MICROSOFT TEAMS MEETING GUIDE

Microsoft Teams is the new communication and collaboration application that Corporate & Web Solutions, under Information Management & Technology Services (IM&TS), has implemented. Microsoft Teams is a **hub for teamwork**, which brings together everything your team needs: **chat** and threaded conversations, **meetings** with screen and file sharing, content collaboration with the power of **integrated Office 365 applications**, and the ability to integrate and manage the services, sites, and applications that our operations rely on.

Why have your meetings over Teams?

Teams allows you to connect with your team, in scheduled or impromptu meetings, with High Definition audio, video (*NOTE: users with video conferencing access should <u>ONLY</u> activate their video cameras if they are <u>NOT</u> connected to the Virtual Private Network*), a dedicated and continuous meeting chat with file sharing, screen sharing, control permissions, live captions (currently only offered in English), and meeting recording options.

How do you conduct a Teams meeting?
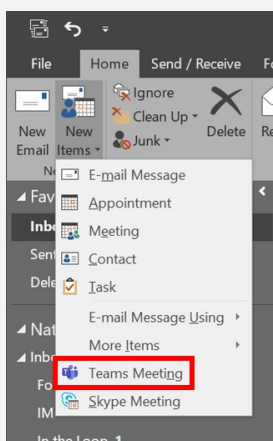
Start a Microsoft Teams Meeting

There are two types of meetings that you can have over Microsoft Teams:

- **Scheduled Meetings**
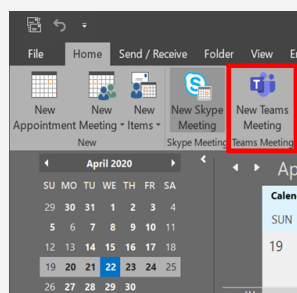- **Impromptu Meetings**

Schedule a Meeting from Outlook

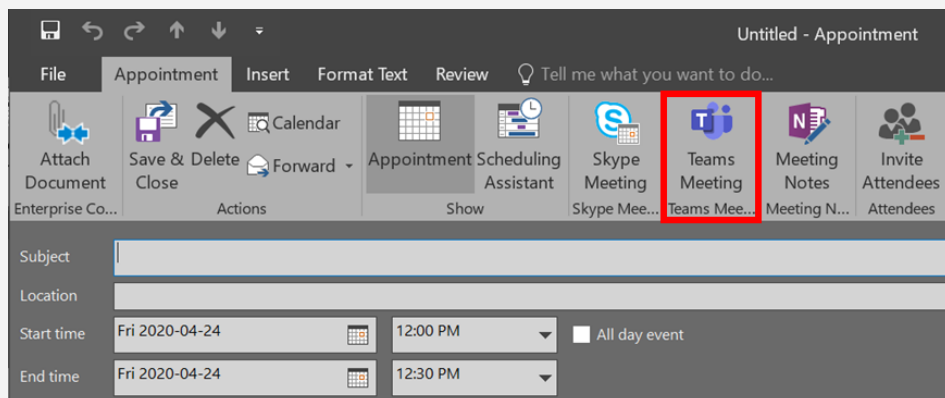There are multiple ways to schedule a meeting over Teams in Outlook:

