

Microsoft Teams: How to Organise an Online Meeting

This guide provides an overview on how to schedule an online meeting via Microsoft Teams. The target audience for this guide is anyone who wishes to schedule an online audio, video or conference call. This functionality is not restricted to those with a Maynooth University email address; it is possible to invite external guests to your online meeting. Anyone with a valid consumer or business email address can join your meeting on receiving an invitation.

The online meeting enables an organizer and one or more attendees to share content, discuss and collaborate in real-time, through an online medium. The meeting can even be recorded, to share with anyone who was unable to attend or to review at a later point, if required. A Microsoft Teams online meeting can facilitate up to 250 attendees. If you wish to invite more than 250 online meeting attendees, create a Microsoft Teams Live Event instead (information can be provided on request to servicedesk@mu.ie). Please note: a live event should only be considered if the online meeting option does not suit requirements.

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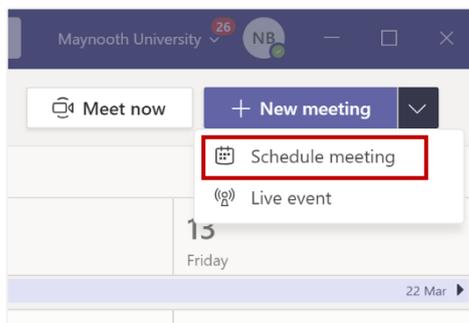
Schedule an Online Meeting

An online meeting can be scheduled any time before the meeting is due to take place. A reminder can be sent out to attendees at any time by opening your calendar, selecting the event, getting the attendee link and sharing this with the current or additional attendee/s. The link can be shared by posting to a channel in the relevant team, emailing or other. To schedule an online meeting:

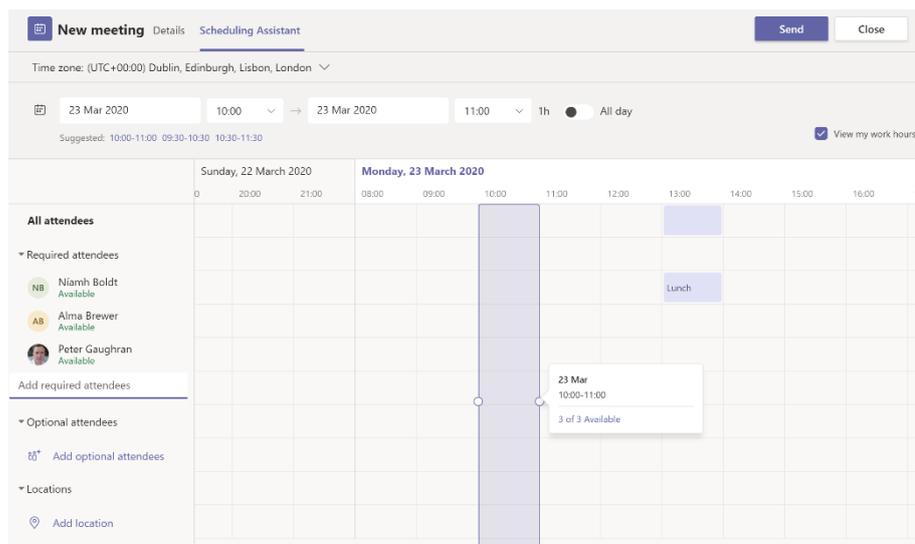
1. Open Microsoft Teams desktop app. If you do not yet have Microsoft Teams installed on your machine, navigate to the following link and download the relevant app for your operating system:

<https://teams.microsoft.com/downloads#allDevicesSection>

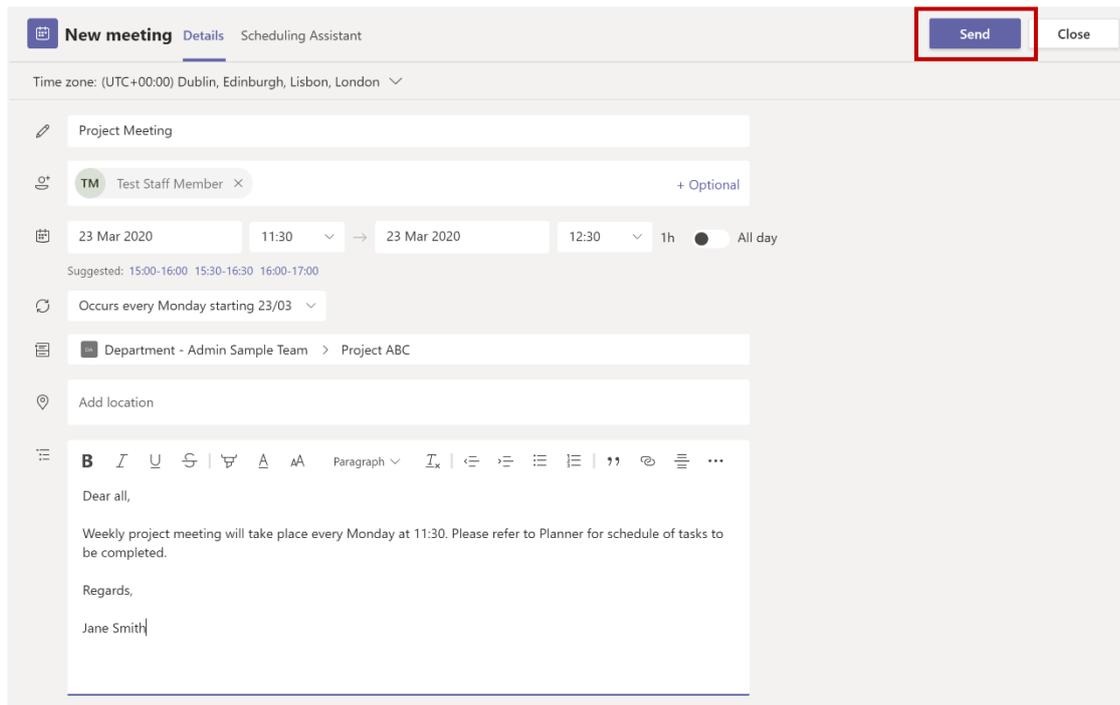
2. Select *Calendar* from the navigation panel on the left
3. Select *Schedule Meeting* from the *New Meeting* drop-down menu.



4. If the meeting will be scheduled according to attendee's availability, select *Scheduling Assistant* to select a time to suit all or most attendees. Once an appropriate time is selected, click *Details* to complete the *New Meeting* request and then *Send* the invite.



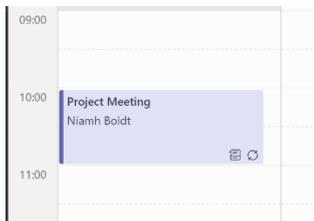
5. If the meeting is due to take place at a set date and time, complete the *New Meeting Details* as required and click *Send*. Note: Scheduling Assistant would not be required in this case.



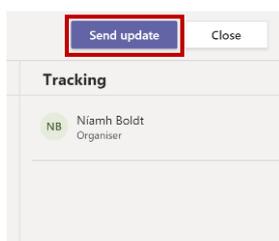
The screenshot shows the 'New meeting' form in Microsoft Teams. The form is titled 'Project Meeting' and is in the 'Details' view. The 'Send' button is highlighted with a red box. The form includes the following fields and options:

- Time zone: (UTC+00:00) Dublin, Edinburgh, Lisbon, London
- Subject: Project Meeting
- Organizer: TM Test Staff Member (Optional)
- Date and Time: 23 Mar 2020, 11:30 -> 23 Mar 2020, 12:30, 1h, All day
- Suggested times: 15:00-16:00, 15:30-16:30, 16:00-17:00
- Recurrence: Occurs every Monday starting 23/03
- Location: Department - Admin Sample Team > Project ABC
- Add location
- Rich text editor with the following content:
Dear all,
Weekly project meeting will take place every Monday at 11:30. Please refer to Planner for schedule of tasks to be completed.
Regards,
Jane Smith

