

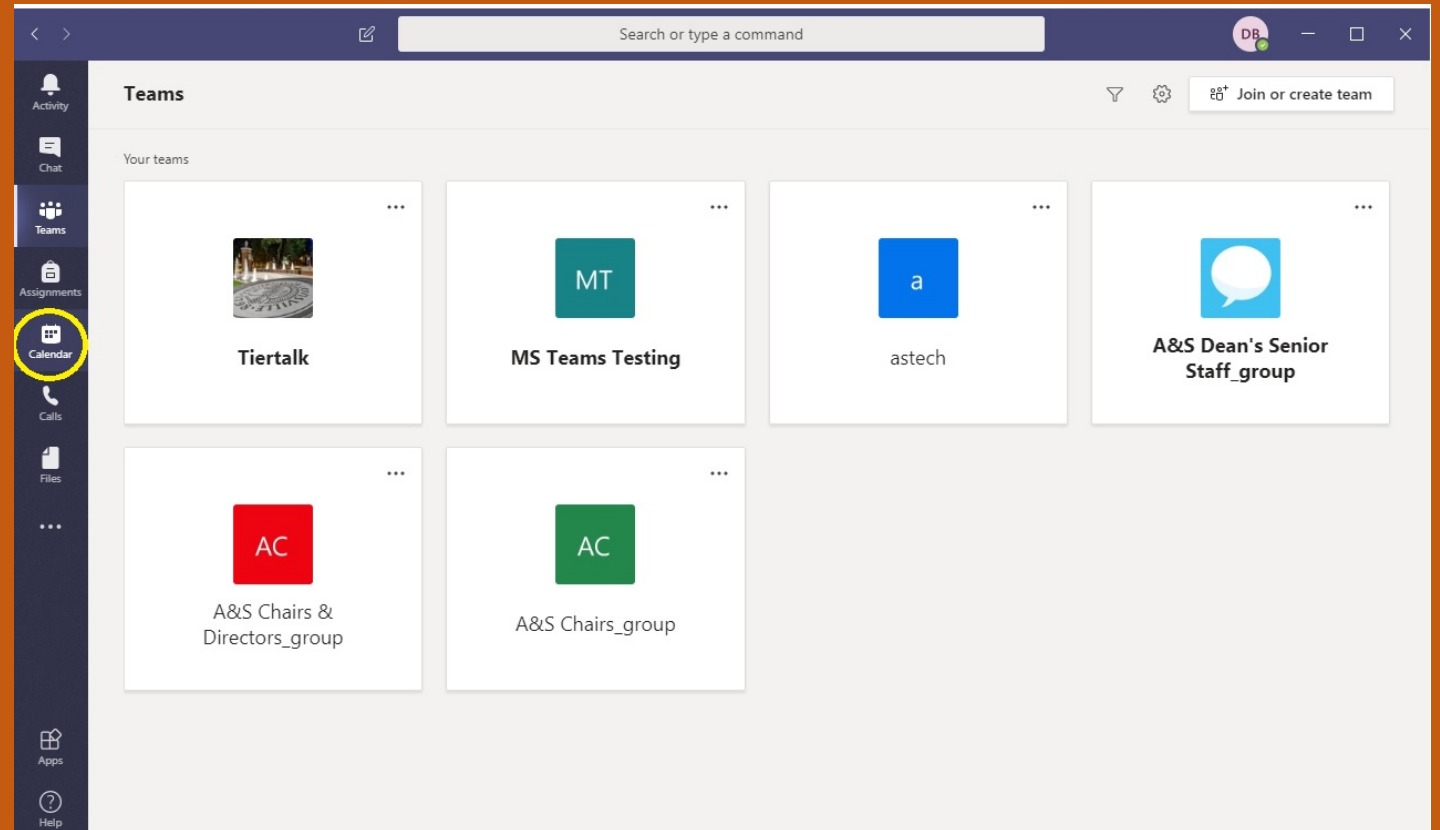


Quick Guide to Microsoft Teams: Setting Up Online Meetings

Making An Impromptu Video Call

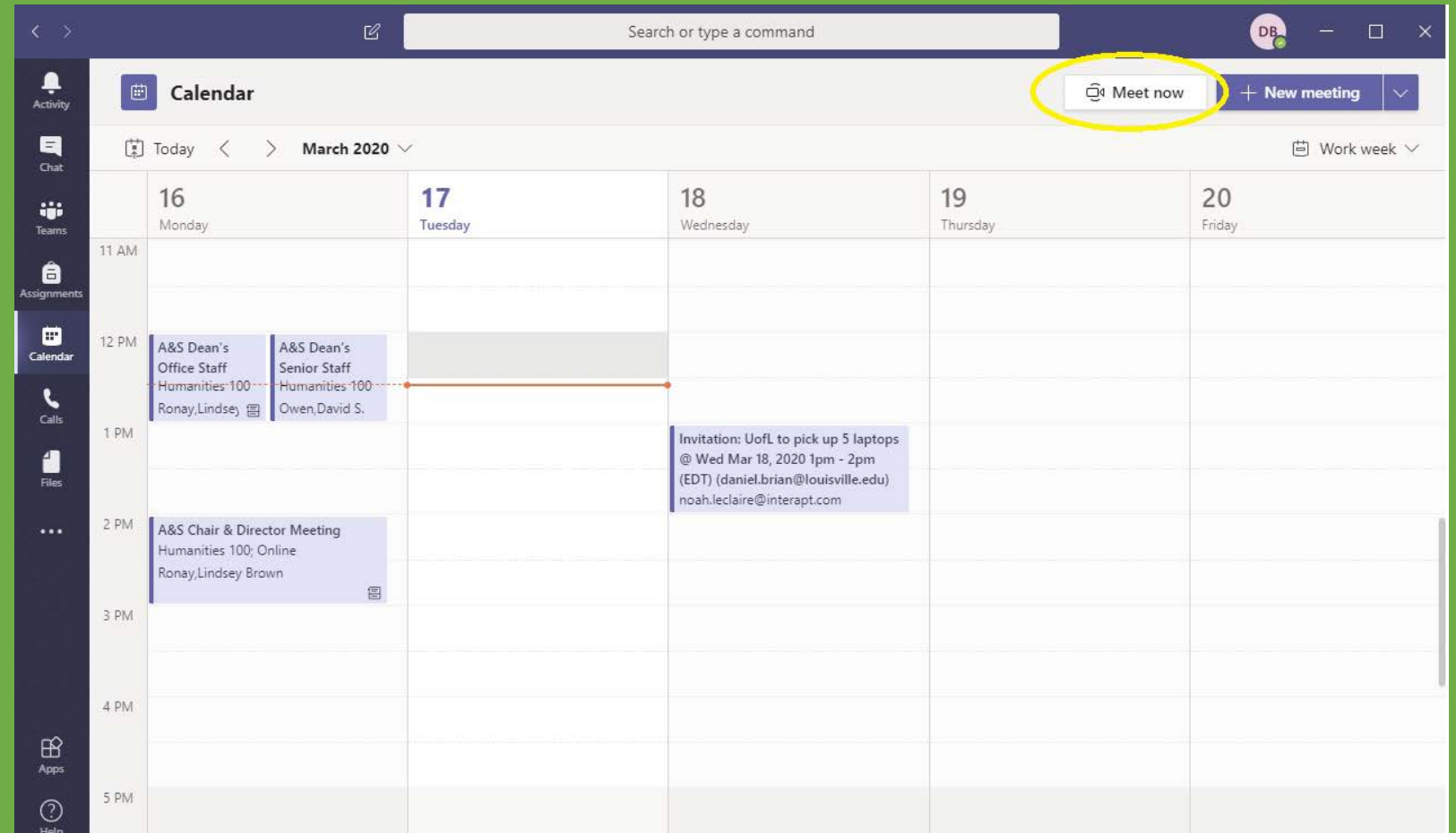
1 Open Calendar

