

# Microsoft Teams: Online Meetings and Classes

This guide provides an overview on how to meet, discuss, share content and collaborate via a Microsoft Teams Online Meeting. You can schedule a meeting or class with one or many people, up to 250 attendees; meet with an entire class group or department, share files and collaborate in real-time. If you wish to invite more than 250 meeting attendees, create a Microsoft Teams Live Event instead (separate guide can be provided on request to servicedesk@mu.ie). Please note: a live event should only be created if required, for expected attendees in the thousands.

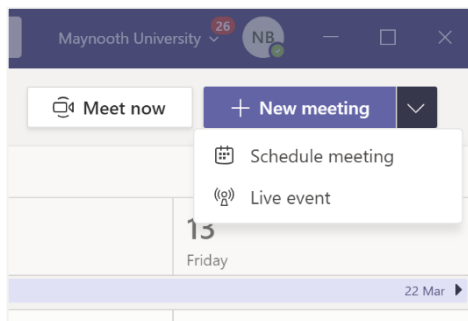
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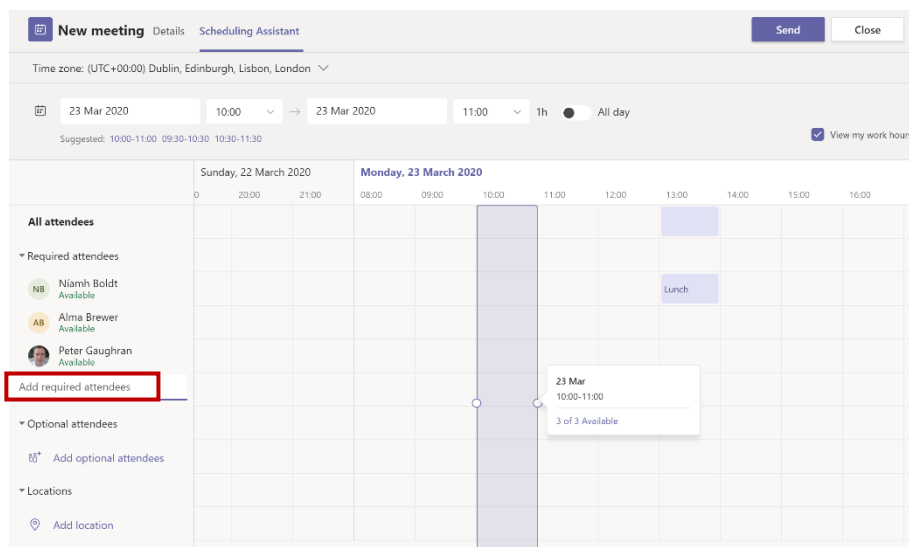
## Scheduling an Online Class or Meeting

An online meeting can be scheduled any time before the class or 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 posting this to a channel in the relevant team. To schedule an online meeting:

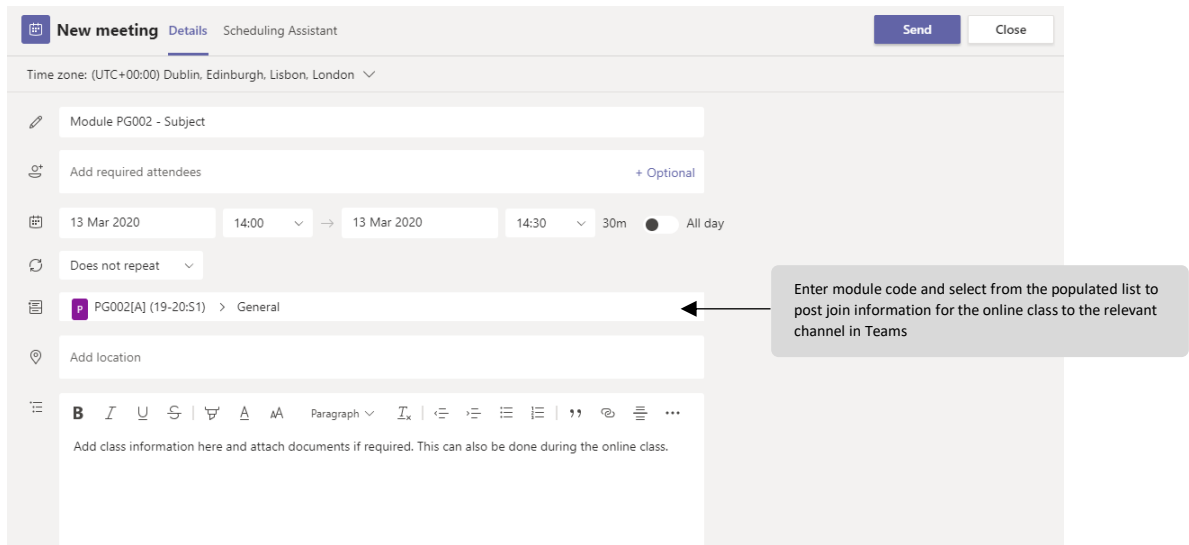
1. Open *Microsoft Teams* desktop app. If you do not yet have Microsoft Teams installed on your machine, navigate to the following link and download the relevant app for your operating system:  
<https://teams.microsoft.com/downloads#allDevicesSection>
2. Select *Calendar* from the navigation panel on the left
3. Select *Schedule Meeting* from the *New Meeting* drop-down menu.



