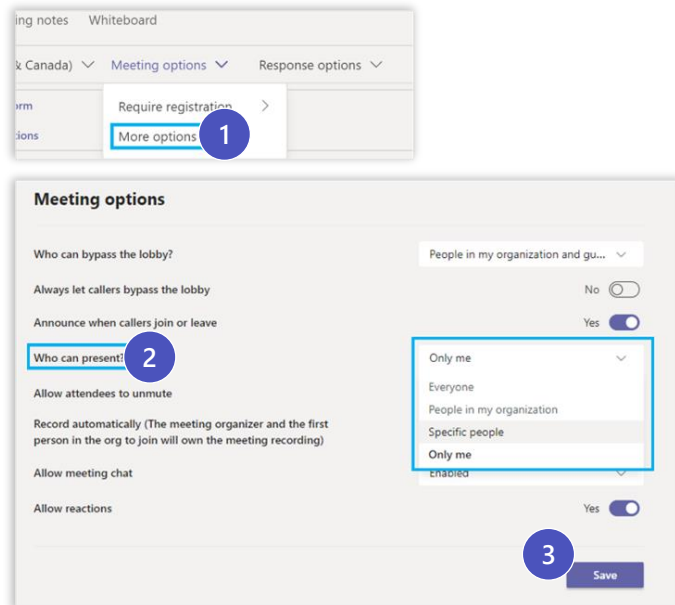
2. **People in my organization and guests**

3. **Specific people** – If you select this, you'll see another option: **Select presenters for this meeting**. Pick your presenters from the list of meeting invitees.

4. **Only me**

3 Select **Save**.

Keep in mind that only people who've been individually invited to the meeting can be selected as presenters. If you sent your meeting invite to a distribution list, for example, you'll need to also send it directly to anyone you want to select as a presenter. External participants can only be promoted to presenter during the meeting and after they join.



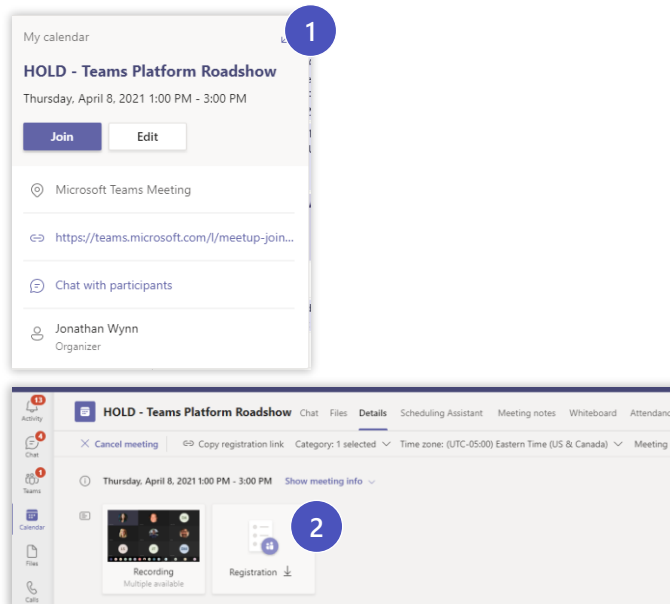
### Webinar Reporting:

Before or after the event, registration report downloads are available from the invite in the Teams Calendar.