With Microsoft Teams open, click the “Calendar” tab on the left side column



2 Meet now

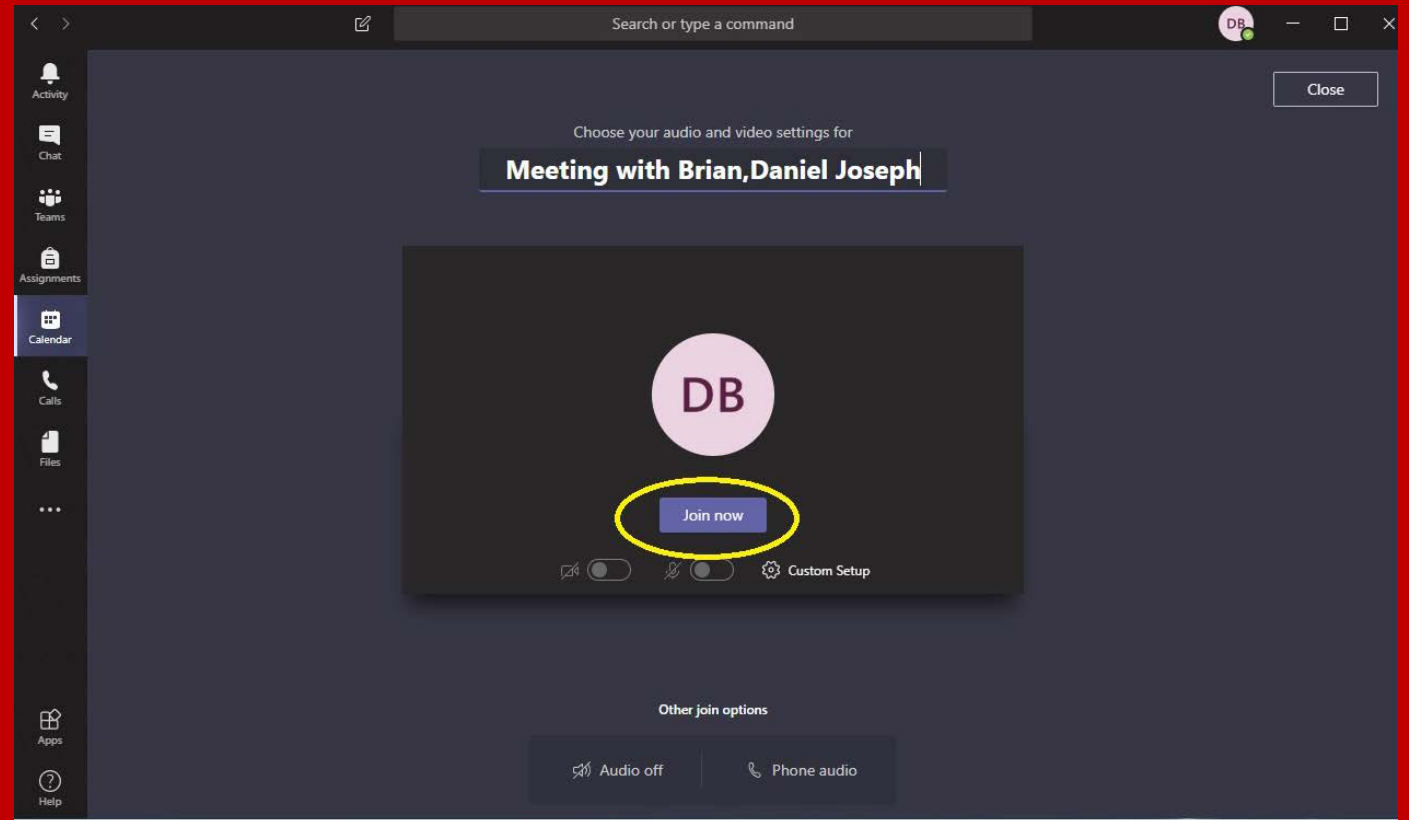
Once in the calendar tab click the “Meet now” button



