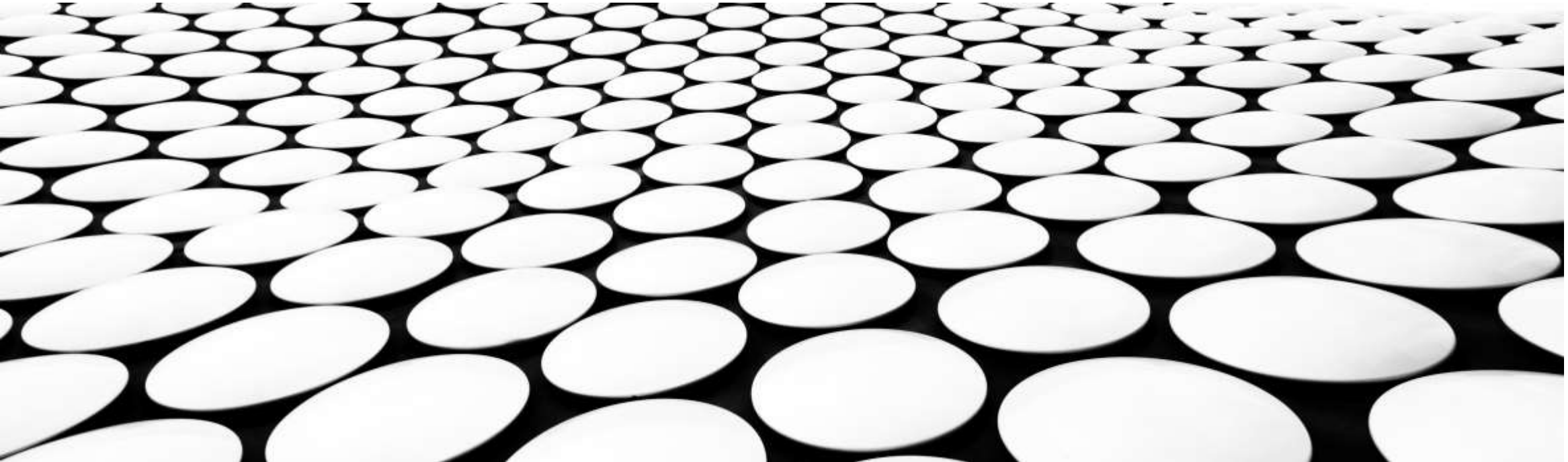