1. From your **Inbox**, by clicking **New Item** then selecting **New Teams Meeting** OR

2. From your **Calendar**, by clicking **New Teams Meeting** OR

3. From your **Calendar**, by selecting the date and time you want to have the meeting, and clicking **Teams Meeting**

Once you click **Teams Meeting** the location will automatically populate as a Microsoft Teams Meeting and the <u>**Join Teams Meeting**</u> hyperlink will appear in the body of the invitation (*as well as the Audio/Teleconferencing number and Conference ID for those with the appropriate licenses*)
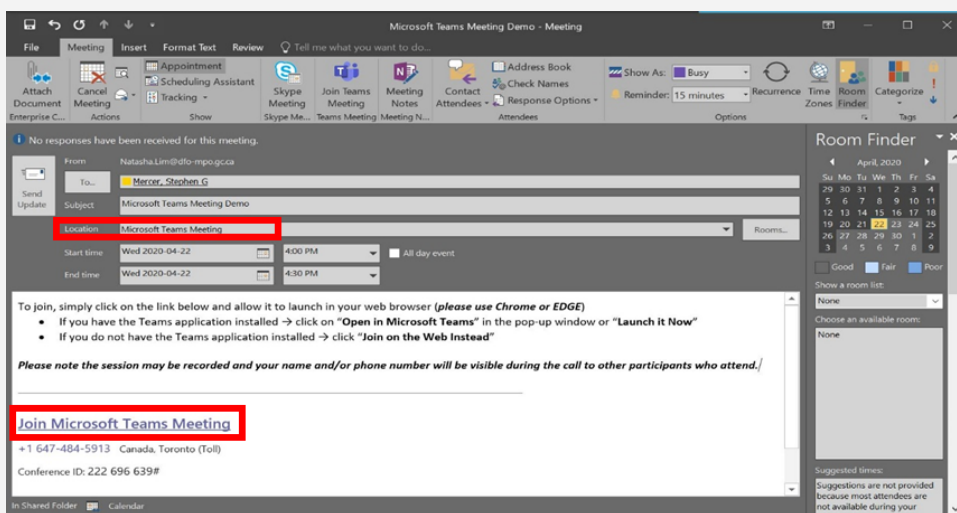
The rest of the process and features are the same:

- Add the recipients you want to attend the meeting
- Add a subject (this will appear as the meeting/chat title)
- Add any desired content to the body of the invitation – ***NOTE: If you plan on using video conferencing in the meeting please provide a statement indicating this in the body of the invitation***
- Add a room (if applicable)
- Use the scheduling assistant
- Make it a reoccurring meeting
- Use the appropriate time zones

NOTES:

- Teleconference numbers are not automatically included with your standard Microsoft Teams license. Requests for teleconferencing numbers can be submitted to the IT Service Desk as New Software Procurement requests or **in Azure here**.
- Meeting Delegation feature has not been implemented by Microsoft – we are suggesting that all EAs attempting to schedule meetings from their executive's calendar, schedule from their own calendars and include "ON BEHALF OF:…" in the meeting subject line and recommend **voting for this suggestion here**
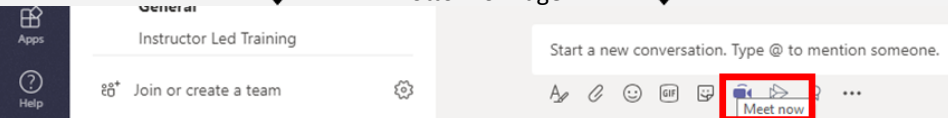
Start an Impromptu Meeting in Microsoft Teams

There are multiple ways to host an impromptu meeting over Teams:

1. From a **Channel** in the **Posts tab** by clicking on the **Meet Now** button <u>OR</u>
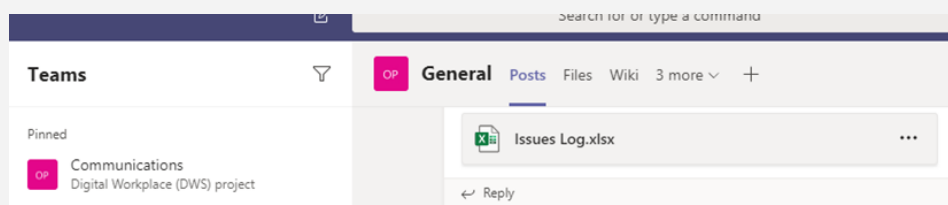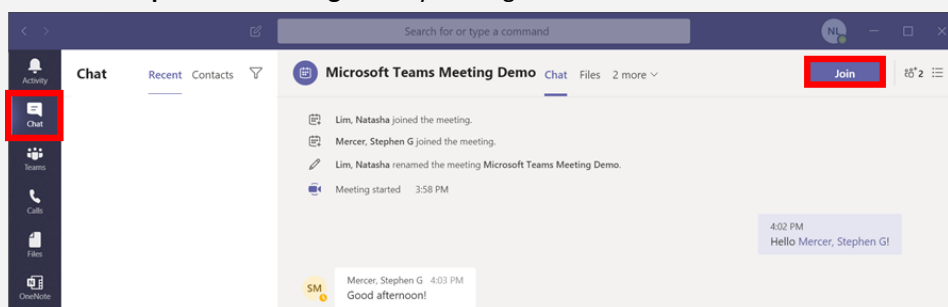