3 Modify your settings

- ❖ Change the name of the meeting
- ❖ Change the audio on/off
- ❖ Change the video on/off

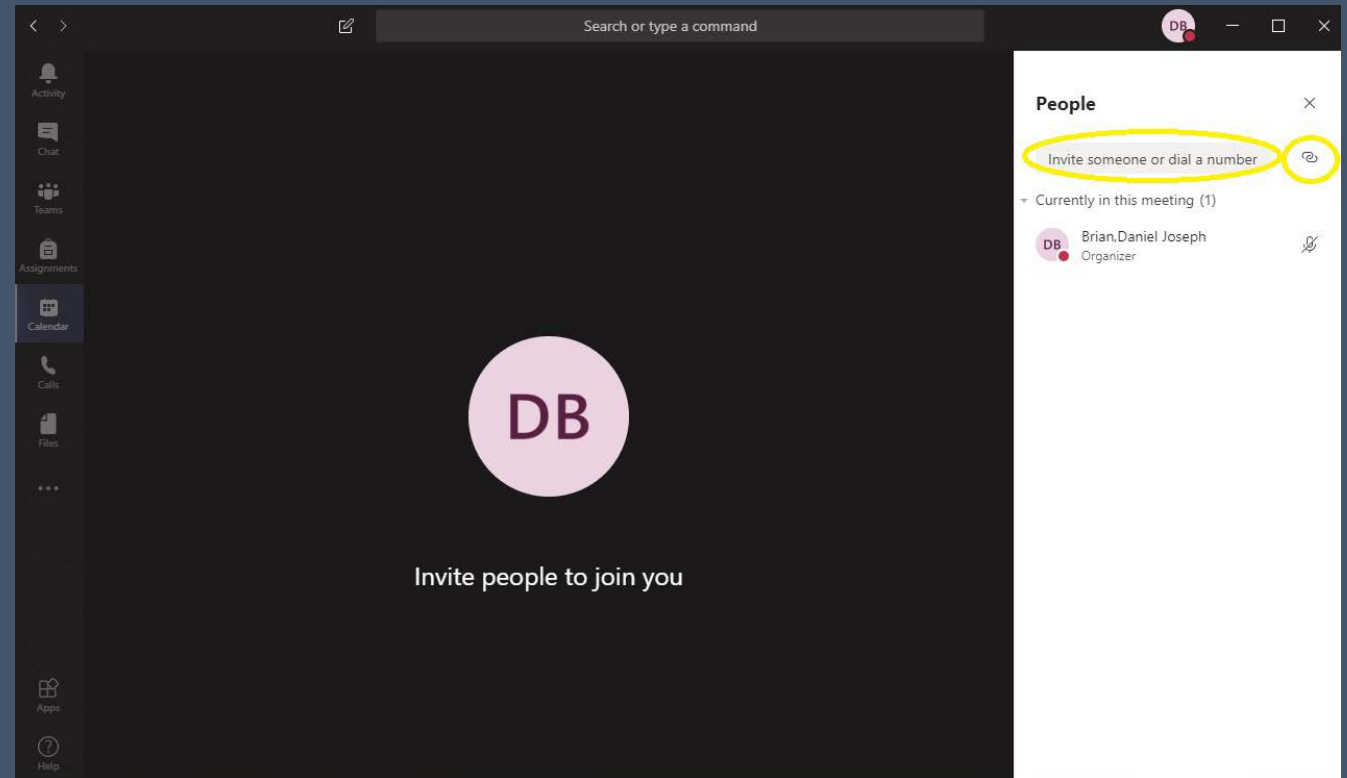
4 Click "Join now"



