



Teams: Student Guide

Center for Innovation in Teaching and Learning

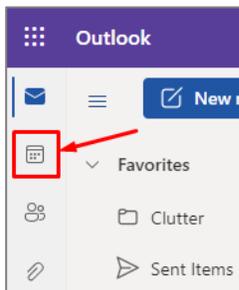
This document looks at how to [create a MS Teams meeting](#), [start a meeting](#), [recording a meeting](#), [make participants presenters](#), [sharing a screen or presentation](#), and [sharing the recording with others](#).

Create a MS Teams Meeting

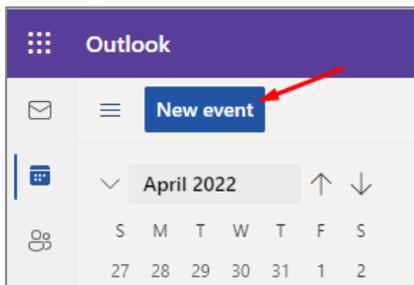
1. You can create a Teams meeting several ways. Here we are going through how to setup the meeting through using Office 365 and Outlook on the Web.
2. Login to **Tech Express** and select the **Mail icon**.



3. Select the **Calendar**



4. You can either select **New Event** or click on a time when the meeting should start to begin creating a meeting.



- a. Add a Title
- b. Invite the attendees
- c. Check the date and time
- d. Select to enable the **Teams Meeting** toggle

- e. Enter a description or attach documents needed for the meeting (optional). The Teams meeting link and information will be added to the description field automatically after Save is click

The screenshot shows the Outlook meeting scheduling form. At the top, there are navigation options: 'Scheduling Assistant', 'Response options', 'Busy', 'Categorize', and a Teams icon. Below this is a 'Save' button and a 'Calendar' dropdown. The main form includes a title field, an 'Invite attendees' field, a date and time selection area (4/19/2022, 12:00 PM), and a 'Repeat: Never' option. A 'Search for a room or location' field is present, with a 'Teams meeting' toggle switch highlighted by a red box. Below this is a 'Remind me: 15 minutes before' field and a large text area for 'Add a description or attach documents' with a toolbar for attachments and emojis.

5. Click **Save**

This will send a meeting request to each of the invited attendees for the meeting with the Teams meeting link and details.

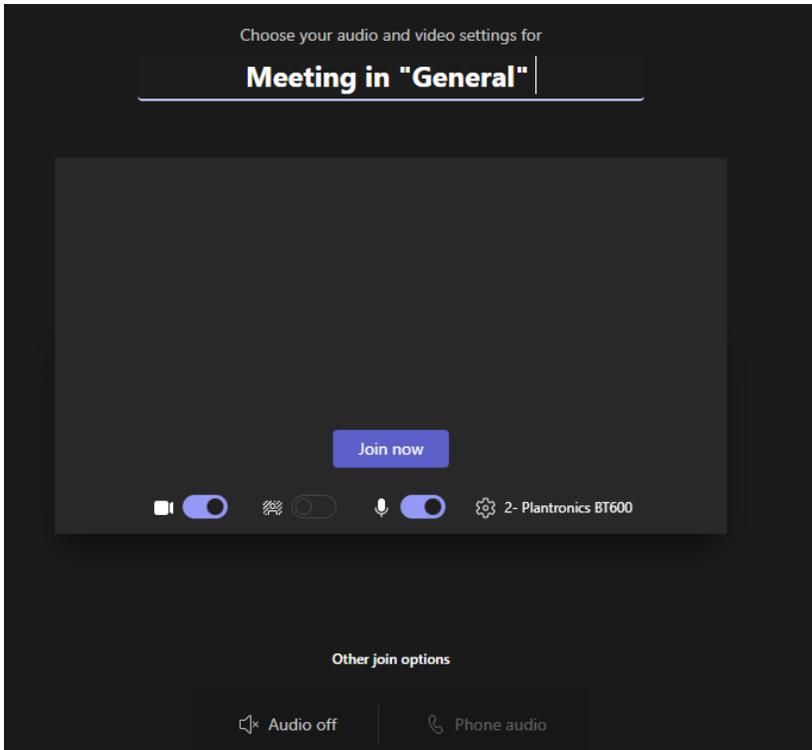
Start a Meeting

1. Select the meeting in your Outlook calendar (or if you already opened Teams, select the Calendar link to the left.)
2. Select the **“Click here to join the meeting”** link in the description to join the meeting.

