

Using Microsoft Teams

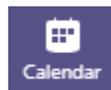
Across the world right now, the uncertainties associated with the COVID-19 Coronavirus have forced academic institutions just like Thomas College to get creative and flexible with how they support students and their institutions while working remotely. This document offers suggestions for administrative staff members at Thomas who are looking to continue their daily work, and collaborate with their team members in a remote (online) or work-from-home environment.

First Steps: Creating a Teams Meeting

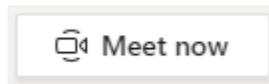
Open Microsoft Teams and sign in with your Thomas College username and password:



Once in teams, click on the “Calendar” icon on the left-hand side of the Teams window:



In the upper right corner of your calendar will be a “Meet Now” button. Click here:

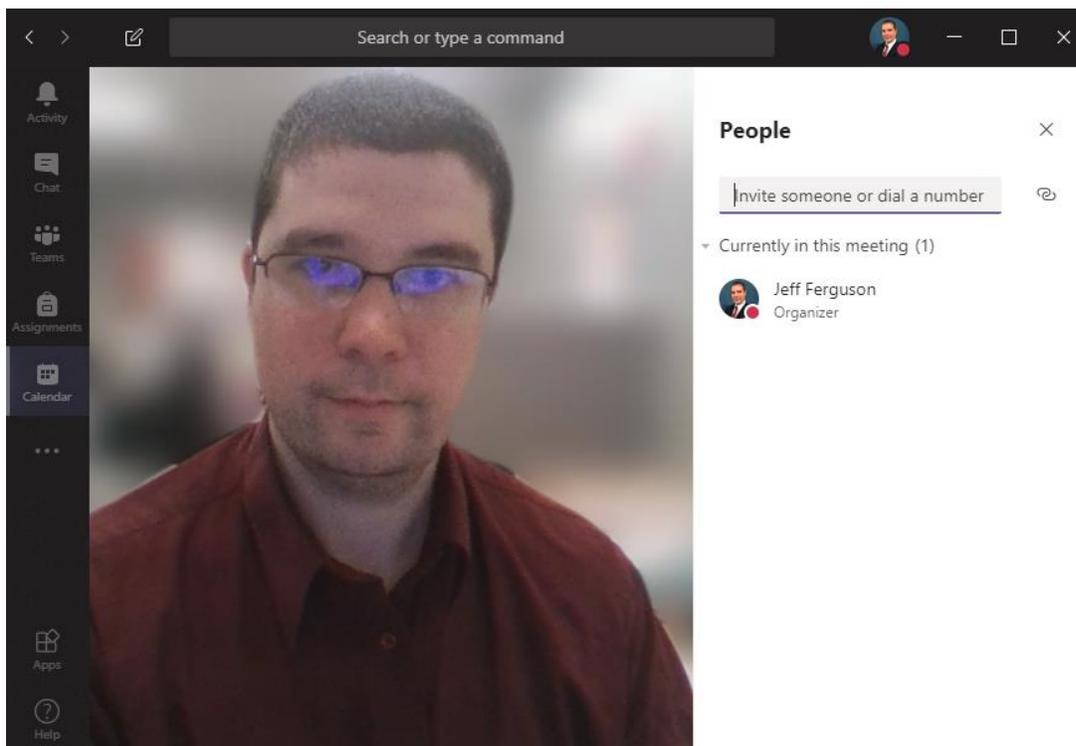


Once you click on “Meet Now”, you’ll be given the option to provide information about the meeting session you want to setup. Give your session a name, then determine whether you want to stream a video conference, or audio only.

You can toggle the video and audio on or off by clicking on the appropriate switch on the video window:



Once your settings are correct, click the "Join Now" button in the video window. You'll be brought to the virtual meeting room, where you'll wait for other participant(s) to arrive. The screen will look like this:



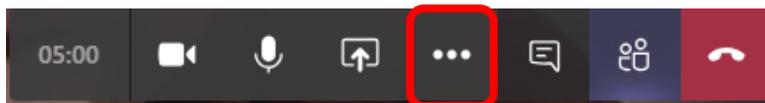
As the participant(s) you have invited click a link on their end and join the meeting, they will start to appear in the list at the right. Either your live video or your Thomas user image will show at left depending on whether you've chosen to livestream both audio and video, or audio only.

Once all participants connecting to the meeting are listed, you're ready to begin.