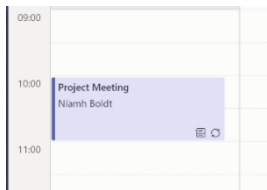
4. If a meeting is due to be scheduled according to specific attendee's availability and not at a set date and time, select *Scheduling Assistant* to select a time to suit all or most attendees. Add attendees via the panel on the left to view their calendar. Once an appropriate time is selected, click *Details* to complete the *New Meeting* request. *Note: the scheduling assistant will not be required for class groups.*



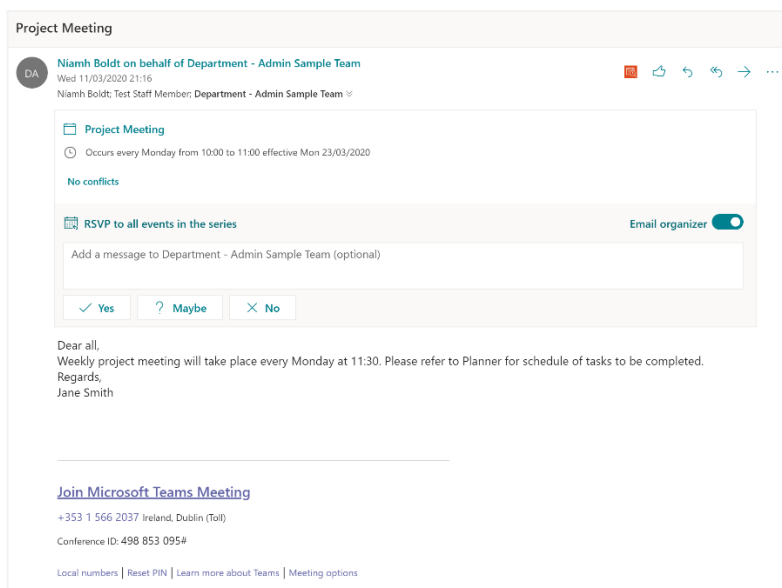
- However, If the online meeting is due to take place at a set date and time, i.e. according to a class timetable, as mentioned above, the Scheduling Assistant would not be required in this case, simply complete the *New Meeting Details* as required and click *Send*. A class module example is shown below.



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

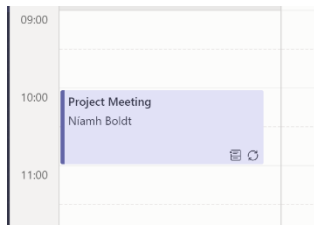


- All invited attendees will receive an email similar to the following. However, if you have simply entered the module code as noted in point 5 above, student will be able to view the online class information in Teams:

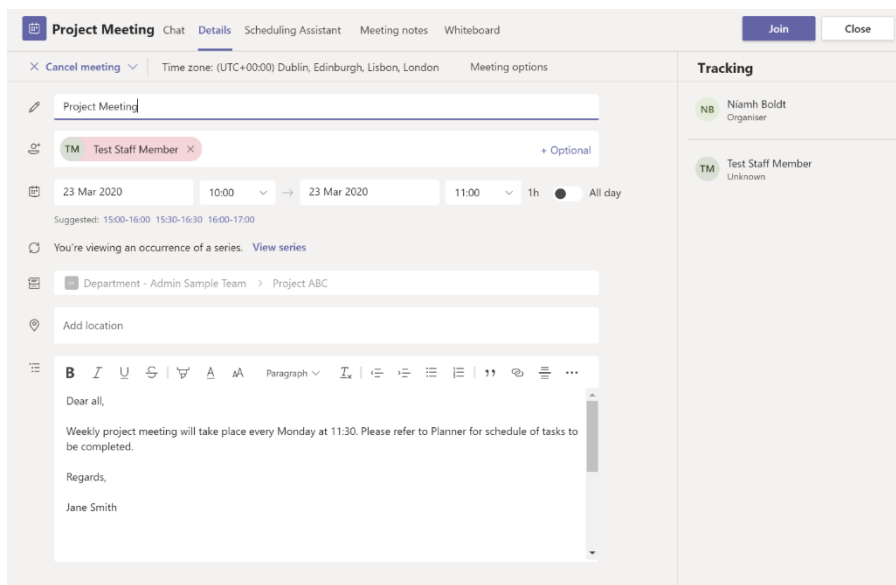


## Attending the online class/meeting

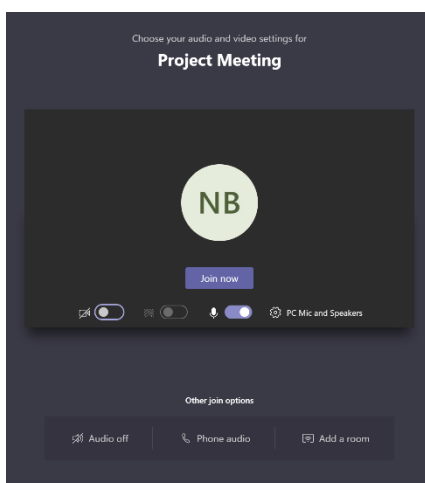
1. Open *Calendar* via Microsoft Teams.
2. Select the event in question from the calendar on the date and time the class/meeting is due to take place.



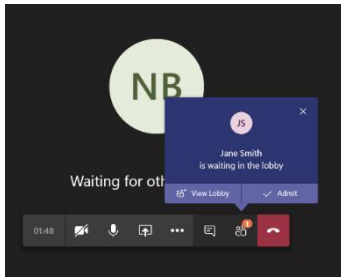
3. When the meeting is due to start, select *Join*. Note: via the meeting details, you can chat with other attendees, create and share meeting notes or a whiteboard, before, during and/or after the meeting.



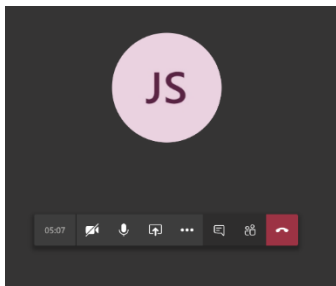
4. Choose whether to use the camera, ensure that the microphone is on and select *Join now* to start the meeting.



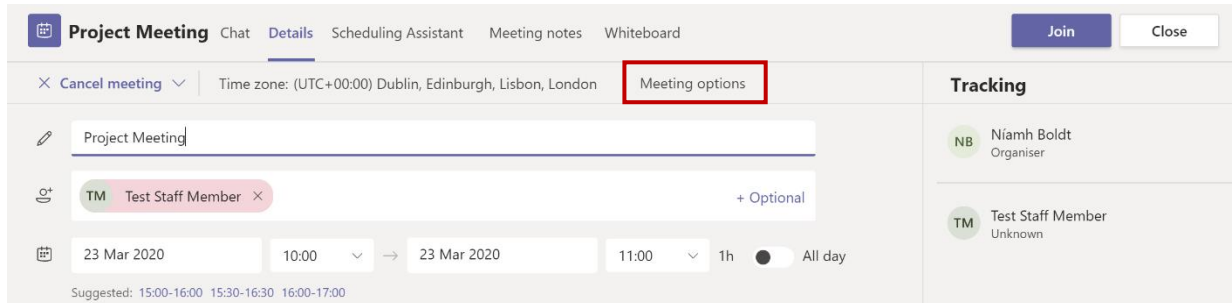
5. As the organizer of the meeting, when someone attempts to join, you will be prompted to admit entry into the meeting via the *Lobby*.



