

Microsoft Teams

Meetings

Teams meetings include audio, video, and the ability to share your screen with the other members of the meeting. Since the meeting is online, you will always have a meeting place and therefore do not need a room or projector. Teams meetings provide a good basis for collaborating with internal members of your organization as well as external partners.



Content

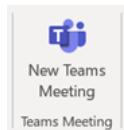
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Book a Teams meeting in outlook

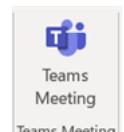
In **Outlook calendar**:

Select the 'New Teams Meeting' option

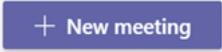


In an **Outlook meeting request**:

Select the 'Teams Meeting' option

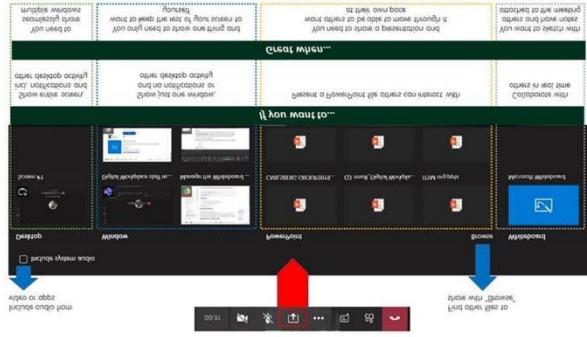


In **Teams app** on your computer: In the Calendar, select '+ New meeting' or click directly in the calendar.



In the Teams **mobile app**: Go to the calendar and click join meeting.

Teams meetings – Screen sharing and Whiteboard

<p>Share screen:</p> <ol style="list-style-type: none"> 1. To share your screen in a online meeting, select Share  in your meeting controls. 2. Then, choose to present your entire desktop, a window, a PowerPoint file, or a whiteboard 3. When you're done sharing, go to your meeting controls and select 'Stop sharing'. <p>Click here to see more details and how you can easily give control, take control and zoom in on content.</p>	
<p>To share content from your mobile device, just select More options  and then Share  in your meeting controls. You can choose to present a photo, video, PowerPoint, or your entire screen.</p>	
<p>The feature is available in calls and meetings with three or more participants.</p> <p>Whiteboard lets participants of Teams meetings draw, sketch, and write together on a shared digital canvas. Use the above guide – sharing screen to enable whiteboard.</p> <p>After the meeting you can find the whiteboard in your chat history as a tab.</p> <p>Read more here.</p> <p>Note: Although whiteboard sharing isn't available on mobile yet, you can collaborate on a whiteboard shared from another device.</p>	

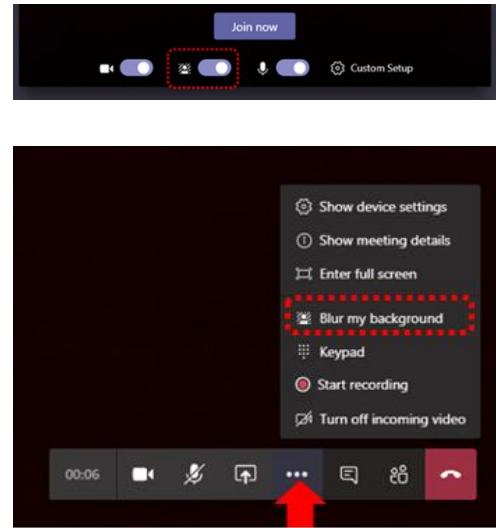
Blur Background & Meeting Chat

Blur background:

1. Click 'Join' meeting and the join meeting box will appear
2. Turn on 'Blur my background' (and turn on the camera) before you click 'Join now'

If you already are in the meeting and have your video feed turned on, just click *** and select the 'Blur my background' option.

NB! The feature works only for **scheduled meetings** and does not yet work on the mobile device.

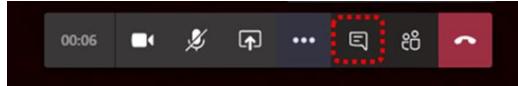


Meeting Chat:

Do you have to leave the Teams meeting and don't want to interrupt the presenter? Or are there a lot of participants and would you like to have them ask questions during the presentation?