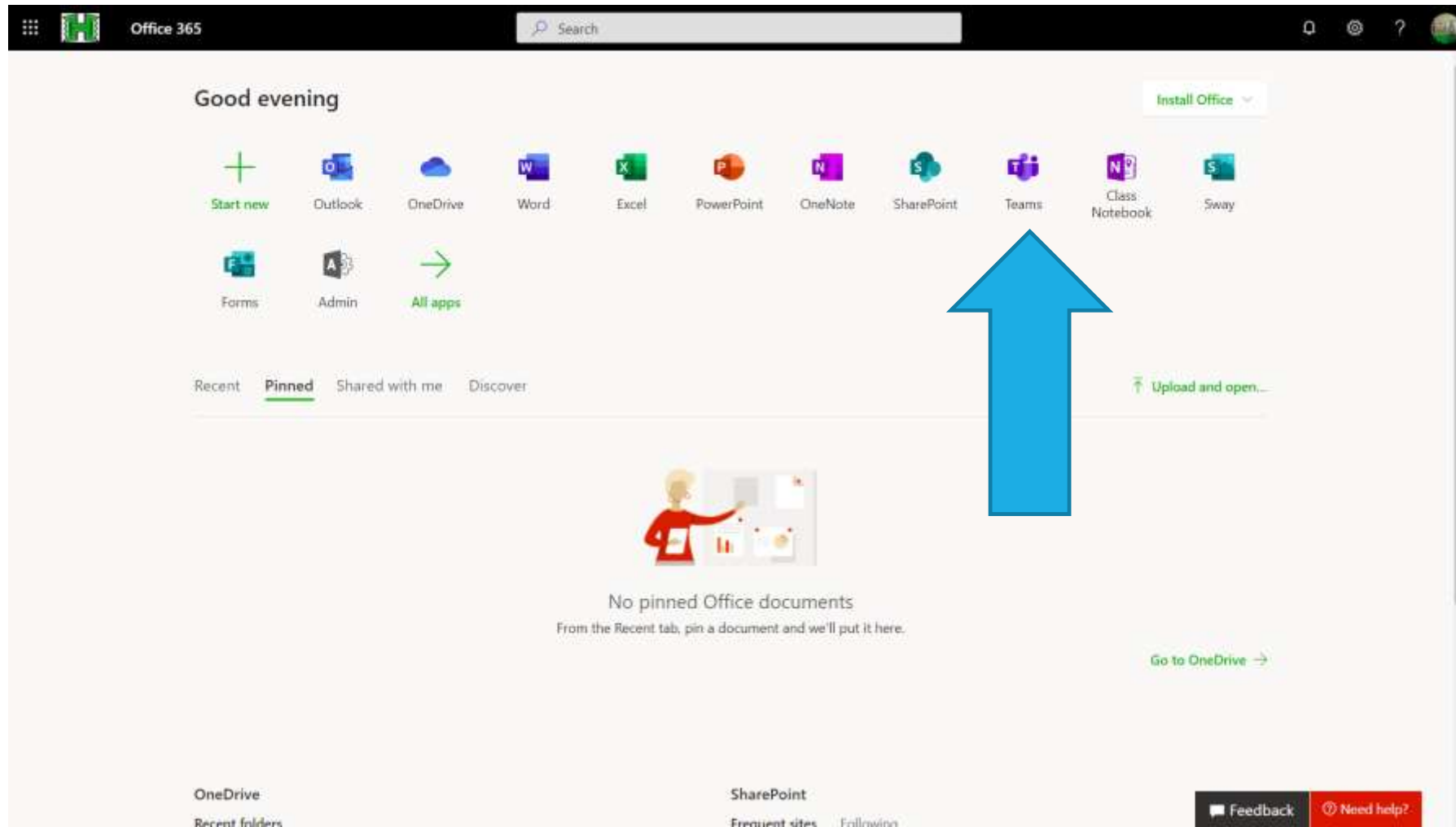