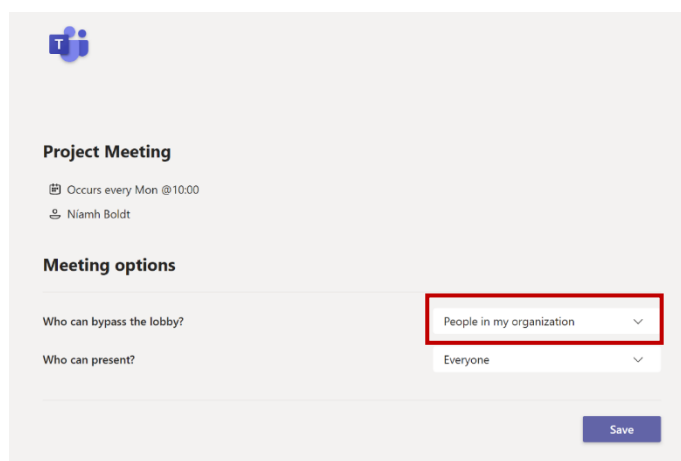
Once admitted, the following will be displayed. If the attendees have permitted video, their image will be displayed instead of their user icon.



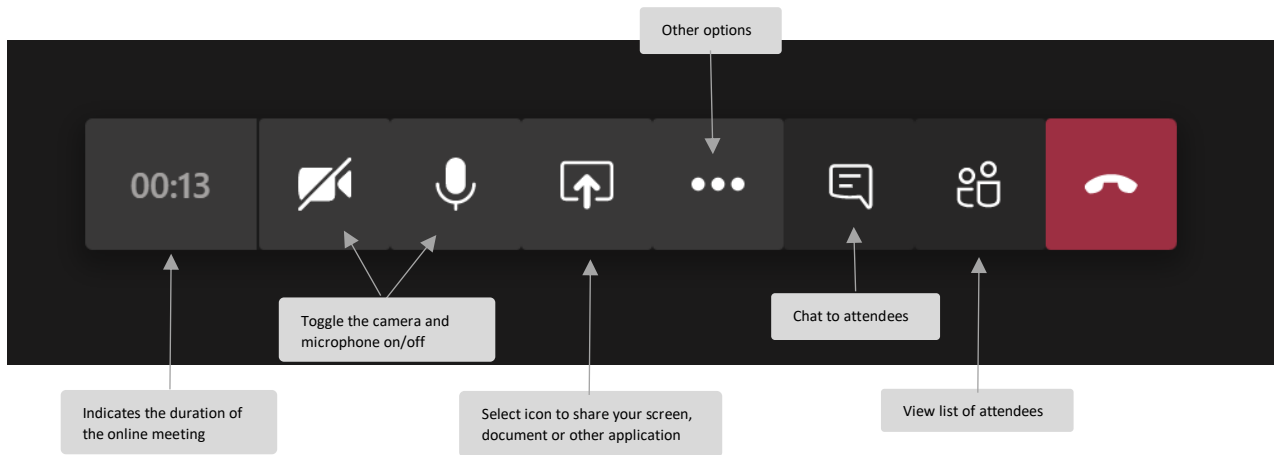
If you are meeting with a large group, e.g. a class/module group, and wish to avoid having to admit each attendee as they enter the lobby, open the meeting request from your calendar, select *Meeting options*.



The following browser window will appear. Select *People in my organization* from the *Who can bypass the lobby?* drop-down menu. Click *Save*.