1 Click on **double arrow** and go to the details of meeting

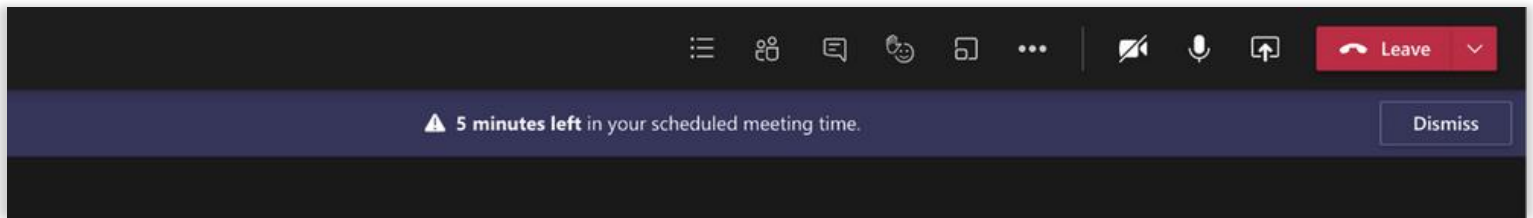
2 Click on **Registration**

3 Check your **Downloads folder** for the csv file of the registered attendees



## 5 Minutes Left Notification

Microsoft Teams will automatically issue a 5-minute warning when the meeting is nearing a close – It will be triggered for all scheduled private, and channel meetings.



## Teams meeting Reactions, including Raise your hand

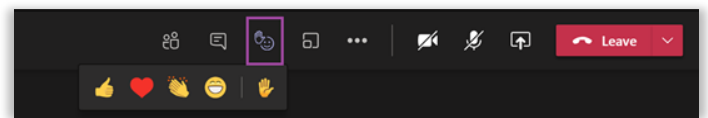
You can now react during a meeting using emojis—thumbs up, heart, applause, and laughing emoji—that appear to all participants. Live reactions allow participants to express themselves while on mute and without interrupting. Speakers get instant feedback with this indication of attendee sentiment.

### How to use live reactions:

During a meeting in Teams, select the **Reaction** icon on the control bar, and select from the reaction options (other than [Raise hand](#)). Your reaction will be visible to all participants for three seconds.

Do you have something to say in a Teams meeting and don't want to interrupt the presenter? Select the **Raise your hand** icon in the meeting control bar. Your name will be shown to other attendees by the **Participants** icon for 10 seconds, followed by a number inside a red circle. A raised hand icon will also show by your name in the **Participants** pane and on your video, photo, or avatar. The meeting organizer will be able to see everyone who raised their hand, in the order they were raised.

To lower your hand when your question has been answered, select the **hand icon** again.