5 Invite people to attend

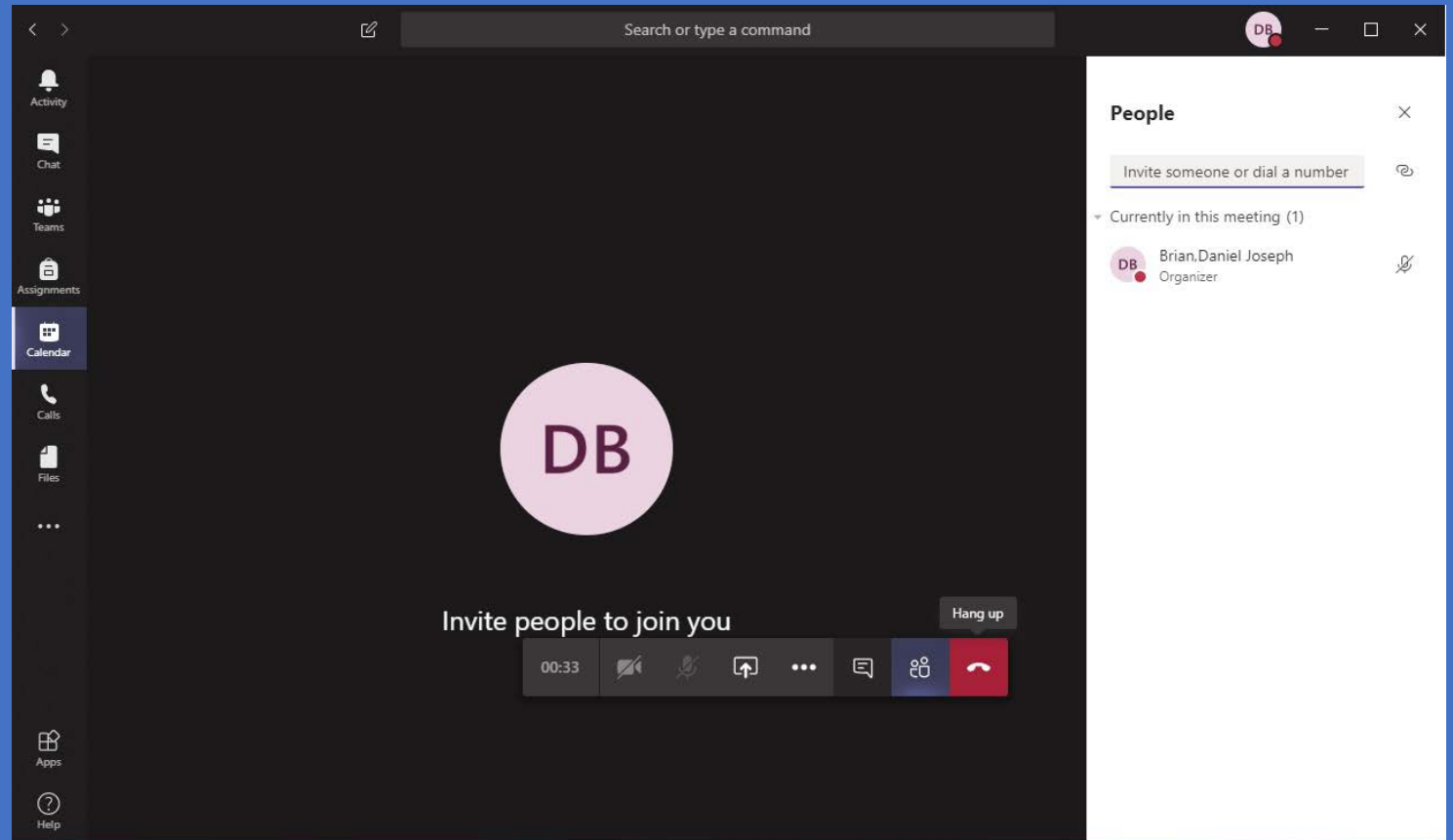
Invite people to your meeting by typing their name(s). This uses the UofL Global Address Book. If adding users outside of UofL, you can enter their email address.

There is a link icon located next to the “invite someone” field. When clicked it will copy a link for you to share for any other users you wish to invite.



6 Conclude your meeting

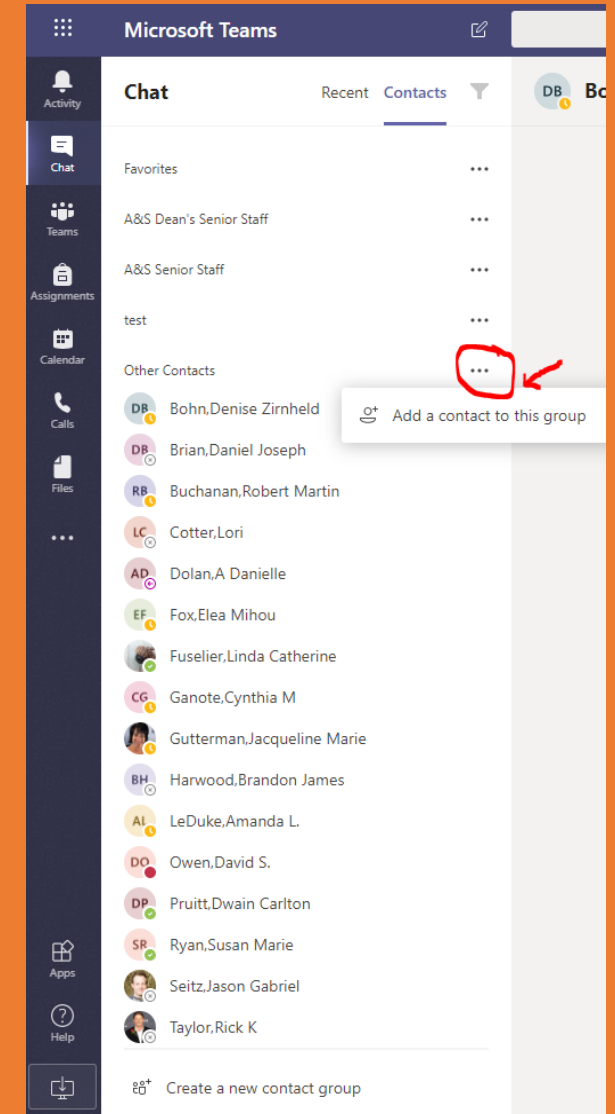
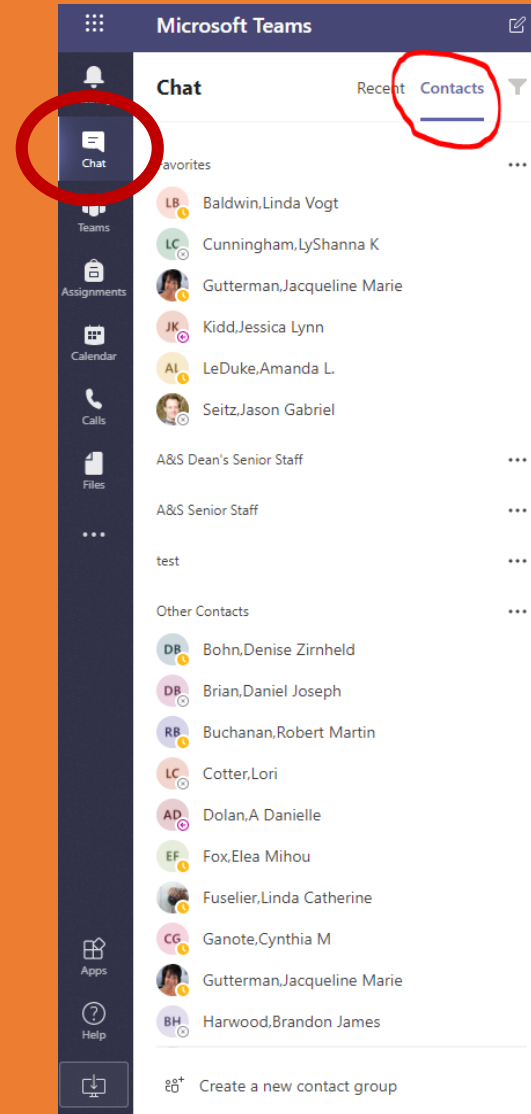
Once finished with your meeting you can click the hang up icon to leave.