QUICK GUIDE TO TEAMS

PART OF YOUR MICROSOFT 365 EXPERIENCE



TO ACCESS TEAMS, LOG IN AT OFFICE.COM AND USE YOUR @HOXIESCHOOLS.COM EMAIL ADDRESS





TEAMS IS OUR GO TO FOR MEETINGS AND DIGITAL CLASSROOMS

There are two ways to start a meeting.

- With all parties online and with teams open you can call them.
- Schedule a meeting and send invites

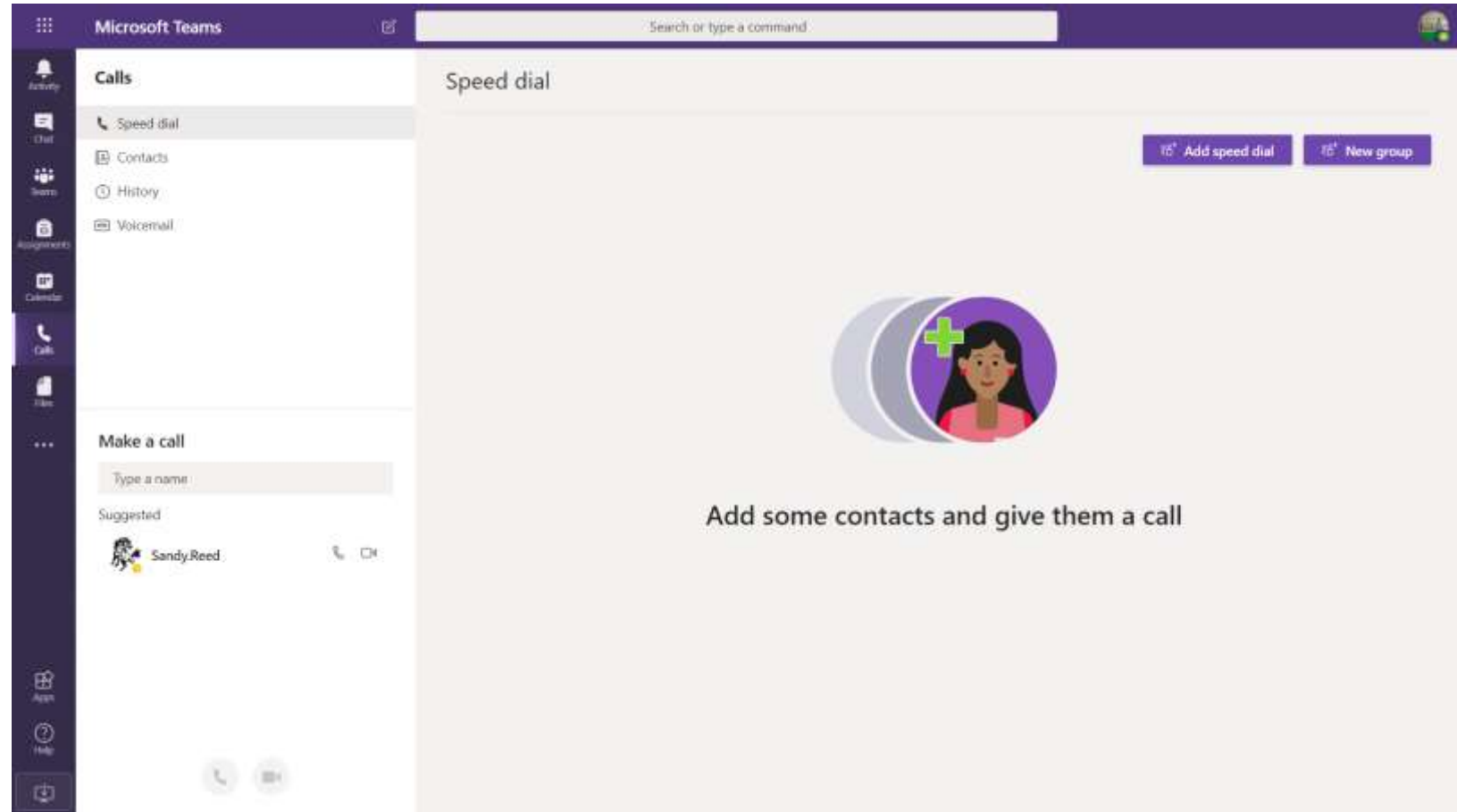
METHOD 1

CALL THEM

This is the best choice when you need to meet and everyone is online.

All parties will need to have teams open.

One person will open the call tab, type in the name of the person they would like to call.