Join on your computer or mobile app
[Click here to join the meeting](#)

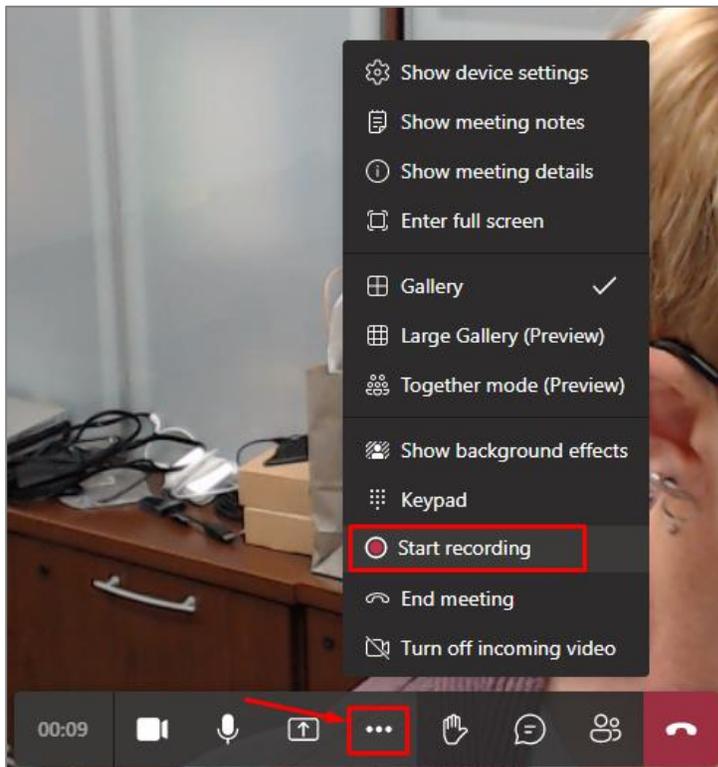
3. You may get a prompt to Open with Microsoft Teams if you have the desktop application.
4. You will have some options to Join the meeting. You can set your camera and microphone prior to joining.

5. Click the **Join Now** button.



Recording a Meeting

1. Once the meeting has begun, you can select the **More** menu that has **three dots (...)**.
2. Select **Start Recording**



3. When the meeting is over, you will select **Stop Recording**. If you forget and the meeting is closed, it will automatically stop the recording and begin processing the recording.

Make Participants Presenters

As people enter the meeting, you can make them a Presenter to allow them access to share their screen if needed.

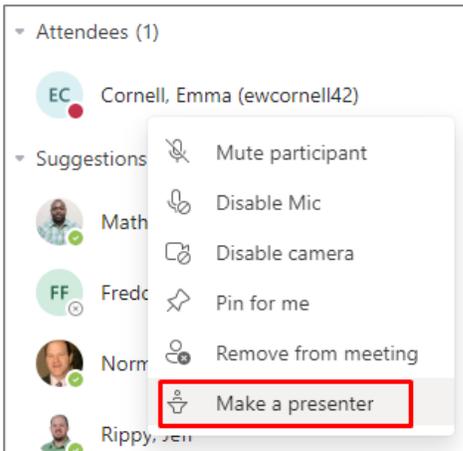
1. Select the **Show Participants icon**



2. A window will open with the people who are currently in the meeting and those who were invited.
3. When you scroll over a user, the microphone icon turns into a ... icon.



4. Select the ... icon and then **Make a Presenter**.



5. There will be a message that informs you and the participant that they have been changed to a Presenter.

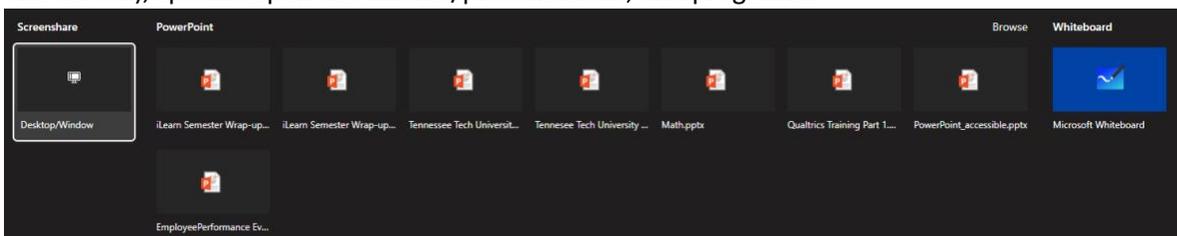
Sharing a Screen or Presentation

Only those who are Presenters can share their screen.

1. Select the **Share icon**



2. This opens the options available to share. You can choose from a screen (or multiple if you have more than one screen), specific open documents/presentations, and programs.