OR

Steps 1-3

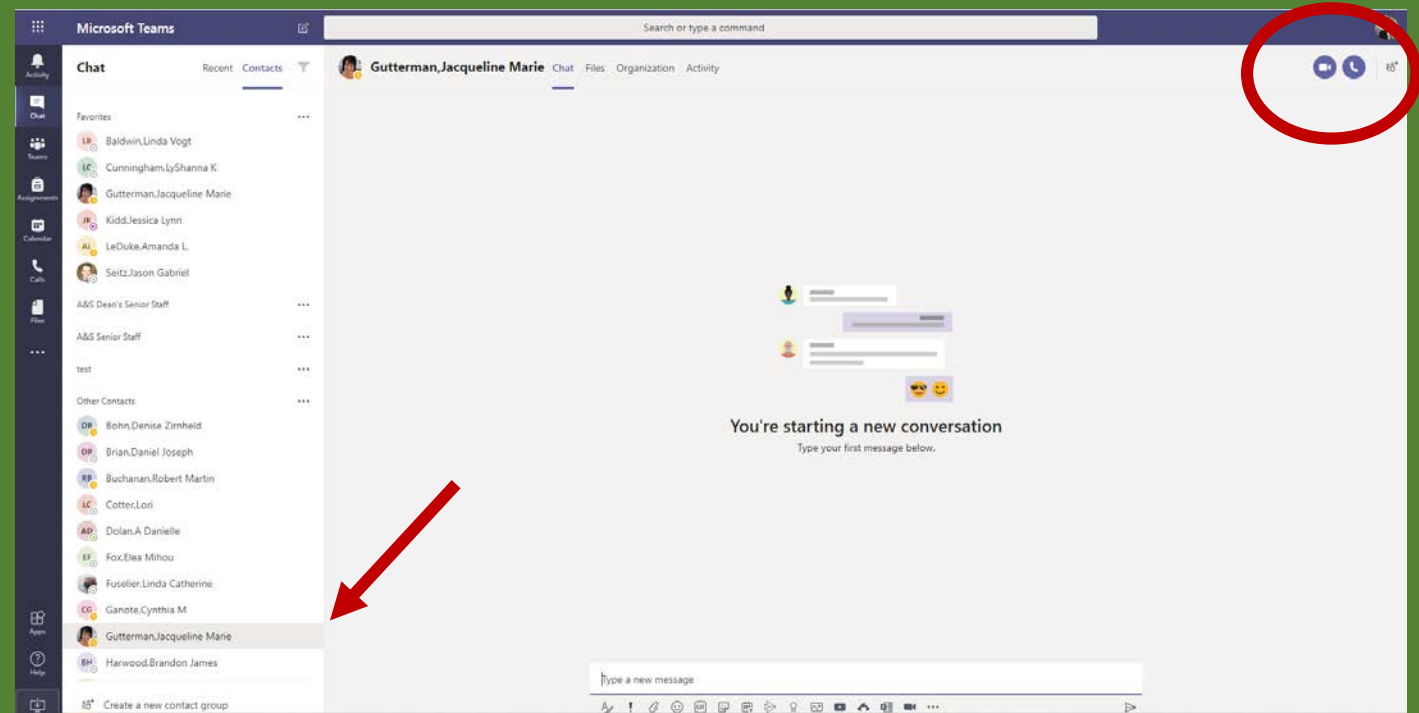
- In the left hand toolbar, click on "Chat."
- Toggle to "Contacts."
- If you don't see the contact you want to reach listed, click on the ellipses next to "Other Contacts," and click on "Add a contact to this group" when it appears.



Steps 4-5

- Click on the contact you want to reach.
- Click on the video camera on the right of your screen to make a video call. If you want to make a regular voice call, click on the phone icon.