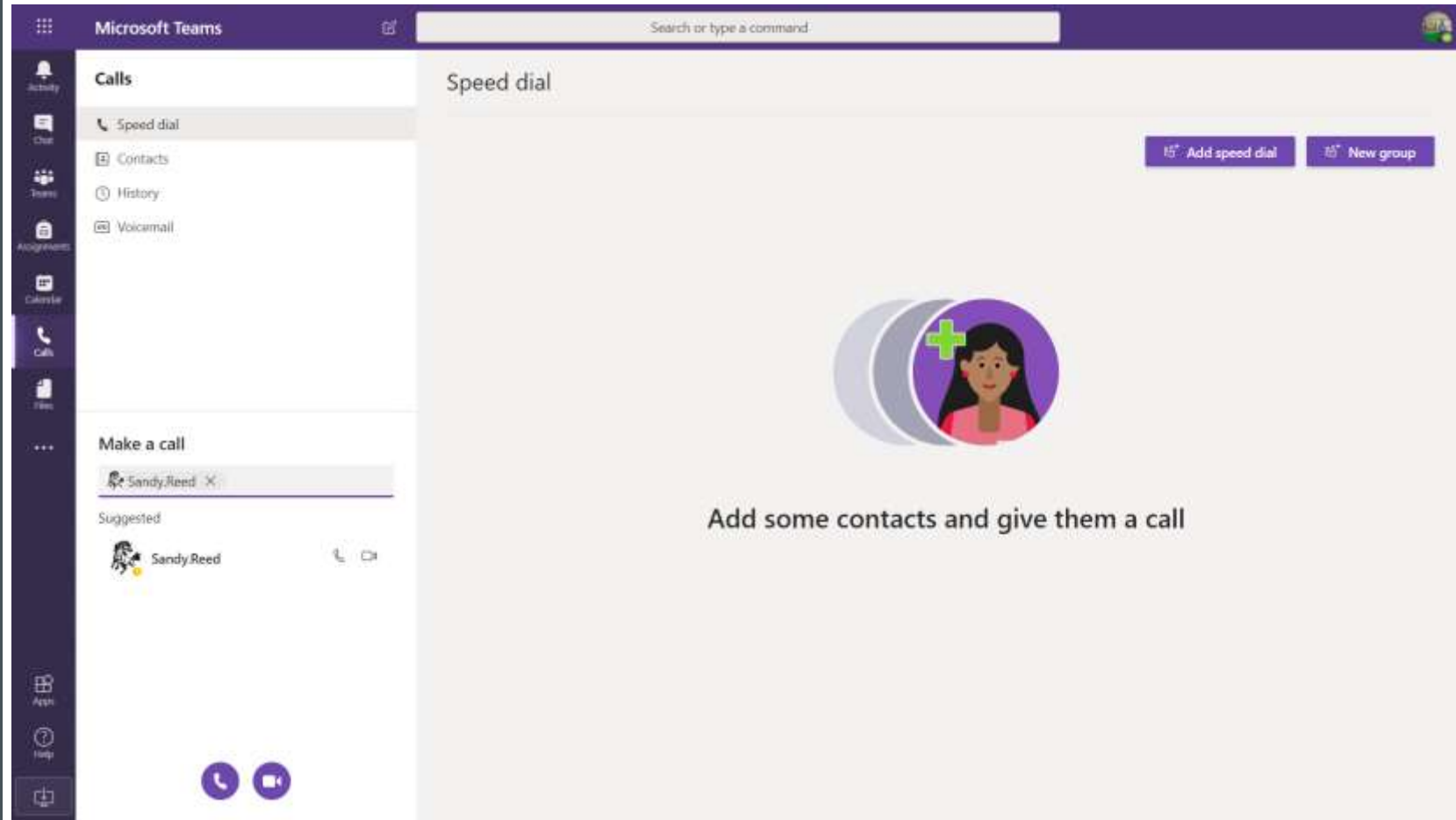


CALL THEM

You can type in more than one name. Remember all parties need to be online.

If any of your contacts have the phone app, it will actually call them through Teams.

Once you have your names, you can hit your choice of video or call.