Use the chat function:

Click the "Chat" icon on your meetings control. On your right side you can now write and see messages during an online meeting. If you chat is not visible a small red dot will appear on the chat icon if someone posts a message during a meeting. To see the chat message, just click the icon.



Sound & Camera Control

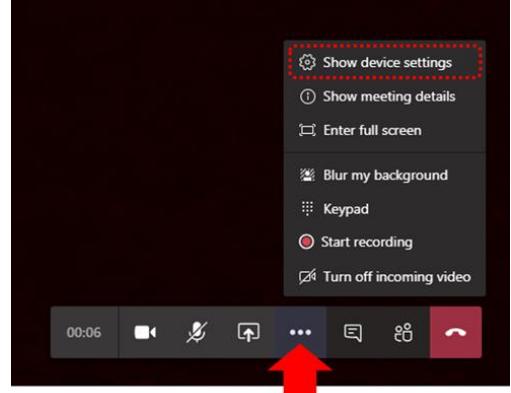
Device setting:

If people in a Teams meeting can't hear you, you might be muted or you might not have configured your mic correctly.

To change your speaker, microphone, or camera settings when you're on a call or in a meeting

select **More options**  > **Show device**

settings  in your meeting controls. Select the speaker, microphone, and camera options you want.

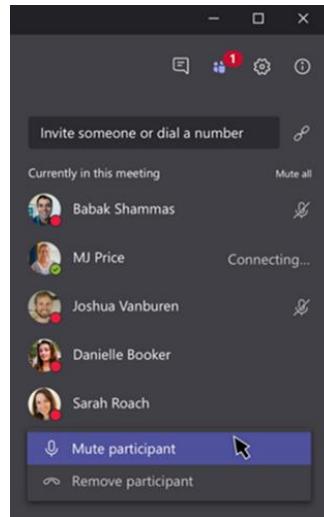
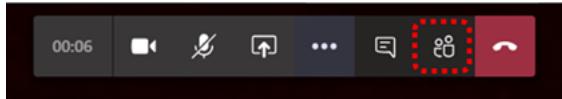


Mute others:

Tired of hearing background chatter, construction work or ringing phones? In larger Teams meetings (> 5 people), anyone who joins after the meeting has started, will join automatically as muted and thereby reducing noise in the meeting.

If you notice any noise from others, you can **mute that person, or mute all**. If someone or all have been muted, they'll get a notification letting them know and they'll be able to unmute themselves if they need to be heard.

1. Go to the meeting control bar and click on the participant icon
2. Select **Mute all** at the top or pick the specific person you want to mute



Record Meetings

Teams can capture audio, video, and screen sharing activity. When a recorded meeting is ended the recording is saved to [Microsoft Stream](#) with restricted access rights and the link to the video is shared in the Teams meeting history. As a default, only the invited meeting participants can see the video.

It takes a few simple steps to create a Teams meeting recording:

1. Join a meeting
2. Go to the meeting controls and select **More options** *** > **Start recording**.

Everyone in the meeting is notified that recording has started.

3. If you want to stop the recording before the meeting ends. Go to the meeting controls and select **More options** *** > **Stop recording**
4. The recording is now processed (which can take a little while depending on the length of the meeting) and when available, the person who started the recording receives an email from [Microsoft Stream](#) and a link to the video also shows up in the meeting chat

In Microsoft Stream, you can edit who has permission to watch the video.

To start recording of a meeting from your **mobile device**, just select **More options** *** > **Start recording** in your meeting controls.

To see more tips for meetings on your mobile device - click [here](#).