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2. From a **Chat** in the **Chat tab** by clicking on **Audio Call** or **Video Call** (for users with access) <u>OR</u>

3. From a **previous Meeting Chat** by clicking on the Join Now button

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During your Microsoft Teams Meeting

When you first join the meeting, you will have the option to join with your camera and microphone ON/OFF. This is a great feature because you won't just be launched into a Teams meeting with your camera/microphone on, you have that option before you join the meeting.

Share your Screen

To share your screen with meeting participants click **Share Screen** from the **Call Menu**. From here you can choose to share:

- **Your complete desktop** which will share everything on your screen
- **Specific monitors**
- **Specific application windows**
- **Your system audio**
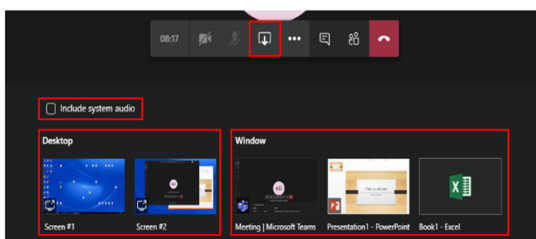
Meeting Chat

To access the meeting chat click **Meeting Chat** from the **Call Menu Call Menu**. From here you can use the chat function just as you would any private or group chat:
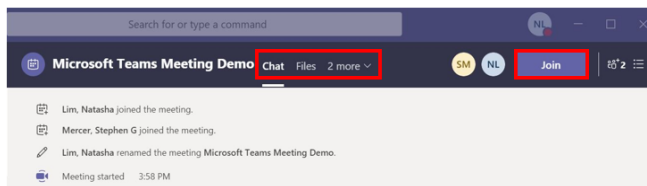
- Send a message
- Format your message
- Customize the delivery options
- Add attachments
- Use emojis, GIFs and stickers

Once you send a message in the meeting chat, the chat will be officially created and it will appear in your list of Recent chats.
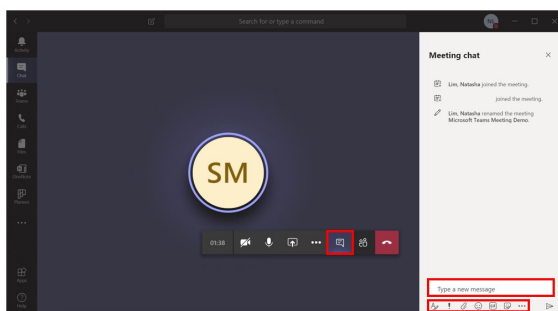

This allows you to:

- **Access the meeting files**
- **Access the meeting notes**
- **Add any tabs**
- **Re-join the meeting**

Show Participants

Once you're in the meeting you'll be able to see all of the participants in the meeting. You can see up to four participants in the background, and more across the bottom of the window. To see all meeting participants click on **Show Participants** from the **Call Menu**. From here you can:

- **Invite someone** to the meeting
- **Mute all** attendees in the meeting
- **Mute specific attendees**
- **Remove participants** from the meeting

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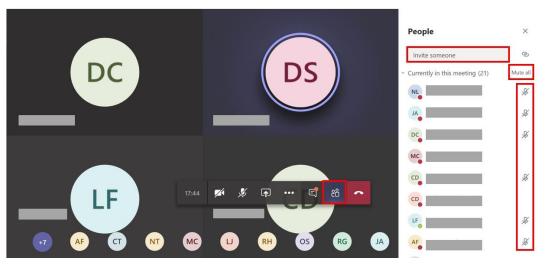
More Options

For more options click on the three dots for **More Options** from the **Call Menu**.

