Welcome!
The tech talk will begin soon.

This presentation is being recorded.
The recording and materials will be available afterwards at
it.miami.edu/TechTalk
Have a question during the presentation?

Select **Show Conversation** (if necessary)
Enter your question in the **Meeting chat**.
Type your question in the compose box.
Click the **Send** icon.
Teams 101
All About Teams
Meetings

MICROSOFT LEARNING CONSULTANT
TIERRA REED ED.S
@REEDTIERRA
Microsoft Teams Meeting 101

• Today’s Focus: Meetings
  • Overview
  • Demo
  • Q & A
# Teams Meetings

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Communicate Through Meetings

Stay connected with a complete meeting solution supporting sharing, video and audio conferencing.

Engage in all types of meetings – spontaneous, scheduled, external and large 1:manys.

Get work done faster by having context and content at your fingertips.

Stay in the know with meeting recordings with transcription and translation, indexed for searching.

Join from a range of platforms and devices – incl. desktop, browser, mobile, and meeting room devices.
Stay connected, with consistent experience across devices

Desktop

Windows 7+

Mobile

iPad

Web

Edge

Chrome

OS X 10.11+

iPhone

Android
Share & Record

- Device settings
- Show meeting notes
- Meeting details
- Gallery
- Large gallery
- Together mode
- Focus
- Call me
- Apply background effects
- Turn on live captions
- Start recording
- Keypad
- Turn off incoming video
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<th>Share your...</th>
<th>If you want to...</th>
<th>Great when...</th>
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<td>Desktop</td>
<td>Show your entire screen, including notifications and other desktop activity</td>
<td>You need to seamlessly share multiple windows</td>
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<tr>
<td>Window</td>
<td>Show just one window, and no notifications or other desktop activity</td>
<td>You only need to show one thing and want to keep the rest of your screen to yourself</td>
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<td>You want to sketch with others and have your notes attached to the meeting</td>
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Get started with distance learning

A focused learning environment isn’t easy to achieve away from the physical classroom. Microsoft is here to support multimedia online experiences that keep educators, students, and families connected.

GET STARTED >

New and noteworthy  Show all

Meeting chat

Meeting Announcements:
• One
• Two
• Three

Type a new message
File saves to meeting chat
Video saves to stream
Meet Now:

- Calendar > Meet Now OR In Team - Channel > Meet
Meet:

• In Channel – Participants click on join

In the Meeting:

• Use the participant list to invite a participant
• Type the email to call
• Participant receives notification in their Teams app
Setting Up a Meeting:
- Choose the calendar
- Click on a day and time or choose new meeting
Meeting Details:

• Type meeting details
• Choose attendees or a channel to send to an entire Team
**Meeting Organizer:**

1. Change during a meeting
2. Set prior to the meeting
   - IT Admins can set as default

**Prior:**

1. Click on the event in the calendar
2. Choose edit
3. Choose meeting options

**During:**

1. Click on show participants
2. Choose manage permissions
**Presenter:**

- All meeting tools

**Attendee:**

- Cannot mute or remove others, start or stop a recording, or share their screen

**Options:**

1. Change during a meeting
2. Set prior to the meeting
3. IT Admins set as default

---

**Meeting Controls**

**ATTENDEE AND PRESENTER**

**During a Meeting:**

- Option 1 - Click on the "..." next to the person's name and choose "make an attendee/presenter"
- Option 2 – Choose manage permissions to set for all

**Before a Meeting:**

- Click on the calendar in Teams
- Choose a scheduled meeting and edit the event
- Click on "Meeting Options"
- Choose presenter settings
ANY QUESTIONS?
ANY FEEDBACK?
NEXT STEPS
Visit Our Tech Talk Page

View past Tech Talks, watch recorded livestreams, access presentation slides and more.

[Link to Tech Talk Page](https://it.miami.edu/TechTalk)
Give Us Feedback

Fill out our survey and let us know how we’re doing

Scan the QR code to the right using your phone’s camera

Get In Touch With Us

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Thank you for attending!