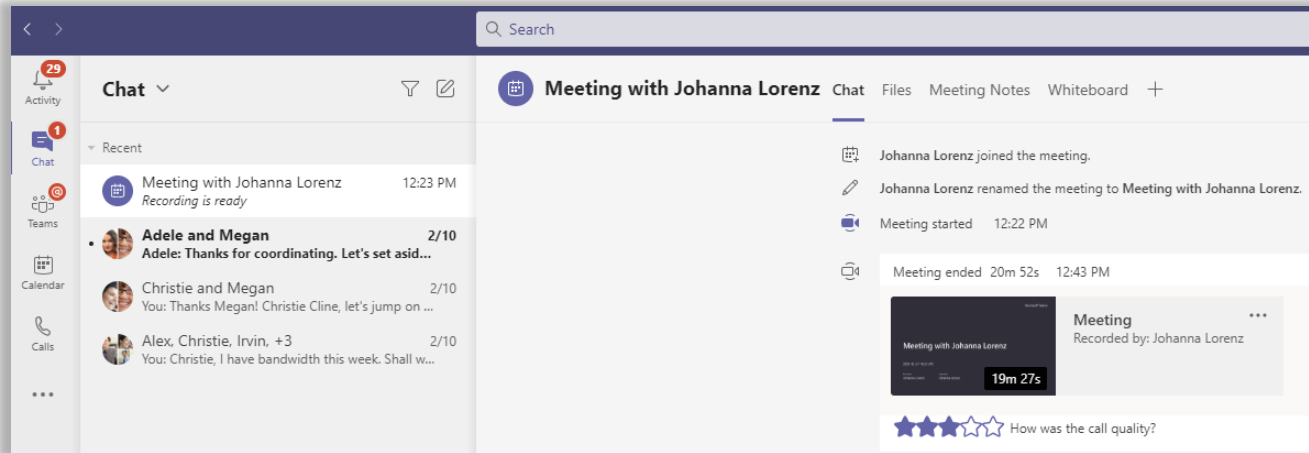
# After the meeting

Stay connected and continue collaborating even after the meeting ends

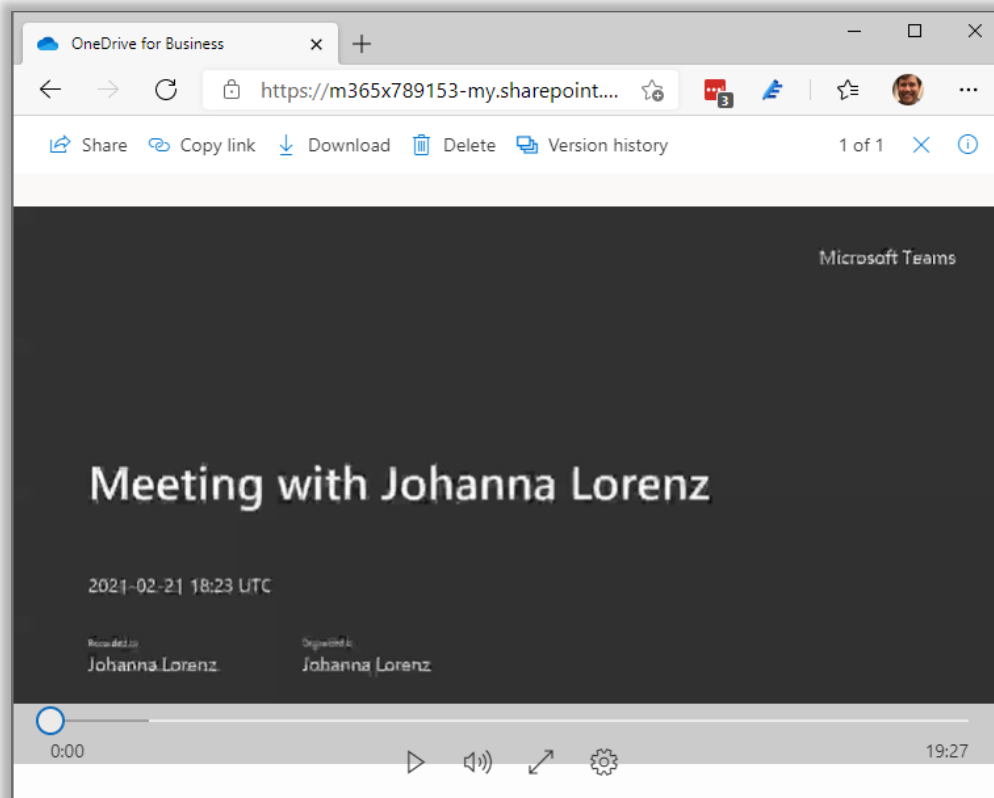


## Viewing a recorded meeting

- 1 Navigate to the **Chat** app in the App Rail and select the meeting chat for your recent meeting.