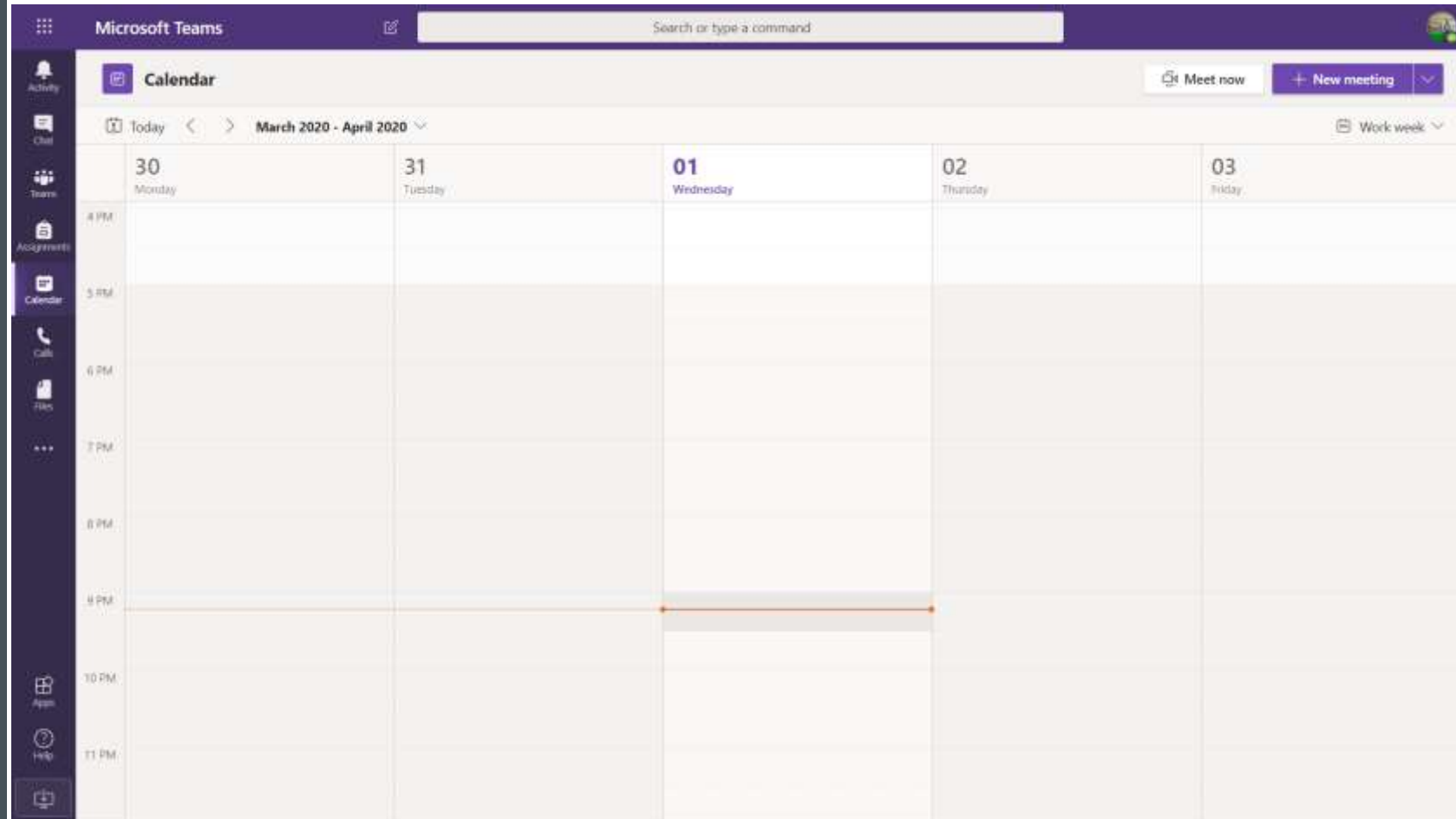


METHOD 2

MEETING REQUEST

This option is great for groups, or when scheduling is important.

Go to the calendar section of Teams then click on +New Meeting.