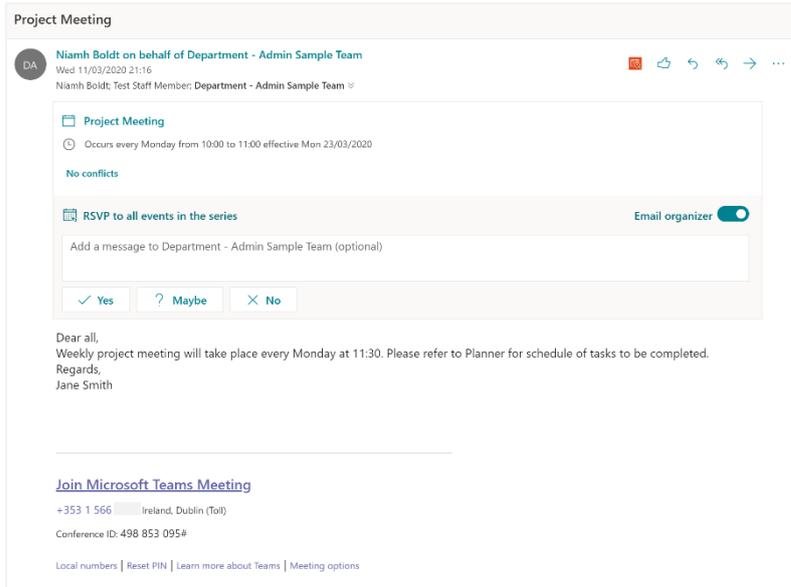
The meeting has now been scheduled. This will appear in your *Calendar* in Microsoft Teams and Outlook. To edit this meeting at any time, open your *Calendar* and select the meeting request.



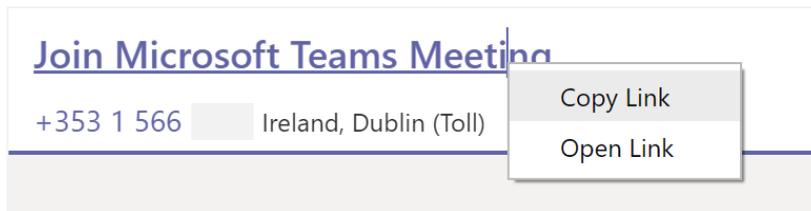
To edit this scheduled meeting at any time, open your *Calendar* via Microsoft Teams and select the meeting entry. Edit the meeting event as required and click *Send update*.



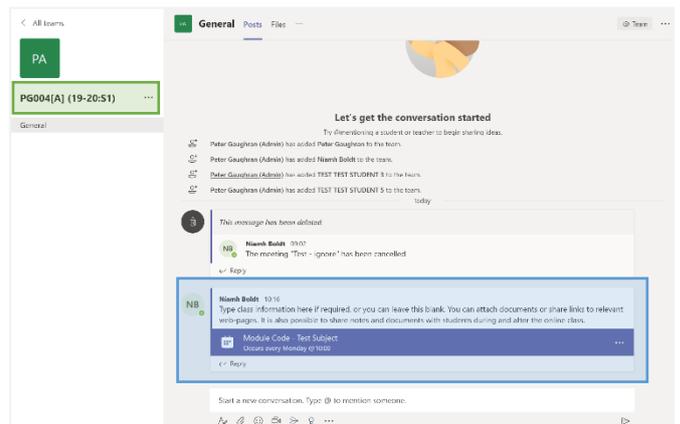
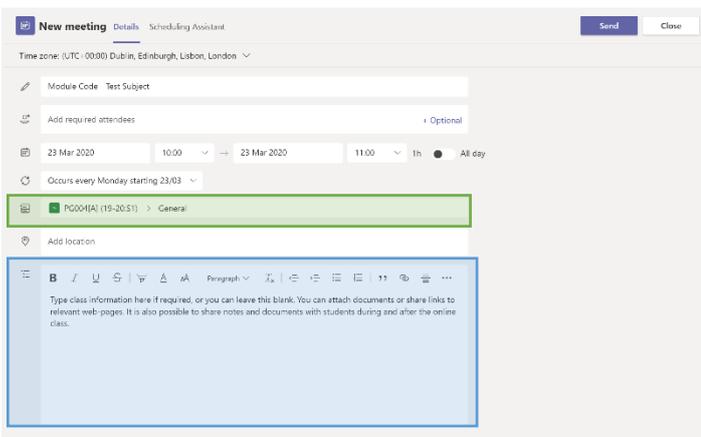
6. All invited attendees will receive an email similar to that shown below. Attendees will be required to RSVP to the meeting.