From here you have many options including:

- **Show meeting notes**
- **Show meetings details** – this is where the teleconference number and conference ID details can be found for those with teleconferencing licenses
- **Show background effects** – for those with videoconferencing access
- **Turn on live captions** — only available in English at this time
- **Start recording**— this can only be done if the meeting organizer is within Fisheries and Oceans Canada (FOC)
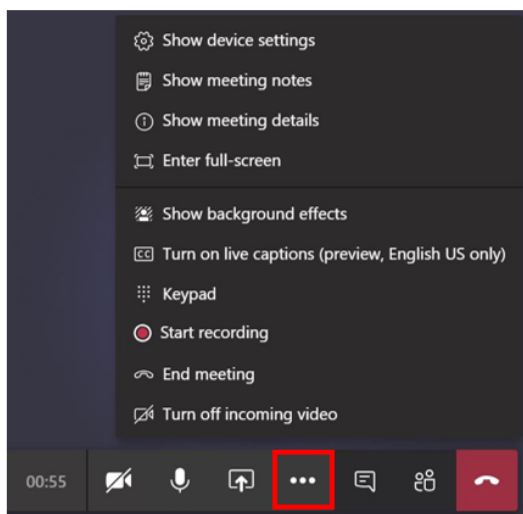
After your Meeting

After your meeting, recall that if you or any other participants sent anything in the meeting chat, the chat will have been officially created and it will appear in your list of Recent chats.
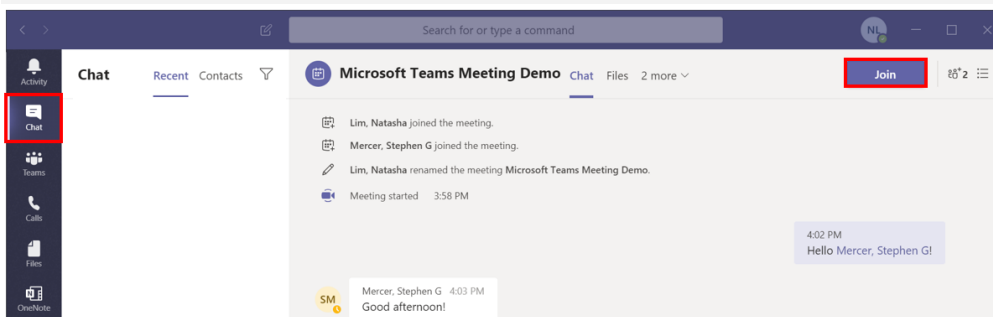
As meeting chats are persistent, you will still be able to:

- **Access the meeting files**
- **Access the meeting notes**
- **Add any tabs**
- **Re-join the meeting** — this is a particularly helpful feature for re-occurring meetings, as you can pin them and rejoin the meeting without opening Outlook
- **View any meeting recordings** — this is where the meeting recordings can be accessed and played using Microsoft Stream

Remember your Resources

Please recall the following resources are available to support your use of MS Teams:

⇒ **The Corporate & Web Solutions Team Inbox**
- For more information, questions, or concerns, please contact the Corporate & Web Solutions team at **DFO.IMTS.DWS-SEN.GIST.MPO@dfo-mpo.gc.ca**

⇒ **The Corporate & Web Solutions Intranet Site**
- Access information on the Corporate & Web Solutions team and the applications we are striving to support

⇒ **The Training Demo Team**—join code **dl6hv18**
- Access training materials and resources, information, updates and more on Microsoft Teams

⇒ **The GCcollab Wiki Site**
- Access all of FOC's training documentation without requiring a VPN connection, or participate in the GC-wide Community of Practice discussion on Microsoft 365

⇒ **The GCdocs Project Documentation Folder**
- Access all of the Microsoft Teams project documentation

⇒ **The Microsoft Teams Help & Learning Centre**
- Access help and training from Microsoft on Microsoft Teams