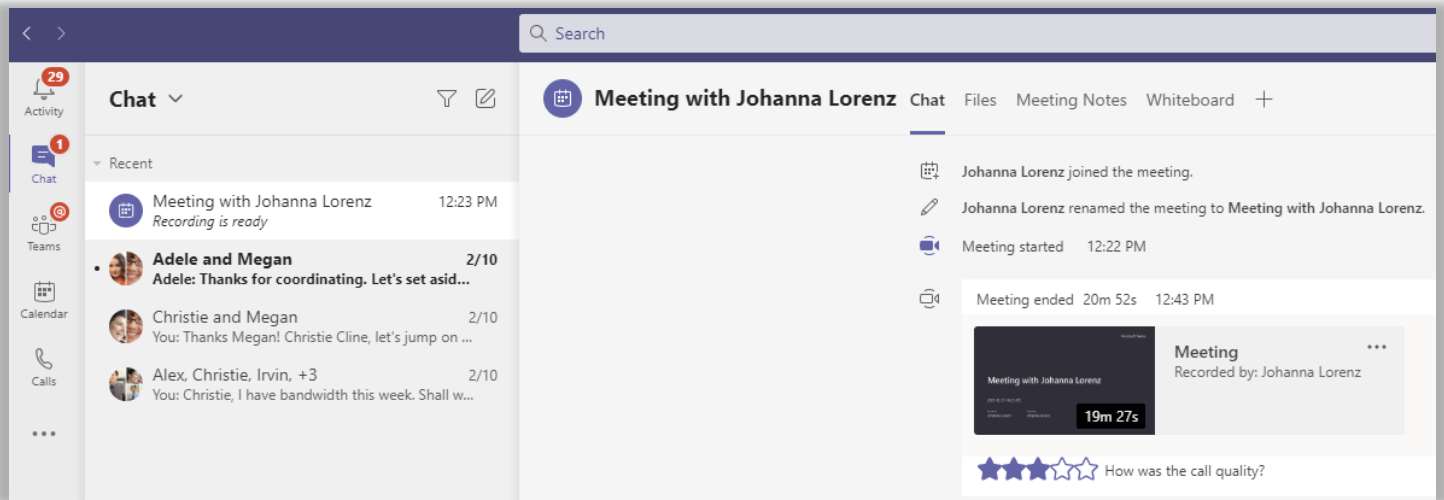


- 2 Click the icon showing a preview of the meeting recording. This will launch a video player embedded in a browser window.