Recording your meeting:

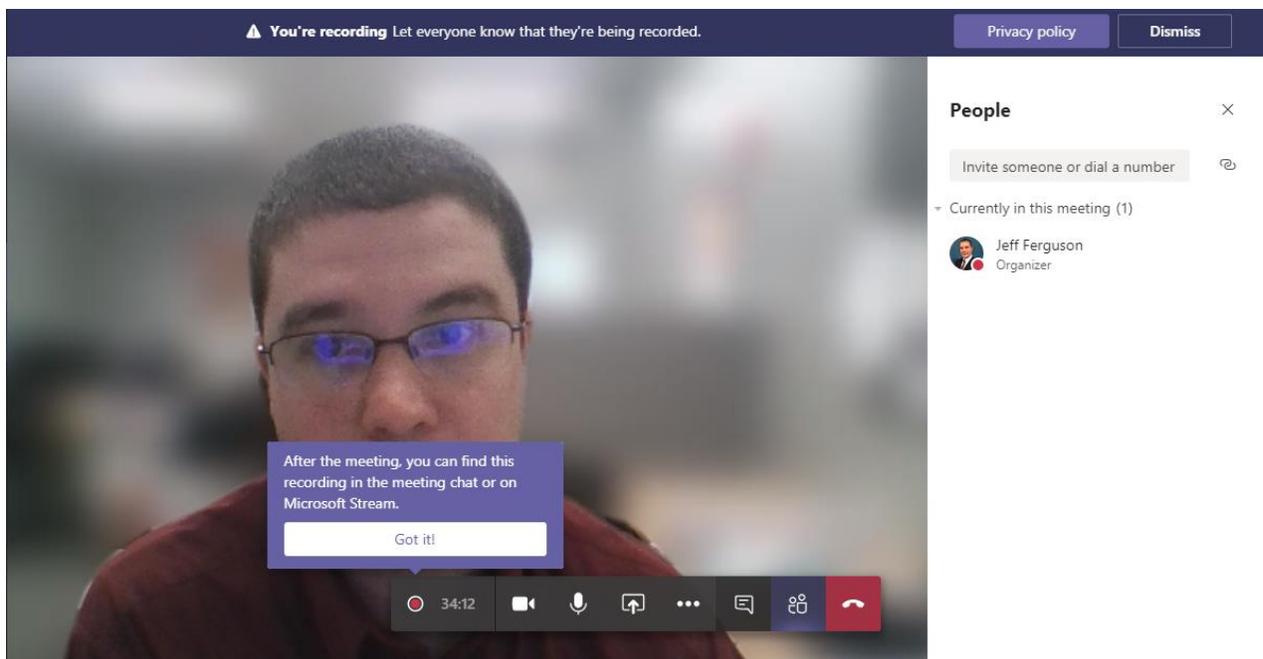
If you want to record your meeting for future playback and reference, you may do so by selecting the **Record** feature from the toolbar once you have started the meeting.

Start by moving your mouse on the screen to bring up the toolbar:



Click on the "ellipsis" button (...) to bring up the additional options menu, then select **Start Recording**.

You will be notified that Teams is recording your session via a notice at the top of the window, as well as a popup notification on the toolbar. The recording icon will also be present on the toolbar:



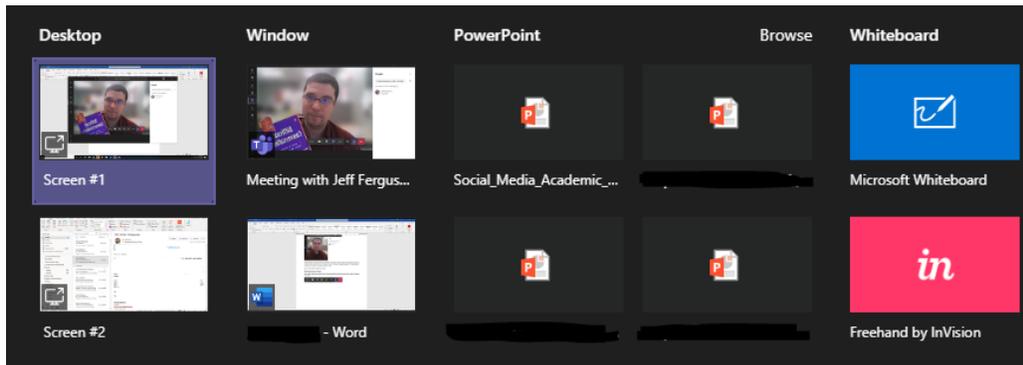
Sharing your screen:

If you want to share your screen with participant(s), move your mouse to bring up the toolbar:



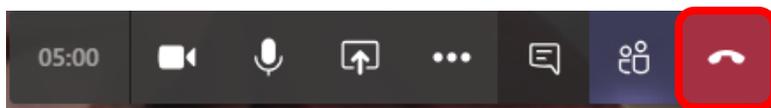
Click on the **Share** button – this is the one that looks like a square with an up arrow inside.