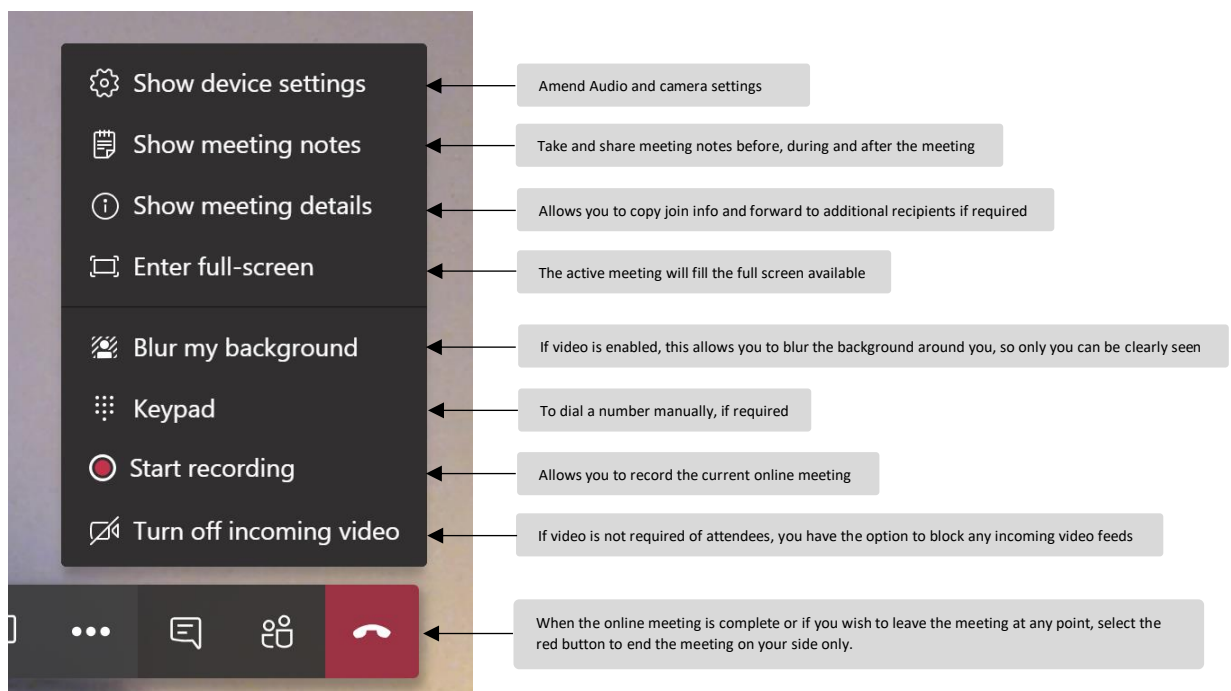


## Navigation during the class/meeting



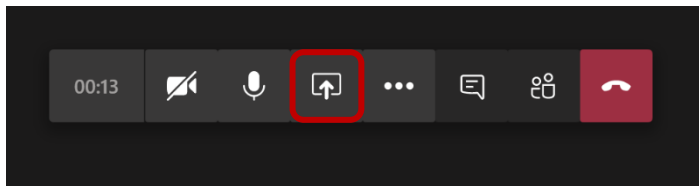
## Other call options

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

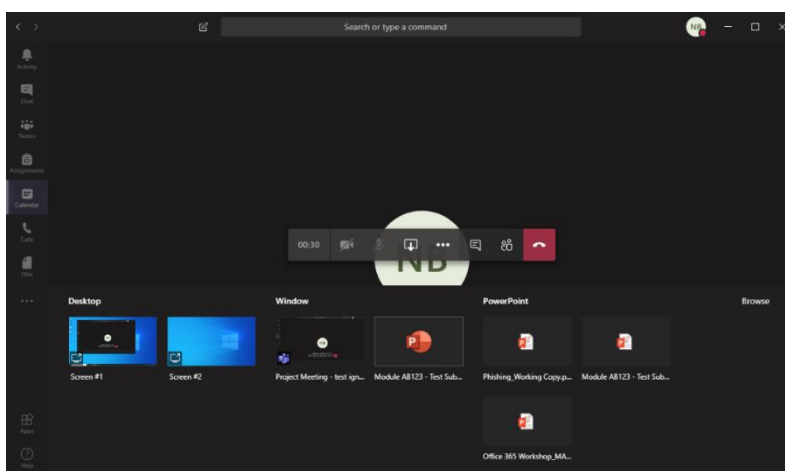


## Screensharing during a class/meeting

1. During an online class/meeting, select the screensharing icon. If using a MAC, you may be required to allow Teams functionality to run – if required, a prompt will be displayed on your screen at this point – follow the prompts.

