

MICROSOFT TEAMS



Features:

- Host online meetings, video, and web conferences with up to 10,000 attendees.
- Conduct video and voice call meetings.
- Instant messaging between team members.
- Ability to add additional Microsoft and third-party services to customize workspace environment.

Scheduling a Microsoft Teams Meeting:

Step 1. Scheduling a Meeting:

- Open Microsoft teams on your desktop and click the calendar button on the left side of the screen.
- Once in your calendar, select "New Meeting" at the top right of your screen.
- A scheduling form will pop up. Enter your meeting details, such as the title, date, location, channel, and time.

Step 2. Inviting team members to attend your meeting:

- Click on "Scheduling Assistant" to view other team member's schedules
- Find a time where everyone is available to meet, and select your desired meeting time.
- Once you've scheduled a time and entered your meeting details, click save. An automatic email will be sent to your invitee's inbox.

Step 3. Inviting people outside of your organization:

- Under the attendees tab, select "Add requires Attendees."
- If an attendee is not required to attend the meeting, select "Add Optional Attendee."
- Enter the attendee's email address, and select invite.
- An invitation email will be sent to their inbox

Step 4. Scheduling a meeting with a specific team channel:

- When filling out your meeting details, click where it says "Add Channel," and select your desired team channel.
- Use the scheduling assistant to find a time that works for everyone to meet, and send out your invitations.

Running a Teams Video Meeting:

Step 1. Schedule your meeting:

- Follow the above steps in "Scheduling a Microsoft Teams Meeting" to schedule a meeting.

Step 2. Starting your scheduled meeting:

- On the day of your scheduled meeting, right click on your event to see your meeting options.
- Five minutes before the start of your meeting, you will be provided with options to join online, as well as chat with participants.
- Click join, and select your camera and mic setting before officially joining the meeting.
- Once in your meeting, attendee's screens will begin to appear as they join.
- While in your meeting, you may record, take notes, share your screen, documents, presentations, chat, and invite any last-minute invitees.

Microsoft Teams Video Meeting Control Panel and Buttons:

- **Camera Button:** Allows you to turn on your webcam to be seen by your team.
- **Microphone Button:** Mute and unmute yourself during your meeting.
- **Share Button:** Share your desktop screen with others, any documents or PowerPoint presentations, open browser windows, and use the whiteboard.
- **More Actions Button:** Allows you to access more features such as:
 - recording your meeting
 - background blur your screen
 - enter full-screen mode
 - use a number dialpad
 - turn off any incoming video screens.
 - end the meeting
- **Message Button:** Send and receive messages during the meeting with your team. Message features include:
 - formatting text
 - marking messages as "important" or "urgent," upload files
 - attach emojis/gifs/stickers
 - use third-party add-on applications to attach other files when sending messages.
- **Participants Button:** Hide or show meeting participants, as well as invite other participants to join meeting.

Microsoft 365 - Microsoft Teams Plans & Pricing:

Microsoft 365 Business Basic:

- \$5 per user, per month when billed annually.
- Best for businesses that need Microsoft Teams and cloud storage. Desktop version of Office apps not included.
- Includes entire Microsoft Suite: Outlook, Word, Excel, Powerpoint, Publisher (PC only), Access (PC only), Exchange, OneDrive, Sharepoint, and **Microsoft Teams**.

Microsoft 365 Business Standard:

- \$12.50 per user, per month when billed annually.
- Best for businesses that need business email, Office apps, and other business services on PC, Mac, or mobile.
- Includes entire Microsoft Suite, along with **Microsoft Teams**.