Now you're given the option to present your entire screen to meeting participant(s), or just an individual window, such as a PowerPoint presentation. Just select the item you want to share from the list:



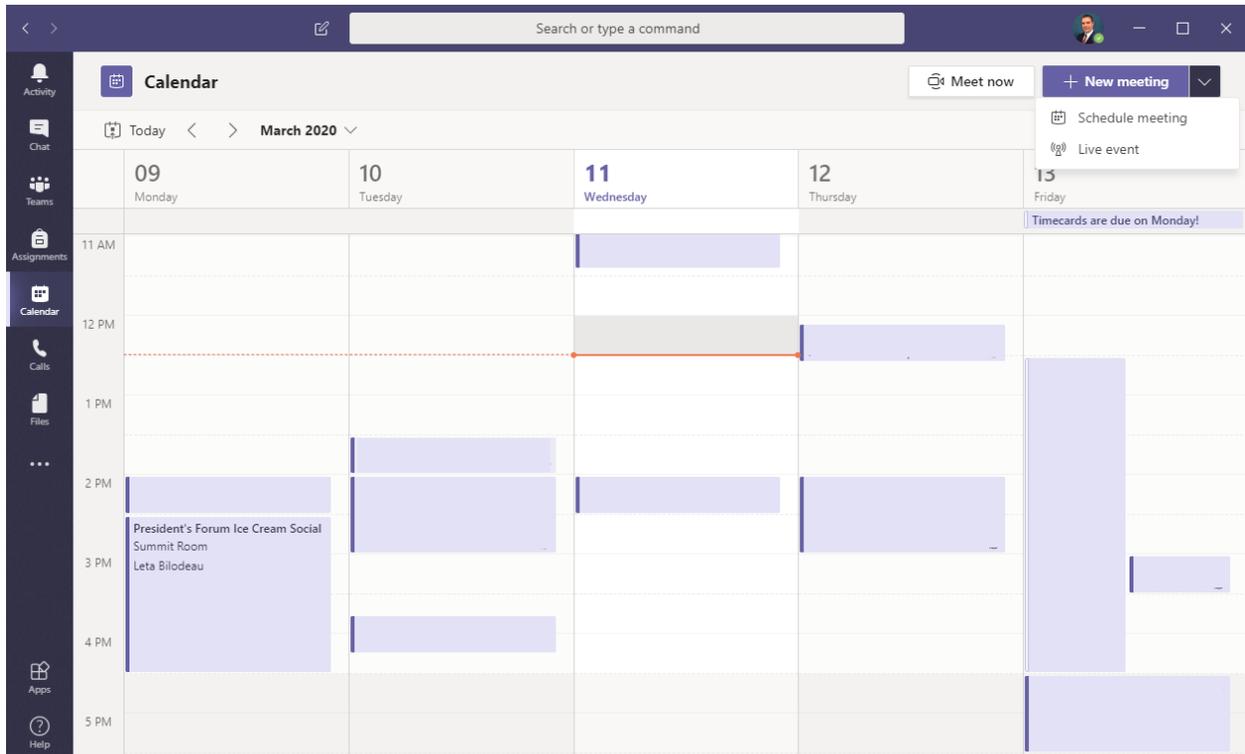
Ending your meeting:

Once you have completed your meeting, you can end it by clicking on the red **End Call** button on the toolbar. This will end the meeting immediately and stop any recording and screen sharing features already in progress.



Scheduling a recurring meeting:

If you want to schedule multiple meetings over the course of a week, month, or longer, you can create these meetings in advance. To do this, go to your calendar. Select the drop down menu under the “New Meeting” button (located in the upper right corner of the window). Then select **Schedule Meeting:**



On the “New Meeting” Screen, fill in the details about your meeting session. This includes name, attendees you want to invite, the date of the meeting, and a description for participants (if desired).

The screenshot shows the 'New meeting' interface in Microsoft Teams. At the top, there's a search bar and a 'Send' button. Below that, the time zone is set to '(UTC-05:00) Eastern Time (US & Canada)'. The meeting title is 'MK226 Online Class'. One attendee, 'David Smith', is listed with a '+ Optional' link. The date is 'Mar 16, 2020' and the time is '1:00 PM' to '2:00 PM' for a duration of '1h'. There are suggestions for other times: '1:00 PM-2:00 PM', '12:30 PM-1:30 PM', and '1:30 PM-2:30 PM'. The meeting is set to 'Occurs every Monday starting 3/16'. The location is 'Online'. The description field is empty and contains the placeholder text 'Enter a description here.'.