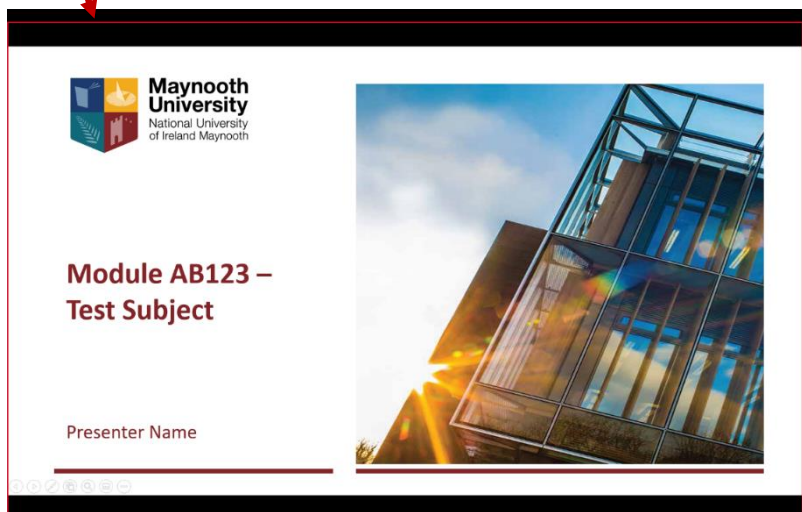


2. All open and some suggested applications and windows will be displayed along the bottom of your screen. Select the required window/application and this will be displayed for all class/meeting attendees. You can interact within the active window as you usually would, i.e. progress through a slideshow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