A weblink to the online meeting, along with the direct dial information can be copied and shared with existing or new attendees, if required. To do this, right click on the *Join Microsoft Teams Meeting* at the bottom of the *Meeting Details* and click *Copy Link*.

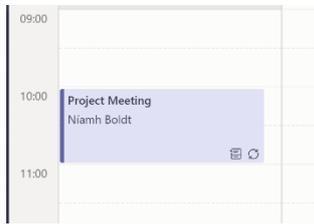


7. Below (left) is an example of how the meeting invite will appear within the relevant team.

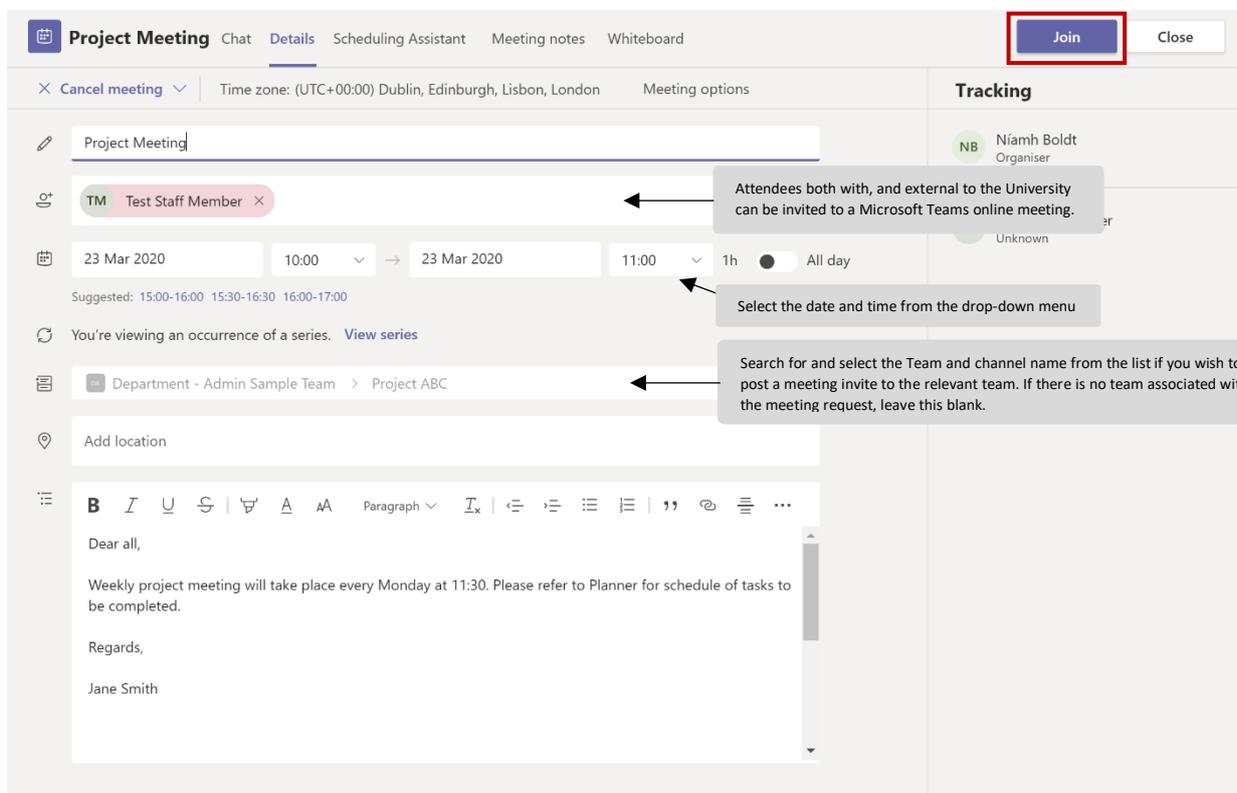


Attending the online meeting

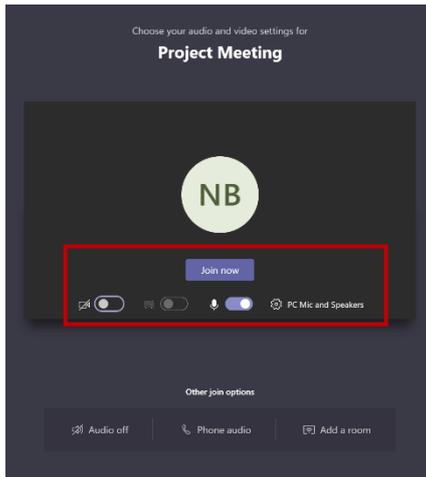
1. Open *Calendar* via *Microsoft Teams*.
2. Select the event in question from the calendar on the date and time the meeting is due to take place.