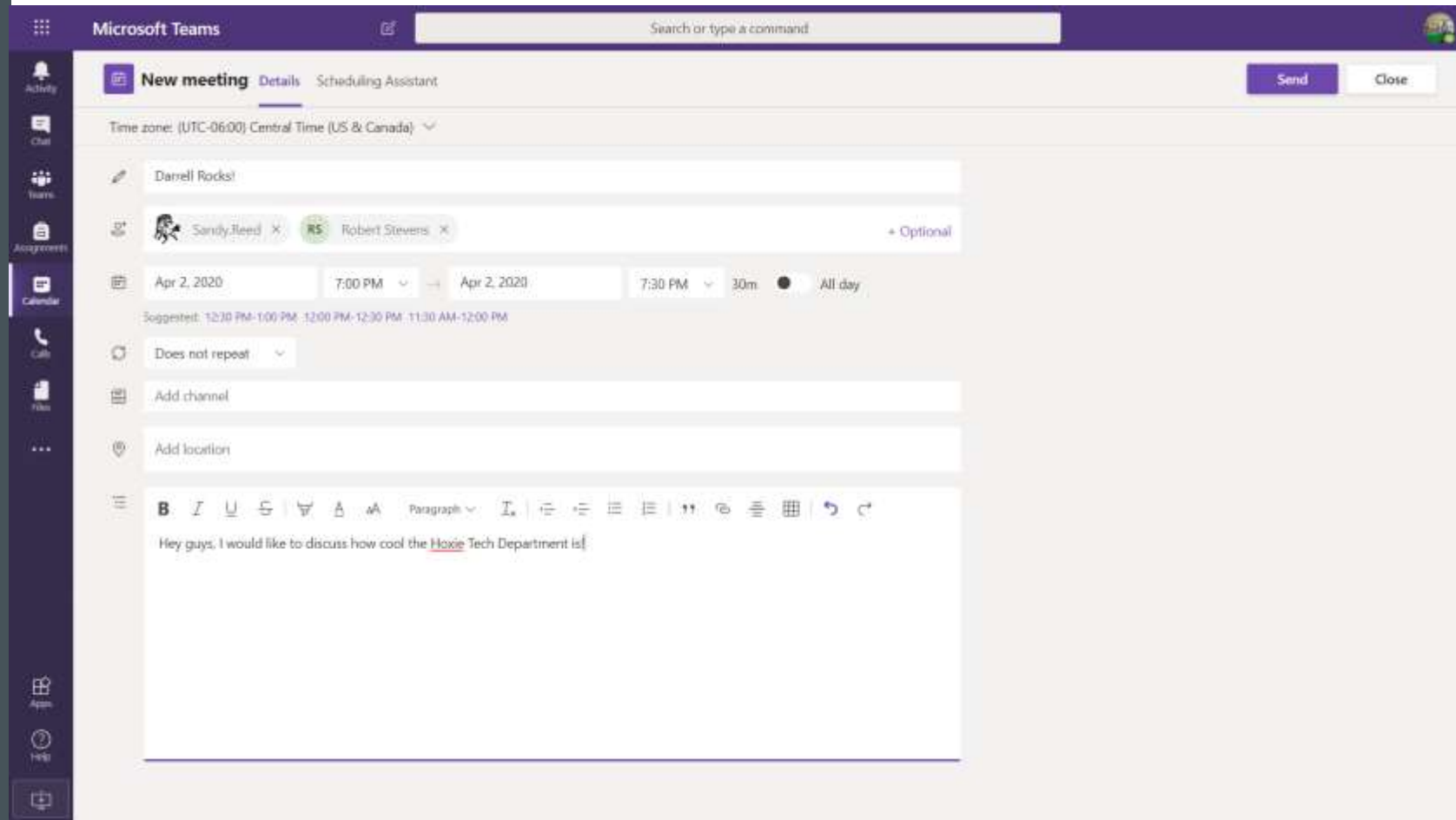


MEETING REQUEST

Here you can add everyone you would like to invite.

Set you date, time, and more.

Its always a good idea to include a meeting description or agenda if the meeting is at a later date. This helps everyone stay on task.