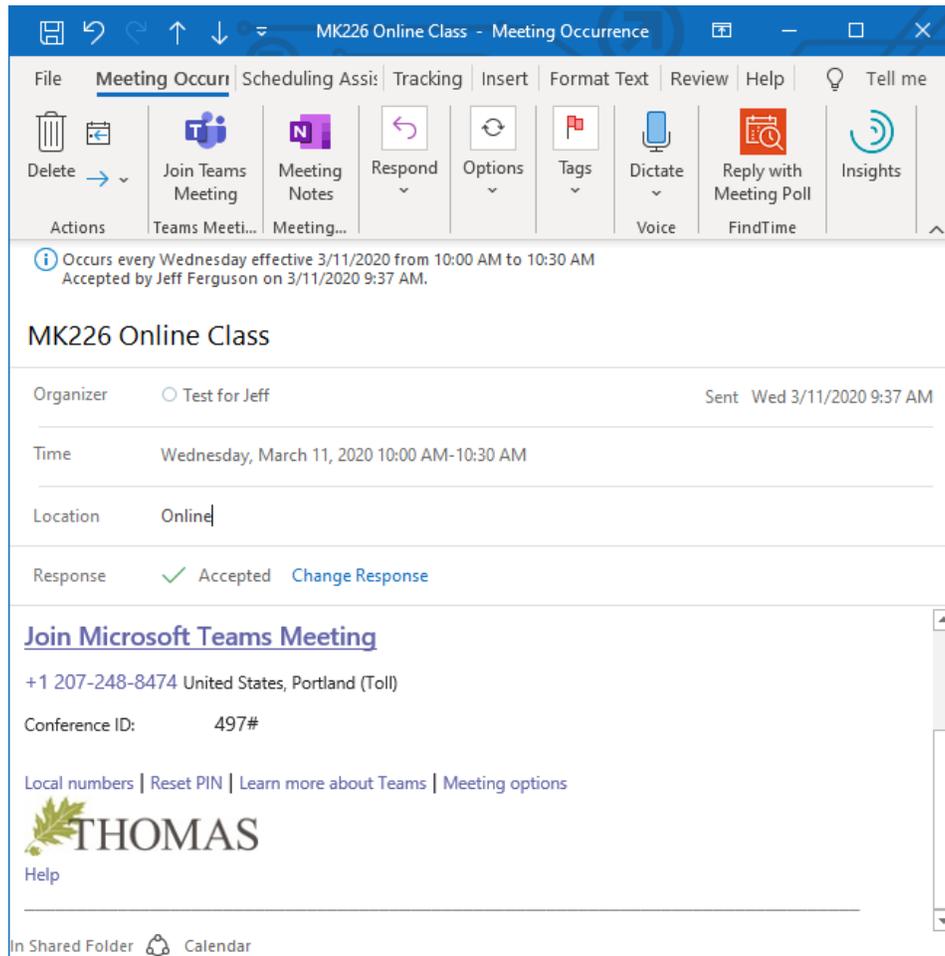
You can also setup recurring appointments if you wish by selecting the option above.

- Please note that if you hold meetings on multiple days (like Monday, Wednesday and Friday), you will need to create one recurring appointment for each Monday class, each Wednesday class and each Friday class for a total of three recurrences.

Once you are finished, click **Send**.

Your meeting is now scheduled, and all participants you’ve invited will receive a message in their email to confirm the appointment.

The email invitation that participants will receive contains a link to join the Teams meeting online, or phone (via a provided phone number and unique PIN code). The message looks like this:



Once a participant clicks on the “Join Microsoft Teams Meeting” link, they will be brought to the virtual “meeting room” where they will join the class. If your participant has any trouble connecting, they may dial in via phone as well.

Teams Mobile App

Students with mobile devices may also download the Microsoft Teams app, which is available on their device’s App Store. This will allow students the full audio and visual experience of the classroom from any device.

Technical Support

Should you encounter any trouble while using Microsoft Teams, or any of the other resources available through Information Services, please reach out to us! Our team remains available and ready to assist you through this process.

Jeff Ferguson

Academic Support & Service Desk Manager

jeff.ferguson@thomas.edu

207-859-1215

David Smith

Librarian

david.smith@thomas.edu

207-859-1235

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