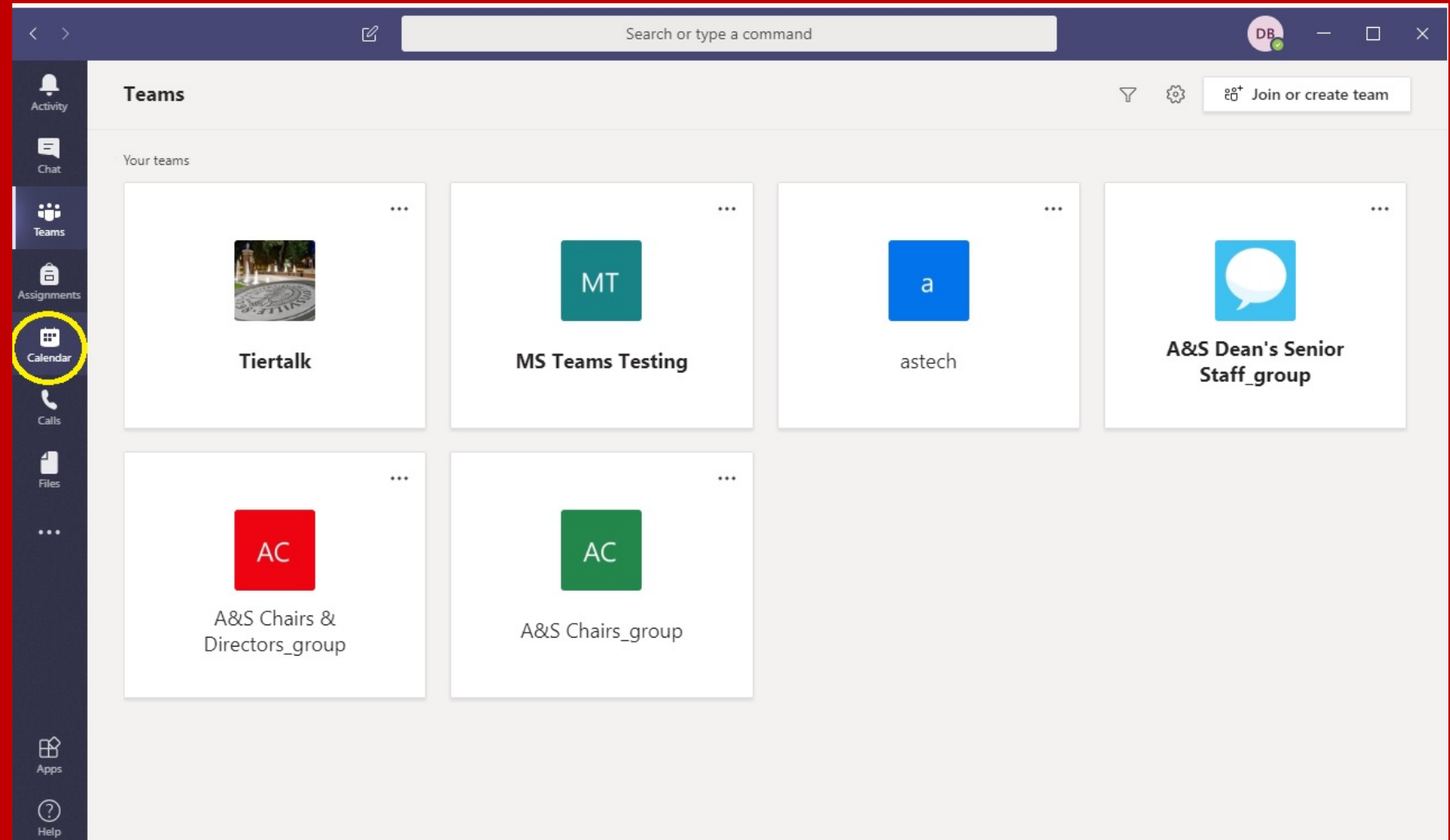
NOTE: If you wish to add more than one person to the call, click on the people+ symbol to the right.