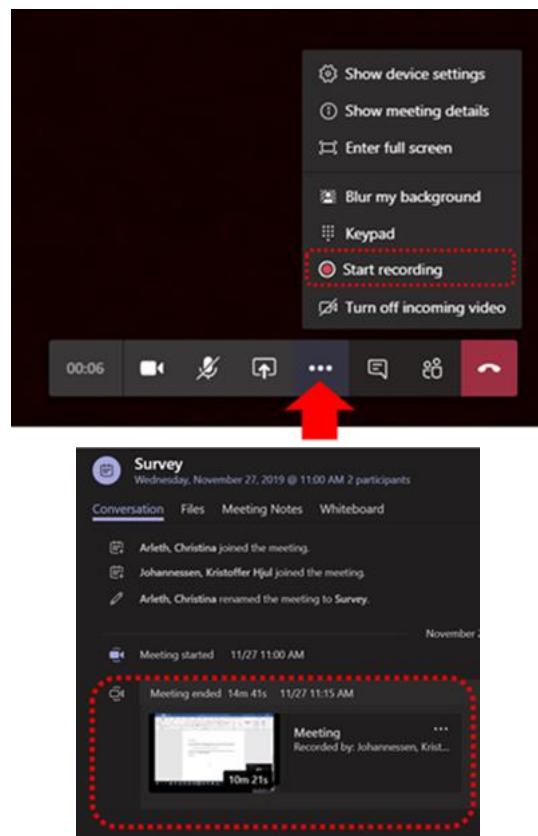
How to find the recording:

If you were invited to the meeting, go to the **Chat history** in Teams, find the meeting and click on the video image to play the meeting recording directly in Teams.

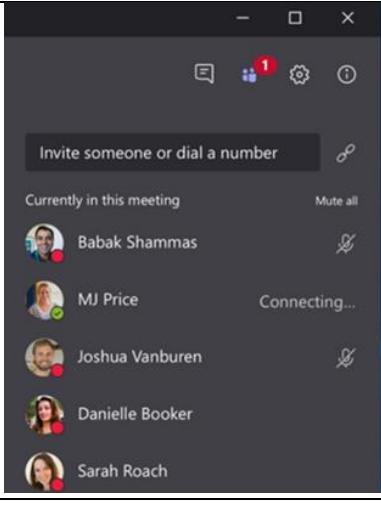
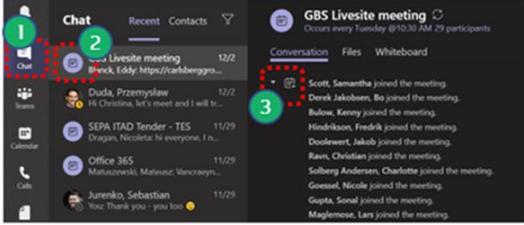
Transcripts can be edited and added. [See how](#)

Share a Teams meeting recording with others:

If you recorded the Teams meeting, you can share the recording both with people in the organization and outside who didn't attend the meeting, but you need to take a few additional steps. [See how](#) and learn more about sharing and recording.



Managing participants in meetings

<ol style="list-style-type: none"> 1. Click Show participants  in your meeting control bar to see a list of the people <i>in the meeting</i>, as well as those who were invited, but have not joined 2. To ask someone to join who was already invited, select their name > More options *** > Ask to join  3. To ask a new person to join, type in the name at the top bar 	 <p>The screenshot shows the Microsoft Teams meeting control bar. At the top, there's a text input field with placeholder text "Invite someone or dial a number". Below it, a section titled "Currently in this meeting" lists five participants: Babak Shamma, MJ Price, Joshua Vanburen, Danielle Booker, and Sarah Roach. Each participant has a small profile picture and a "Mute" button to the right.</p>
<p>To invite more people from your mobile device, just select More options *** > Show participants  in your meeting controls.</p>	
<p>To see who attended a meeting:</p> <ol style="list-style-type: none"> 1. Select Chat 2. Select the meeting of interest 3. Click on  to expand the list of people who joined the meeting <p>Any meeting will appear in the chat history – even if no one posted any messages during the meeting.</p>	 <p>The screenshot shows the Microsoft Teams Chat interface. On the left, there's a sidebar with icons for Chat, Recent, Contacts, and a downward arrow. The main area shows a list of conversations. One conversation is highlighted with a green circle containing the number 3. The conversation is for a meeting titled "GBS Livesite meeting" which occurs every Tuesday at 10:30 AM and has 29 participants. The list of participants includes names like Scott, Samantha, Derek, Balow, Kenny, Hindrikson, Frederik, Doolewert, Jakob, Ravn, Christian, Solberg Andersen, Charlotte, Goessel, Nicole, Gupta, Sonal, and Maglemose, Lars. Each participant entry shows a small profile picture and a timestamp.</p>