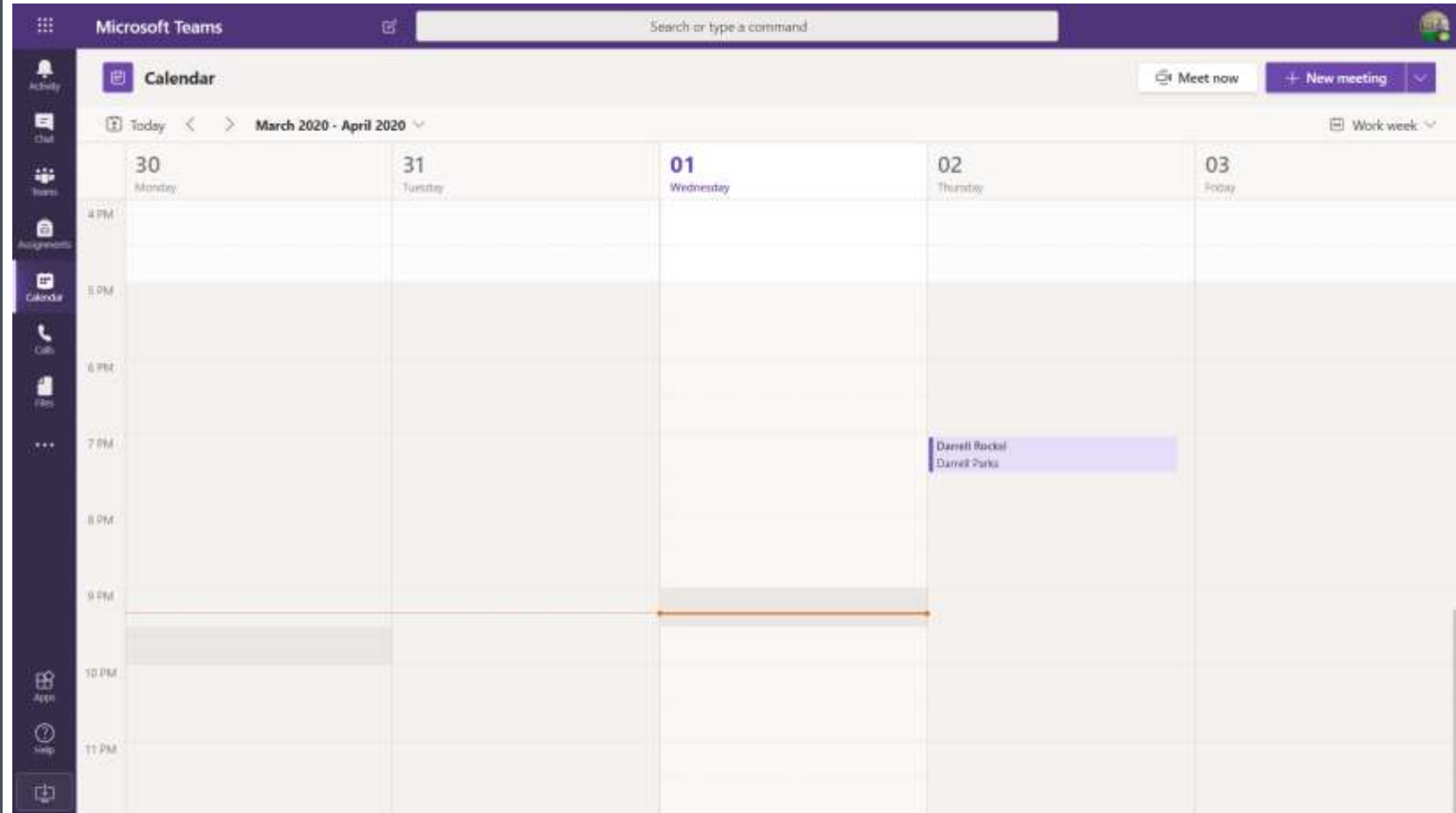


The screenshot shows the Microsoft Teams interface with the 'New meeting' dialog box open. The dialog has tabs for 'New meeting', 'Details', and 'Scheduling Assistant'. The 'New meeting' tab is active. At the top, there's a search bar and a 'Send' button. Below the tabs, the time zone is set to '(UTC-06:00) Central Time (US & Canada)'. The meeting title is 'Darrell Rocks!'. Below the title, there are two invitees: 'Sandy Reed' and 'Robert Stevens', with a '+ Optional' link. The date is 'Apr 2, 2020', the time is '7:00 PM', and the duration is '30m'. There are suggestions for other times: '12:30 PM-1:00 PM', '12:00 PM-12:30 PM', and '11:30 AM-12:00 PM'. The recurrence is set to 'Does not repeat'. There are fields for 'Add channel' and 'Add location'. At the bottom, there's a rich text editor with a toolbar and a description: 'Hey guys, I would like to discuss how cool the Hoxie Tech Department is!'. The left sidebar shows navigation icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and more.

MEETING REQUEST

Now you will see the meeting in your calendar.