Schedule a Meeting

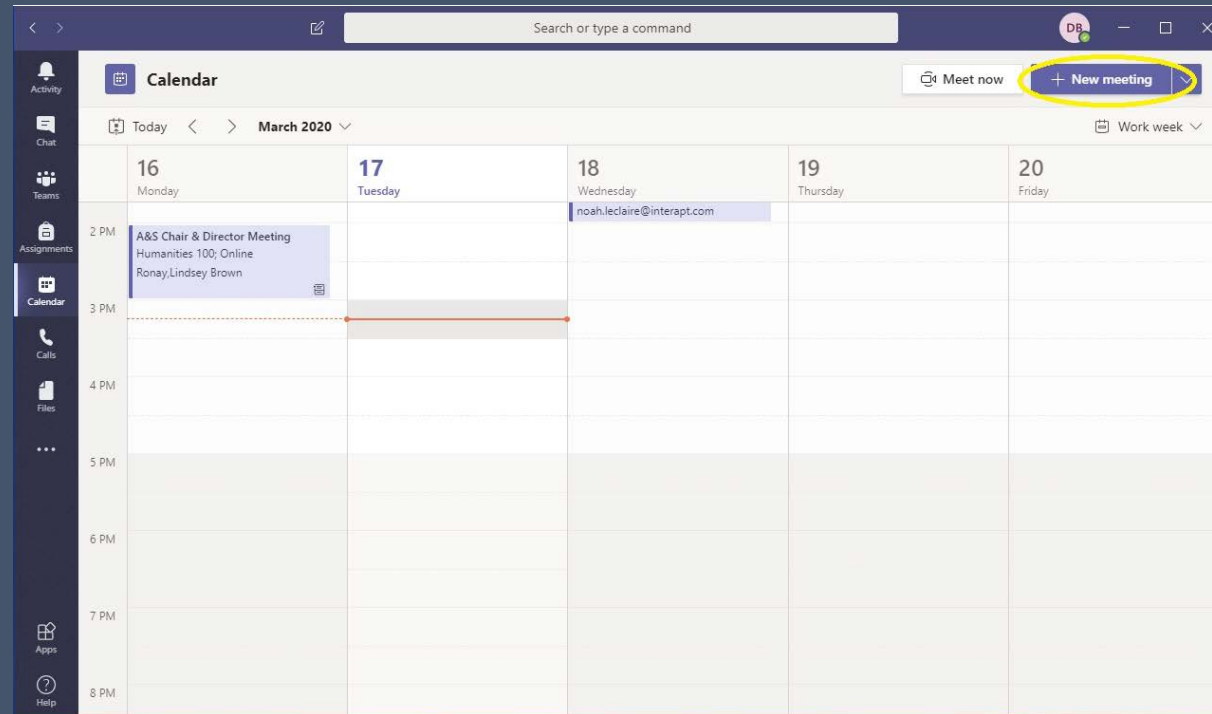
1 Open Calendar

With Microsoft Teams open, click the “Calendar” tab on the left side column



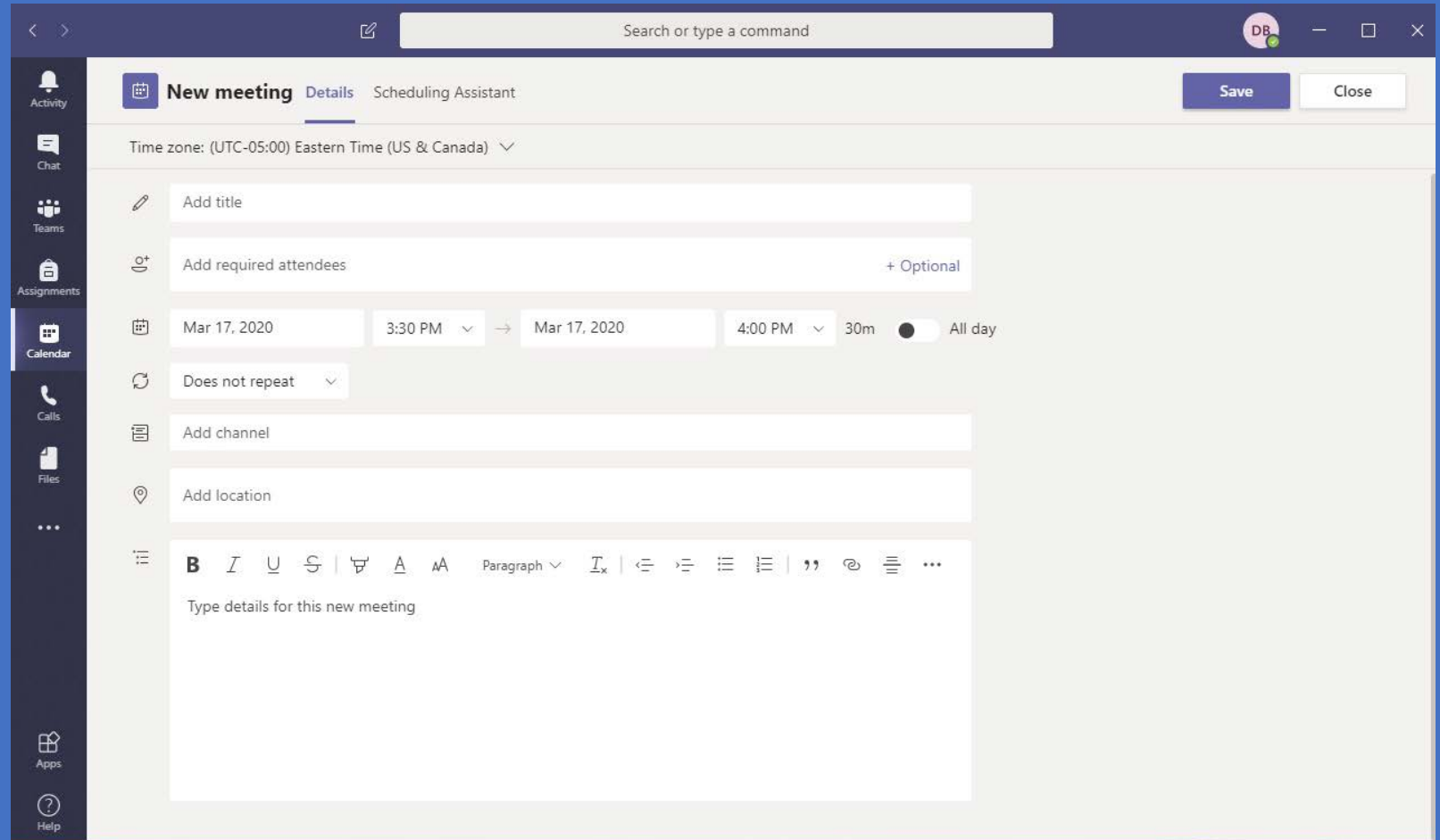
2 "New meeting"

Click the
"New meeting"
button.