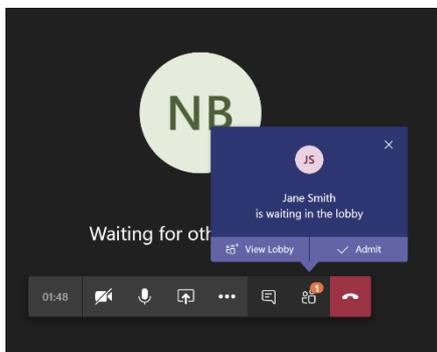
3. When the meeting is due to start, select *Join*. Note: via the meeting details, you can chat with other attendees, create and share meeting notes or a whiteboard, before, during and/or after the meeting.

A screenshot of the Microsoft Teams meeting details page for "Project Meeting". The page has tabs for "Chat", "Details", "Scheduling Assistant", "Meeting notes", and "Whiteboard". A "Join" button is highlighted with a red box in the top right corner. The page shows meeting options, including a "Cancel meeting" dropdown, time zone (UTC+00:00), and meeting options. The meeting is scheduled for 23 Mar 2020 from 10:00 to 11:00. There are suggested times below: 15:00-16:00, 15:30-16:30, and 16:00-17:00. The meeting is associated with the "Department - Admin Sample Team" and "Project ABC". The "Tracking" section shows attendees: Niamh Boldt (Organiser) and Unknown. A text editor is visible at the bottom with the following content: "Dear all, Weekly project meeting will take place every Monday at 11:30. Please refer to Planner for schedule of tasks to be completed. Regards, Jane Smith". Three callout boxes provide instructions: "Attendees both with, and external to the University can be invited to a Microsoft Teams online meeting." (pointing to the attendees list), "Select the date and time from the drop-down menu" (pointing to the date and time fields), and "Search for and select the Team and channel name from the list if you wish to post a meeting invite to the relevant team. If there is no team associated with the meeting request, leave this blank." (pointing to the team/channel selection field).

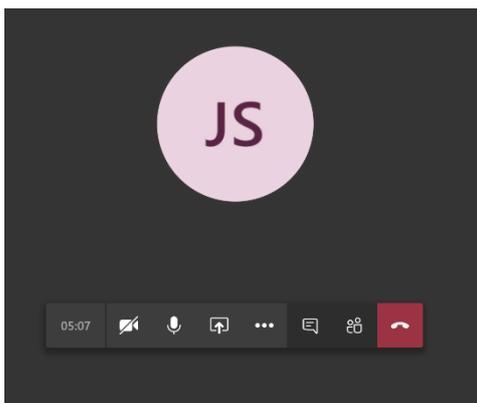
4. Choose whether to use the camera or not. Ensure that the microphone is on and select *Join now* to start the meeting.



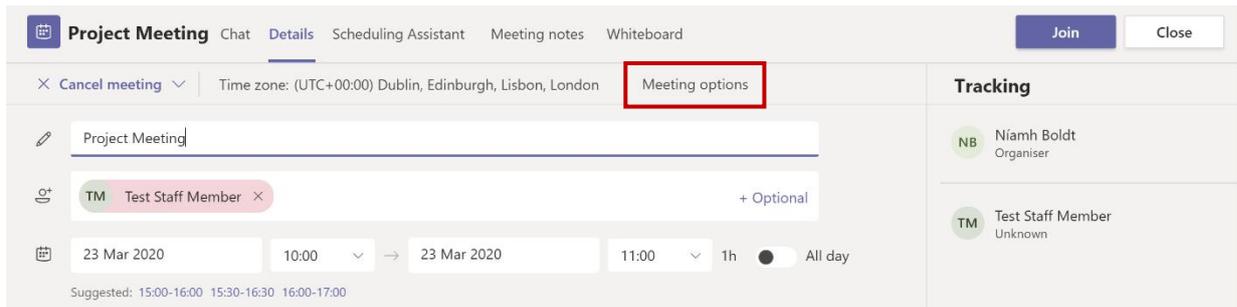
5. As the organizer of the meeting, when someone attempts to join the meeting, you will be prompted to admit entry into the meeting via the Lobby.