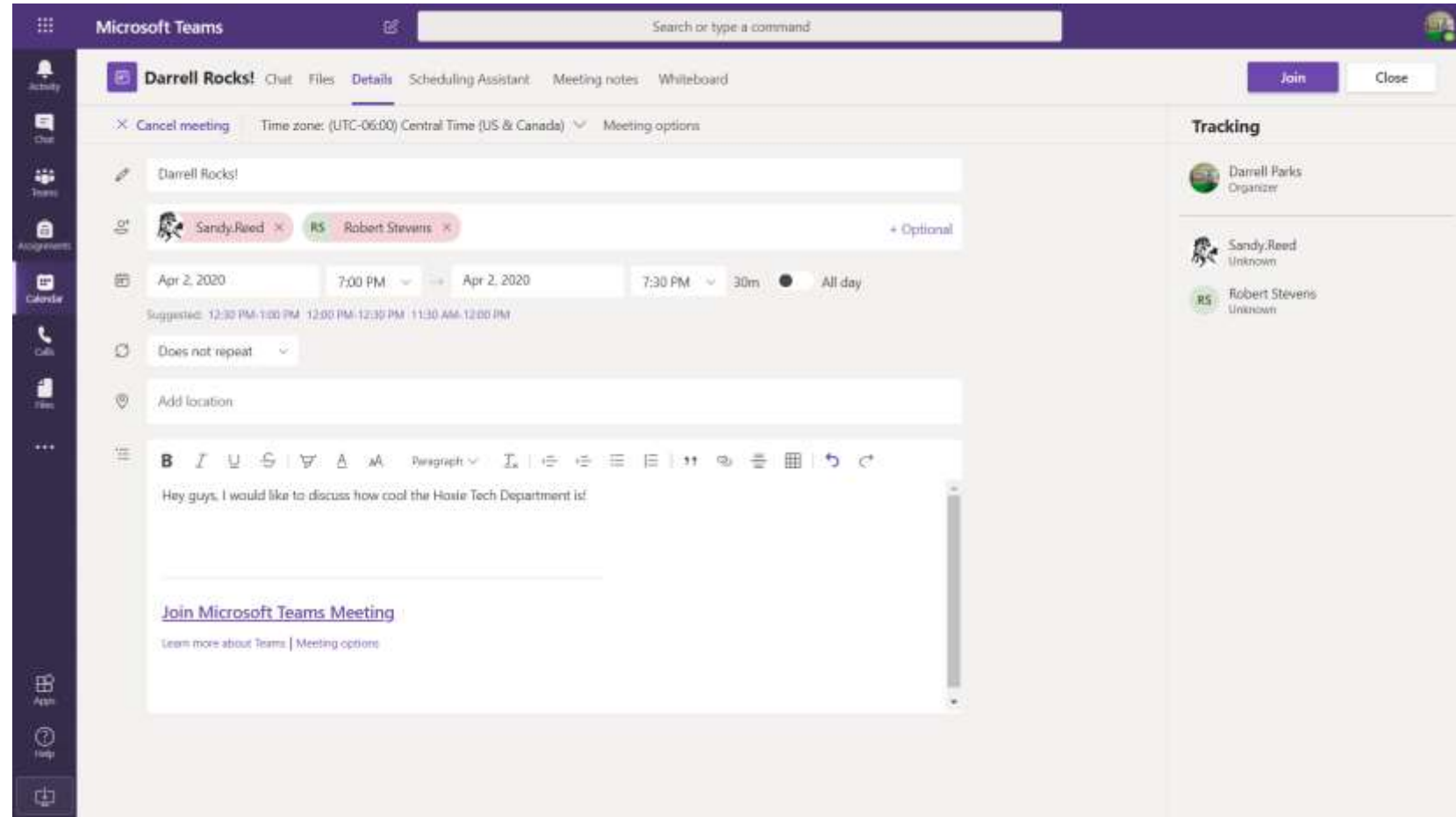
At any time you can open this and launch the meeting. Even if it is not time.



MEETING REQUEST

When you click on the meeting.
At the top corner, you can click
join.

Simple as that.





THE MEETING



Press **F11** to exit full screen



Activity



Chat



Teams



Assignments



Calendar



Calls



Files



Apps



Help



Mic and
Video
settings

Your
Team

Control Bar

Share your
Screen

Sandy.Reed ...



THE MEETING

Only one person can share their screen at a time.

When using whiteboard, each person can draw at the same time.

Check your surroundings and attire before using video.

Hang up when you are ready to leave.

