Best Practices for Using Microsoft Teams Meetings & MeetNow

- Upon joining a meeting, turn off both your video and microphone.
- Leave your microphone muted unless you are speaking.
- Use headphones whenever possible to minimize audio feedback.
- Teams is not compatible with Safari. We recommend using Chrome, Edge or the Microsoft Teams app.
- Use the chat window to ask a question.

Joining a Teams Meeting

1. Option 1: Accepting the Invitation

Meeting invites are sent via email. RSVP directly in the message to add it to your calendar.

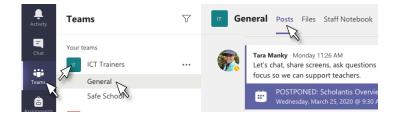
Example Meeting Tue 2020-03-24 8:45 AM - 9:30 AM No conflicts	
RSVP to this event	Email organizer 🌑
Add a message to Tara's Team of One (optional)	
\checkmark Yes $% (Maybe) \times (Mab$	

If you click *Yes* or *Maybe*, you can change your response later as the meeting will appear on your calendar (both in Teams and in Outlook). If you decline a meeting however, it will be removed from your calendar & email inbox.

2. Option 2: Viewing an Upcoming Teams Meeting (when you are not specifically invited)

Alternatively, Team meetings can be scheduled and 'hosted' within a team channel (sub-section of the team) rather than having an attendee list. In this case, members of the Team looking to attend should self-register by adding the event to their calendar. They will receive no email invitation.

Open Microsoft *Teams* and go to the team. In my example, I go to *Teams > ICT Trainers > General* channel *> Posts* top tab. I scroll down until I see the event.



Click on the event to display the details.

🔲 Ge	Posts Files Staff Notebook 2 more ~ +	© T
? ?	Tara Manky Monday 11:26 AM Let's chat, share screens, ask questions and figure out where we need to focus so we can support teachers.	1
	POSTPONED: Scholantis Overview (TM & ID)(WC optional) Wednesday, March 25, 2020 @ 9:30 AM	

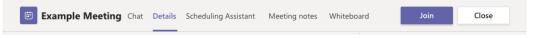
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With the details displayed, click Add to calendar. This will add you as an attendee, add it to your Outlook calendar, and provide reminders in the same way other calendar events might do.

Ē	Test Event for Tara Chat	Details	Meeting notes	Whiteboard
+	Add to caler			
	\sim			
Ē	March 25, 2020 3:00 PM - 3:30	PM		
	ICT Trainers > General			

3. Viewing an Upcoming Teams Meeting (once you have accepted)

Once accepted, locate the event on your calendar & open the meeting. Options to Join, Chat, create Meeting Notes or contribute to a Whiteboard should appear.



4. How to launch the Teams meeting

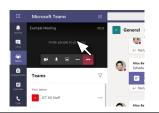
To attend a meeting, find that meeting on your calendar and click *Join*.

Outlook app:	Teams app:
Calendar ✓ • Example Meeting ③ Tue 24/03/2020 8:45 AM - 9:30 AM ☞ Join Teams meeting ⑩ Tara's Team of One invited you. You and 44support accepted. ✓ Yes, I'll attend ✓	Example Meeting Close × Cancel meeting ··· ✓ Example Meeting ✓ Example Meeting ✓ Example Meeting ✓ A 44support ✓ • Optional ✓ Mar 24, 2020 Ø: Does not repeat
✓ Yes, I'll attend ∨	\mathcal{Q} Does not repeat \vee

Clicking the join button will bring you into a call. Check your audio & visual settings and click *Join Now*. For large team meetings, we recommend starting the meeting with both video and microphone turned OFF.



While in a meeting, you can still access the other sections of Teams. When you click on a different Team section, the meeting will show up in the top left corner of the screen. To pull the meeting back into focus, click the box.



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5. Joining as a Guest

For guest users (those without accounts i.e. parents or younger students), Meetings and MeetNow can still be joined via weblink.

Follow the direct weblink and click Join on the web instead.



Enter your name as you would like it displayed to other attendees, check your audio & visual settings and click *Join Now*. For large team meetings, we recommend starting the meeting with both video and microphone turned OFF.

Choose your audio and video settings for Meeting now
O
Tara Join now
Other join aptions
جمر) Audio off و Phone audio

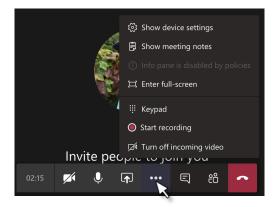
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6. Audio, video, and screen sharing

In a meeting you have a row of buttons in your video feed.

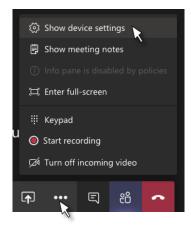
7 4	Click the camera button to turn your video on or off.
Ŷ	Click the microphone button to mute or unmute your microphone. Note that this will not mute the microphone of others & you will still be able to hear from other participants in the meeting.
Ę	Toggle on the <i>Conversation</i> pane with this icon & open a text conversation that can continue during any video presentation. Click that icon again to go back to the full screen. Use this area to ask questions.
ÊÔ	Click to show a list of all participants. Participants can also be added and removed from the call in this window (if you have permission to do so).
~	The red button will disconnect you from the meeting. Once the last person leaves the meeting, it will automatically end.

Additional options are available by clicking the ellipsis.



7. Troubleshooting: Update audio and video inputs

To adjust your input and output (mic, camera, or speaker), click the ellipsis > *Show device settings*.



The speakers, microphones and camera options each have a drop down box to access the particular device you're using for that purpose. If your video or sound is not working this is a good place to start.

Device settings	×
Speaker	
Internal Speakers (Built-in)	\sim
Microphone	
Internal Microphone (Built-in)	\sim
Camera	
None	\sim