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Microsoft Teams Meetings User Guide

[View meetings](#)

- Select **Calendar** to view your appointments and meetings for the day or work week.

These appointments stay synchronized with your Outlook calendar.

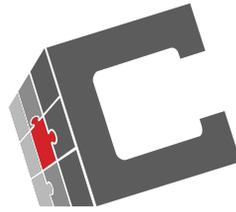
- Select a meeting invite to see what the meeting's about, who's attending, and to respond to the meeting.

[Schedule a meeting](#)

1. Select **New meeting**.
2. Type in a meeting title and enter a location.
3. Choose a start and end time and add details if needed.
4. Enter names in the **Invite people** box to add them to the meeting.

Note: To invite someone outside your organization, type in their email address and they'll get an invite to join as a guest — even if they don't have Microsoft Teams.

5. See everyone's availability in the **Attendees** list and, if needed, choose a suggested time or select **Scheduling assistant** to see more available times in a calendar view.
6. Under **Select a channel to meet in**, select the drop-down arrow to manage your meeting's privacy settings:
 - Select **None** to keep your meeting private.
 - Select a channel to open the meeting to team members.



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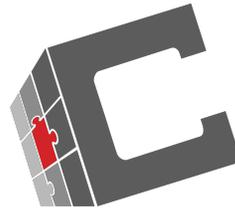
[Start an Instant Meeting](#)

1. To start a meeting, do one of the following:
 - Select in a new conversation.
 - Select in an existing conversation to keep all that conversation's context.
2. In your video preview, enter a name for the meeting, and select **Meet now**.
3. Select the names of the team members you want to invite to the meeting. You can also type a phone number, a good way to add people outside your organization that aren't using Teams.

[Join a Teams meeting on the web](#)

Don't have the Teams app? You can still join a Teams meeting.

1. In your email invite, select **Join Microsoft Teams Meeting**.
 - You can also use a dial-in number and conference ID from the email to call in.
2. You have two choices:
 - **Download the Windows app:** Download the Teams app.
 - **Join on the web instead:** Join a Teams meeting on the web.
3. If you select to join via web, type in your name and select **Join now**.
 - If you have a Teams account, select **sign in** to view the meeting chat and more.
4. Choose the audio and video settings you want.
5. Depending on meeting settings, you'll go to a lobby where attendees can admit you.



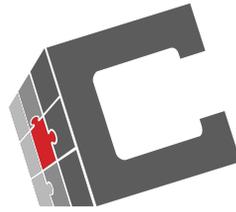
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[Screen Share](#)

1. Select **Share** .
2. Select what you want to share:
 - **Desktop** lets you show everything on your screen.
 - **Window** lets you show a specific app.
 - **PowerPoint** lets you show a presentation.
 - **Browse** lets you find the file you want to show.
3. After you select what you want to show, a red border surrounds what you're sharing.
4. Select **Stop sharing** to stop showing your screen.
 - Select more options icon to record the meeting. You'll be emailed when the video is ready so you can view, edit, and share with others.

[Join a Teams meeting from the app](#)

1. In a Teams meeting invite, select **Join**.
2. You have two choices:
 - **Join Microsoft Teams Meeting:** Enter a meeting from your Teams meeting invite.
 - **Dial-in number and conference ID:** Use these if you need to call into the meeting.
3. Choose the audio and video settings you want.
4. Select **Join now**.



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Teams Meeting Buttons