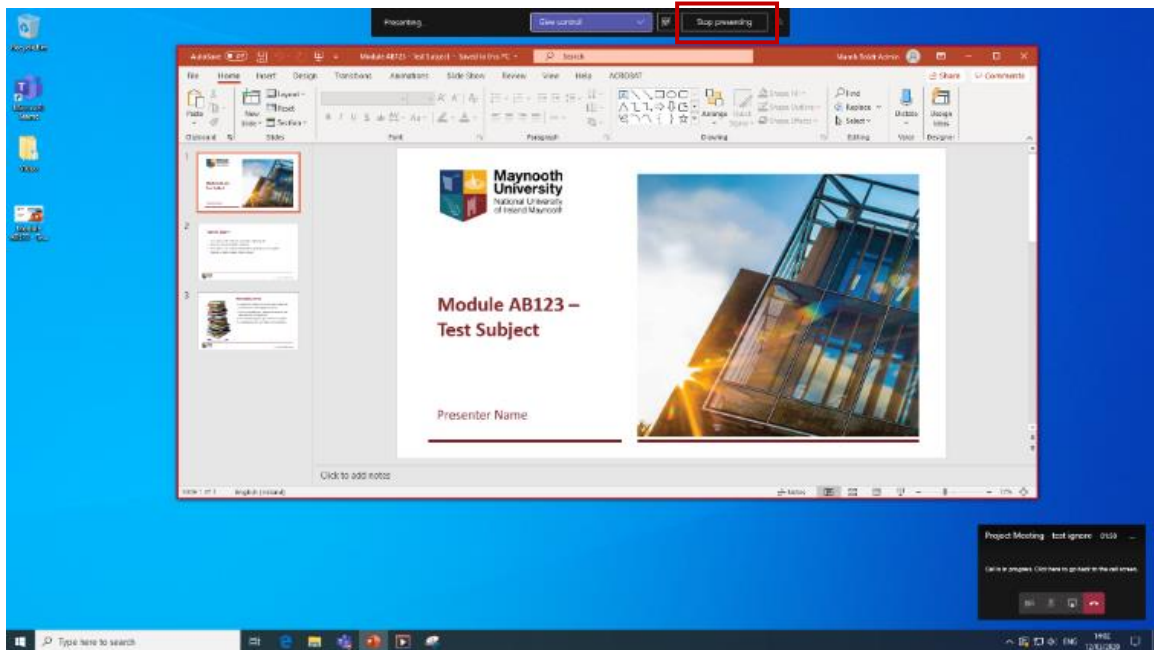


Select a window, application or document from here to display to attendees

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



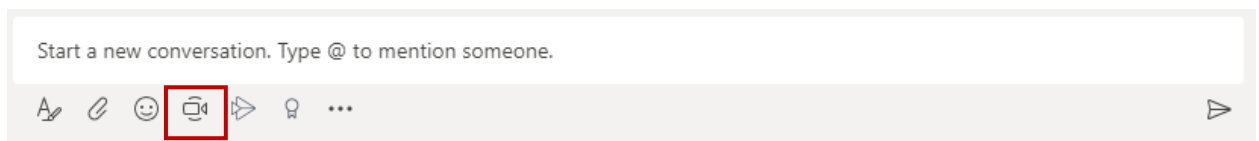
You can select *Stop Presenting* at any time in order to stop screen sharing and return to the original view of video/user icon.



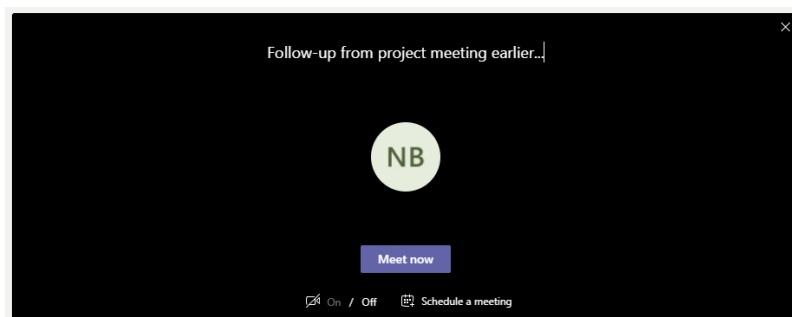
## Start an impromptu meeting with Meet Now

While taking part in a discussion via Teams, you may wish to start an online audio/video call with other discussion participants. To do this:

1. If you already have a Team setup, select the Meet now icon. Otherwise, open the Calendar in Teams and select Meet Now.

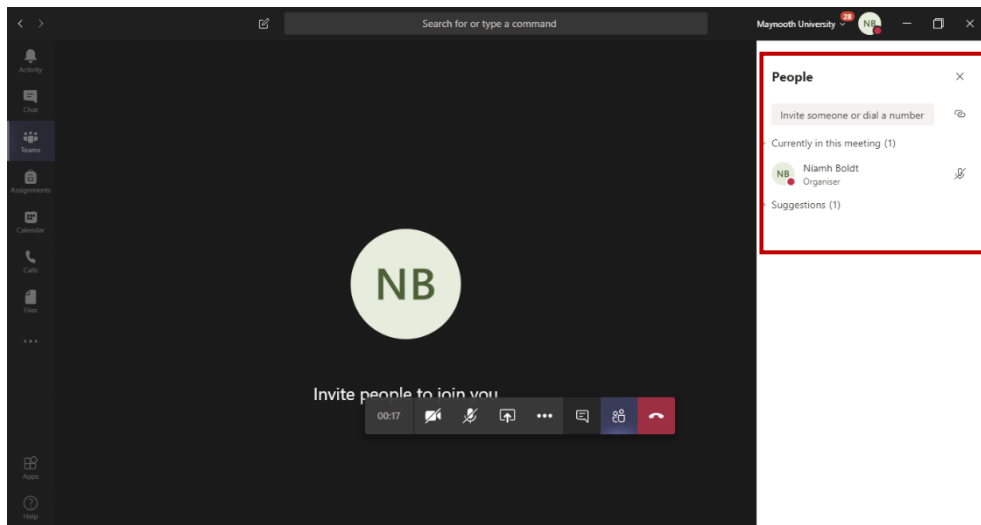


2. The following screen will be displayed. Enter a meeting subject and select *Meet now*.





3. You will then be prompted to invite people to the meeting. The suggested list of attendees will be populated with those who are members of your current team.



***If you have any queries in regard to the above, please email [servicedesk@mu.ie](mailto:servicedesk@mu.ie).***