3 Adjust settings

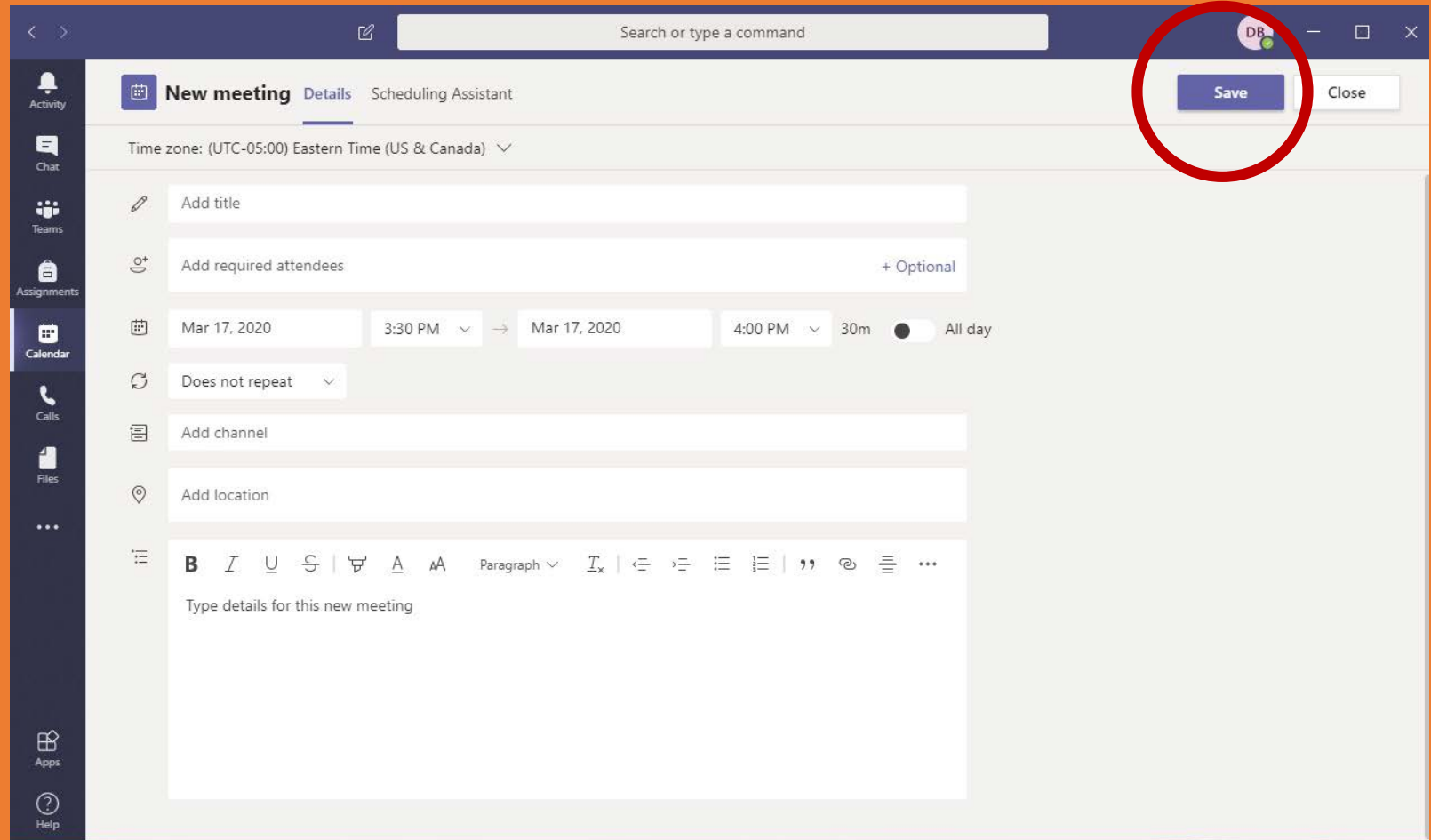
- Add a title to your meeting
- Add attendees
- Select your date and time for the meeting
- Add a location if you are having a meeting where you would like users to attend.



4 Save & Send

Once all the information has been entered, click "Save."

This will email all invited users with all your meeting information, and also provide a link to join your meeting.



Assigning Roles in a Teams Meeting

Presenter vs. Attendee

If you're organizing a meeting with multiple attendees, you may want to assign roles to each participant to determine who can do what in the meeting.

There are two roles to choose from: *presenter* and *attendee*. Presenters can do just about anything that needs doing in a meeting, while the role of an attendee is more controlled.

Capability	Organizer	Presenter	Attendee
Speak and share video	✓	✓	✓
Participate in meeting chat	✓	✓	✓
Share content	✓	✓	
Privately view a PowerPoint file shared by someone else	✓	✓	✓
Take control of someone else's PowerPoint presentation	✓	✓	
Mute other participants	✓	✓	
Remove participants	✓	✓	
Admit people from the lobby	✓	✓	
Change the roles of other participants	✓	✓	
Start or stop recording	✓	✓	

Before a Meeting

- Send out the meeting invite before you can assign roles.
- Go to the Calendar icon in the left toolbar. Click on the meeting you just created, and select Meeting options.
- This will bring you to a web page, where you'll see a few options as outline on the right.

Who can present?	What happens
Everyone	Anyone who has access to the meeting link will join the meeting as a presenter.
People in my organization	Only people in your org will be presenters. External participants will join as attendees.
Specific people	Only people you choose from the list of invitees will be presenters. Everyone else will join as attendees.
Only me	Only the organizer will be a presenter. All other participants will join as attendees.

NOTES:

- You'll need to send your meeting invite directly to anyone you want to select as a presenter.
- You won't be able to select someone from a different org as a presenter.
- Your recipient will need to login to Teams in order to be a presenter.
- The ability to select specific presenters isn't yet available for channel meetings.

During a Meeting

There are two ways to change someone's role while a meeting is in progress:

1. Go to Calendar button, click on the meeting, and select "Meeting options." Use the dropdown menu for "Who can present?" to select a new presenter. *
2. Click "**Show Participants**" in the meeting controls to see a list of the people in the meeting. Hover over the name of the person whose role you want to change and click "More options button." From there, select "Make a presenter" or "Make an attendee."

* If the meeting is recurring, any change you make in Meeting options will apply to all meeting occurrences.

Additional Resources for Microsoft Teams

[Quick Start Guide \(PDF\)](#)

[Collaborate faster using Microsoft Teams for higher education staff](#)
(1 hour beginner course)

[Staff Teams for effective leadership and saving time](#) (1 hour intermediate course)

[Training videos for Teams](#)

[Teams & channels - Basics, Work in teams, Work in Channels, and For team owners](#)

Although Teams is web-based, it works best if you have it installed on your device.

[*Download the desktop software and mobile device app here.*](#)

Don't forget to login using your `userid@louisville.edu` and your ULink password.