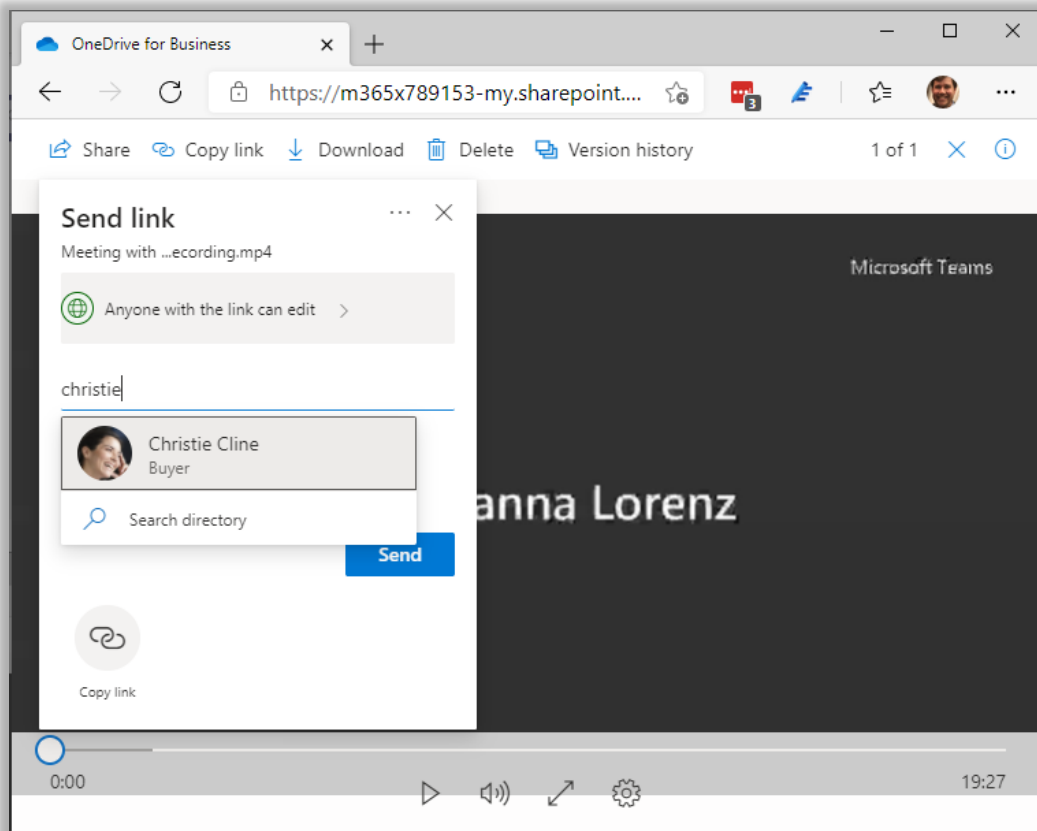
# Sharing a recorded meeting

- 1 Navigate to the **Chat** app in the App Rail and select the meeting chat for your recent meeting.



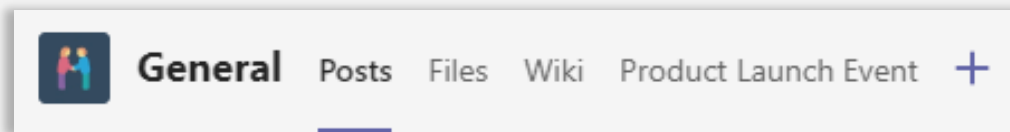
- 2 Click the icon showing a preview of the meeting recording. This will launch a video player embedded in a browser window.

- 3 In the toolbar across the top of the window, click the **Share** option and type in the name(s) of the people you'd like to share access to the recorded meeting to. Click **Send** – they'll receive an email notification.

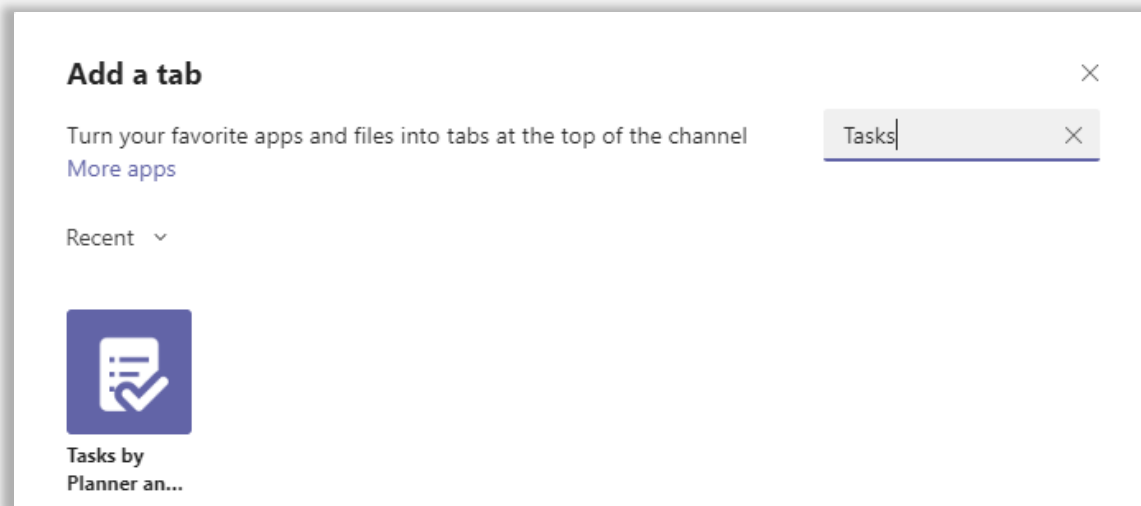


# Assign and track action items

- 1 Navigate to the **Teams** app in the App Rail and click the + icon to create a new tab in the channel most relevant to your recent meeting.



- 2 Search for "Tasks" in order to locate the **Tasks by Planner and To Do** integration.



- 3 Type a descriptive name for your new plan in the **Create a new plan** field. You'll now have a planner board, accessible to all team members and providing basic task management.