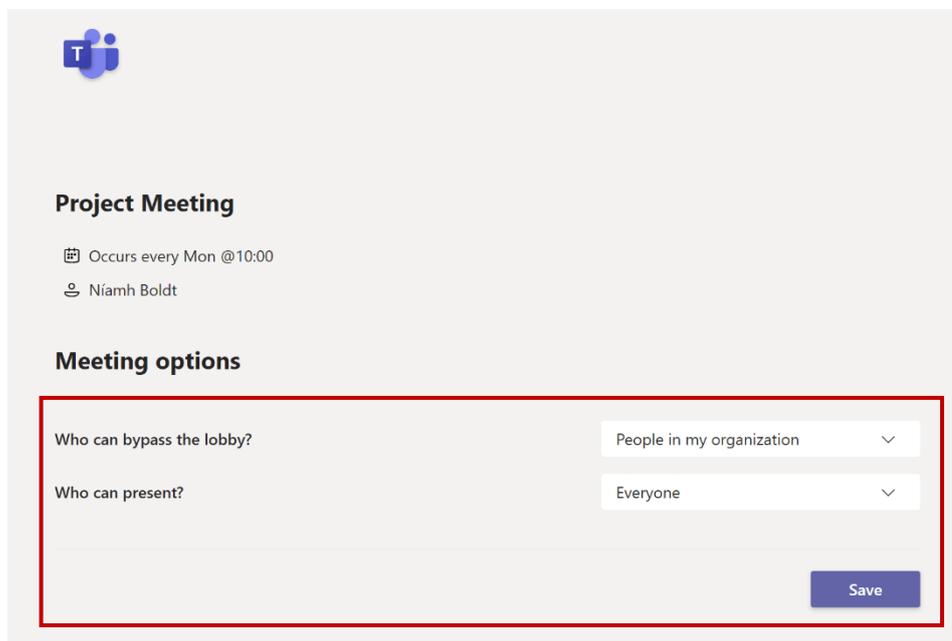
Once admitted, the following will be displayed. If the attendees have permitted video, their image will be displayed.



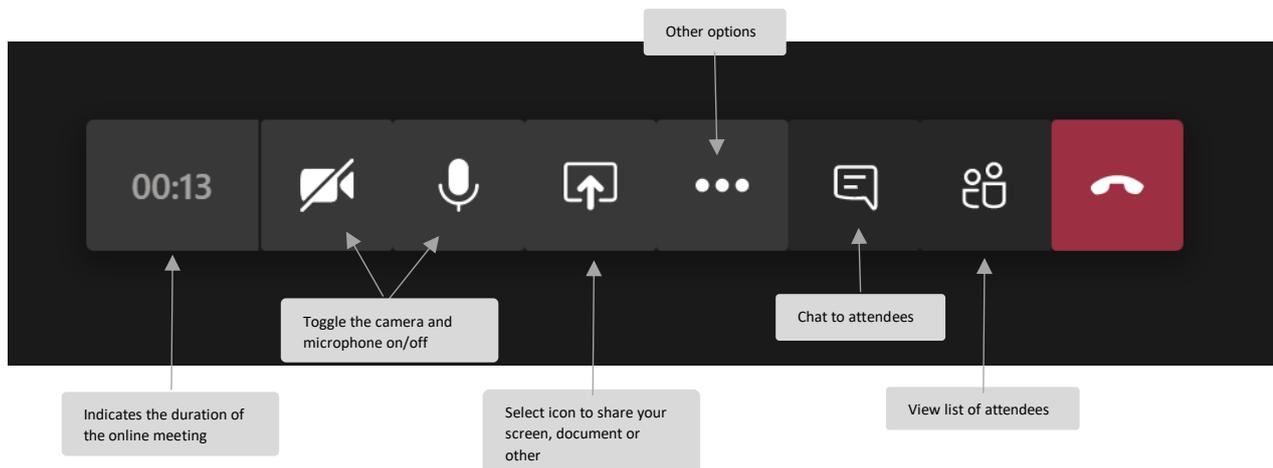
If you are meeting with a large group of attendees and wish to avoid having to admit each as they enter the lobby, open the meeting request from your calendar and select *Meeting options*.