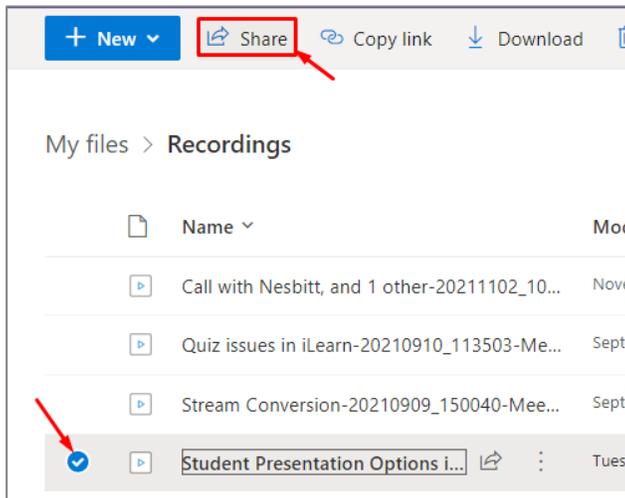
3. Select the option you want to share and it should show for all participants.
NOTE: If it doesn't work, you might need to unshare (by selecting the same Share button, now and X) and try again.

The Whiteboard that is built-in to Teams does is not recorded. If you need to write on something, you can use another application or download the Whiteboard application and open it from the application on the machine.

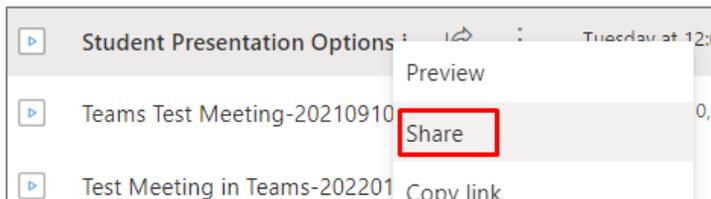
Finding and Sharing the Recording with Others

Whoever selects to start the recording will own the video file. This file will be added to the participants OneDrive automatically.

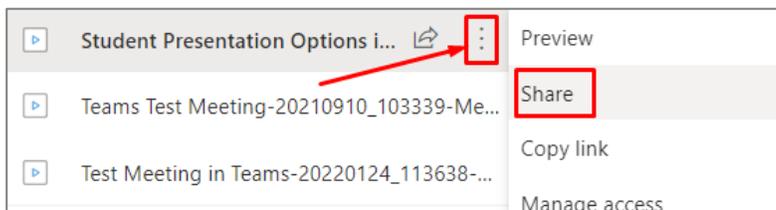
1. Go to **Tech Express** and choose **OneDrive** (or if you are viewing your **Outlook Mail** on the web, select the **9 dots** icon in the upper left and choose **OneDrive** from the list.)
2. Find the **Recordings** folder
3. Look for the file based on the meeting name, date and time.
4. You can share the file in a few ways
 - a. Select the option button to the left of the file, then select the **Share** option at the top of the window.



- b. Right-click on the file and choose **Share**

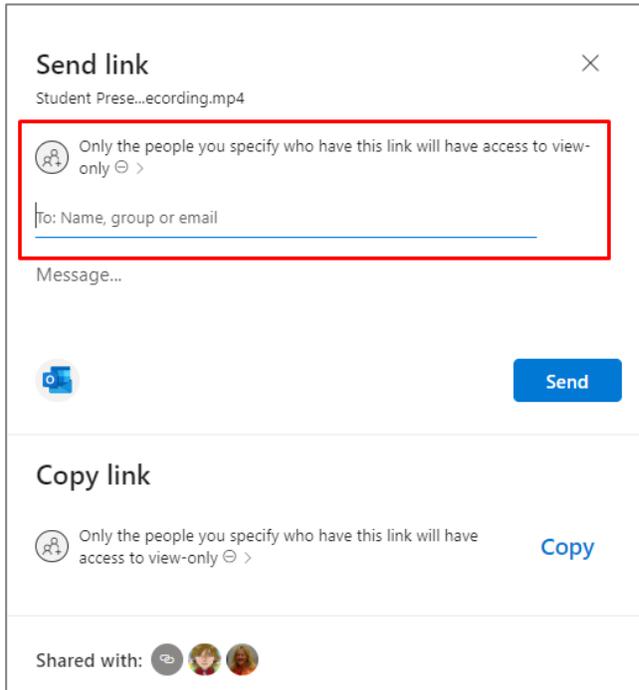


- c. Select the **3 vertical dots** after the filename for a menu and choose **Share**.



5. Enter an email address for anyone you want to share the video with.

6. You can select the permissions they will have.



7. Click **Send**

NOTE: You do not have to share with the people who were in the meeting. They can go back to the Teams chat and see the video of the meeting.