The following browser window will appear. Select *People in my organization* (or other option, depending on your requirements) from the *Who can bypass the lobby?* drop-down menu. You may also wish to amend the *Who can present?* option. Click *Save*.

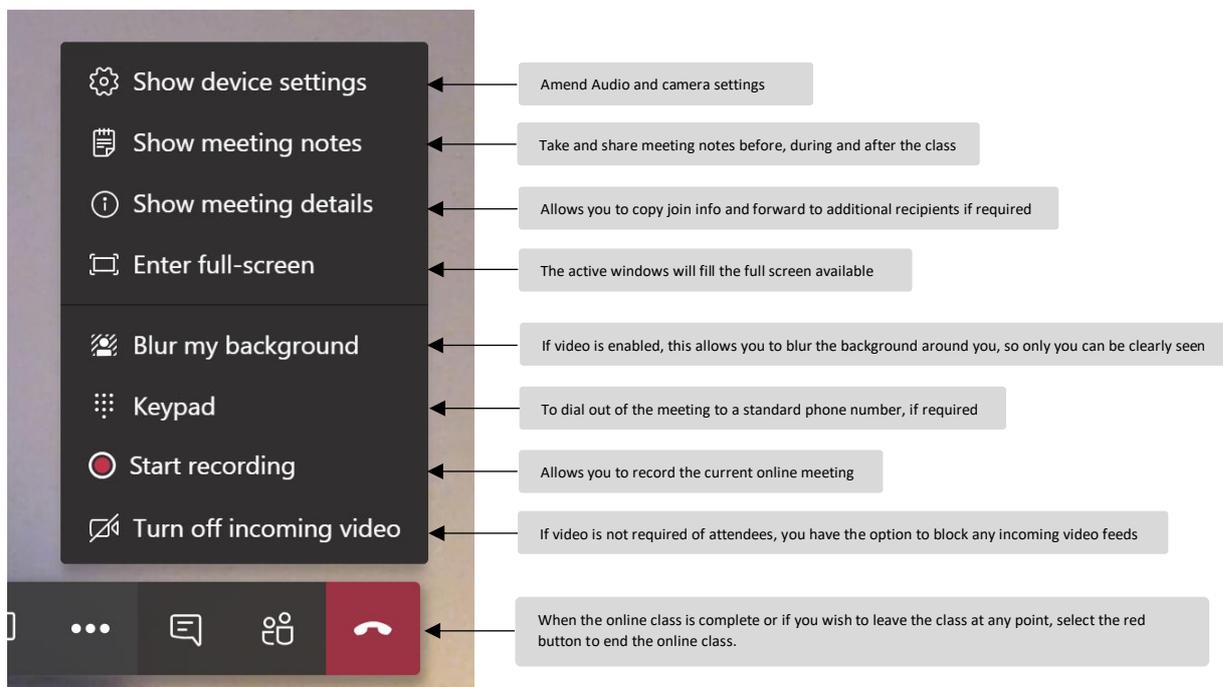


Navigation during the meeting/class



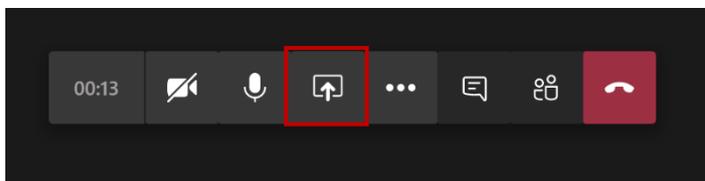
Other call options

When using the Teams desktop application, and once the camera is enabled, the following call options are available:

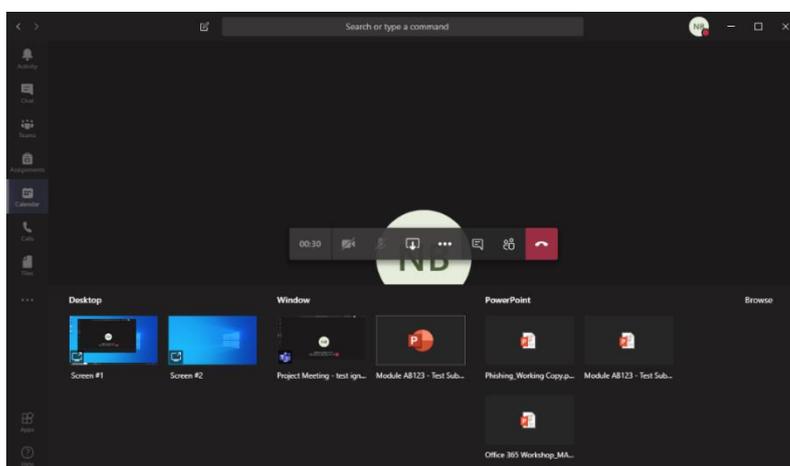


Screenshare during a meeting

1. During an online meeting, select the screensharing icon. If using a Mac, you may be required to allow Teams functionality to run in order to use this particular feature – if this is necessary, a prompt will be displayed on your screen after you select the screensharing icon - follow the prompts on your device to allow.



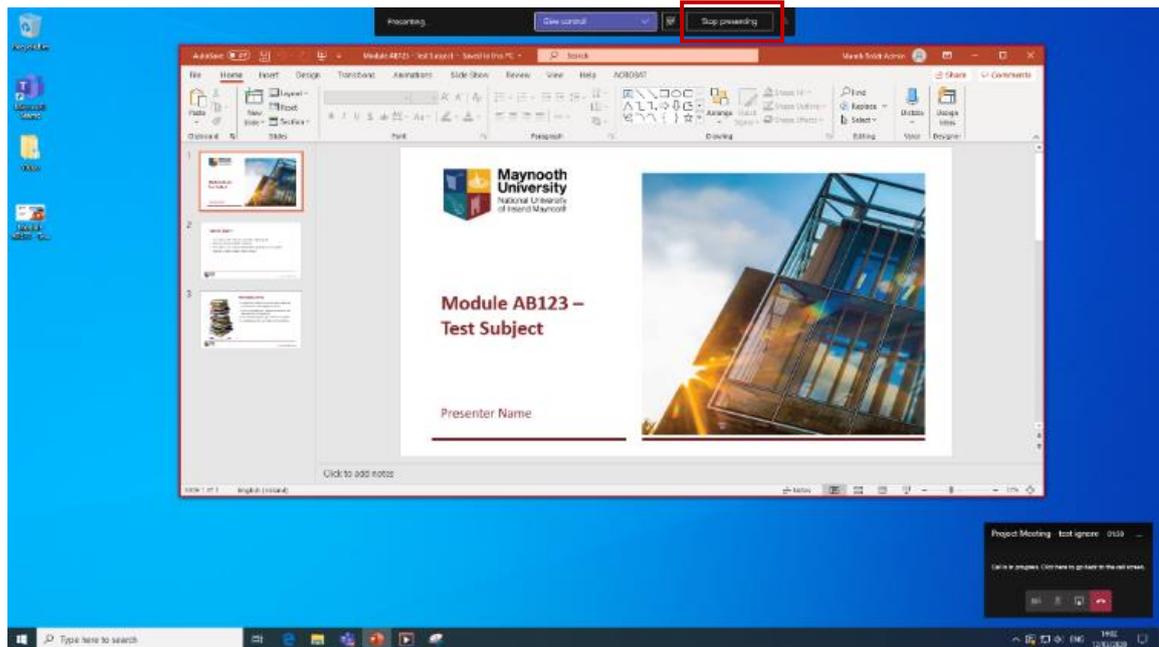
2. All open, and some suggested applications and windows, will be displayed along the bottom of your screen. Select the required window/application and this will be displayed for all meeting attendees to view. You can interact within the active window as you usually would, i.e. progress through a slideshow as you discuss same, etc.



The red line surrounding the screen indicates which window is the live/active screen being shown to all attendees.



You can select *Stop Presenting* at any time in order to stop screen sharing and return to the original view of the video/user icon.



If you have any queries in regard to the above, please email servicedesk@mu.ie.