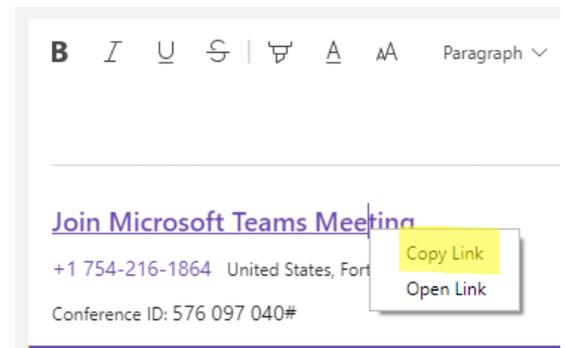
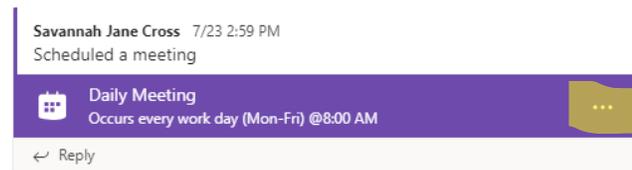
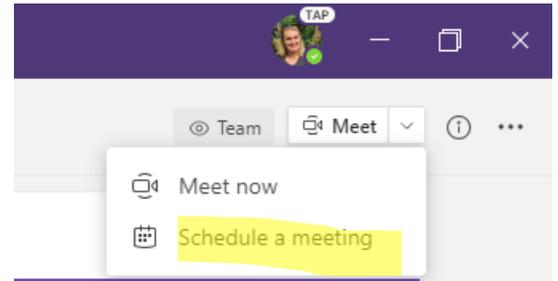


Teams Meeting Steps

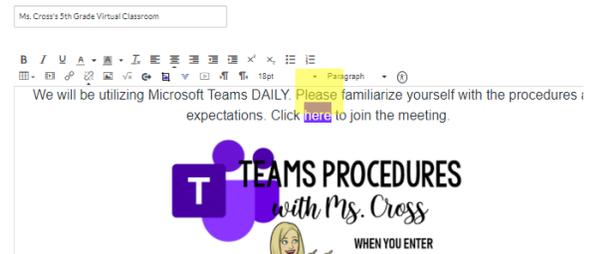
Getting Started

1. Open Teams desktop application. Select Teams from the left panel. Find your Team.
2. In the top right corner click the drop-down arrow next to Meet and select "Schedule a Meeting"
3. Give the meeting a title, set the date(s) and times, decide whether to repeat or not. Press "Send" at the top.
4. You will not see the meeting in your Team chat. Click on the three dots to the right of the scheduled meeting and select "View Meeting Details".
5. At the top there will now be a button for "Meeting Options". Click it. Your web browser will open with the meeting title, date, time, and options.
6. For "Who can bypass the lobby?" select "Only me". This puts the students (or anyone joining the meeting) in the lobby until you approve them. No one can join without your approval. Optional: turn on "Announce when callers join or leave" if you'd like to know that. Click "Save". Once saved, you may close the tab. Return to Teams.
7. At the bottom in the message portion, right click on Join Microsoft Teams Meeting and click "Copy Link".



Adding the Teams Meeting Link to Canvas

1. Go to the part of the course you'd like to add the link to the Teams meeting. For me, I put it on my Homepage of my Homeroom course.
2. Make sure you're in editing mode. Type out the word or phrase you'd like the link added to or upload the image you'd like it linked to.
3. Highlight the word/phrase or select the image.
4. In the tool bar click on the chain (bottom row, third icon in).
5. Paste your link (Ctrl+V). Click "Update Link". It will now flash showing it's been linked.
6. Scroll to the bottom and click "Save". The students will now be able to click that word/phrase or image to open the link to the Teams meeting.



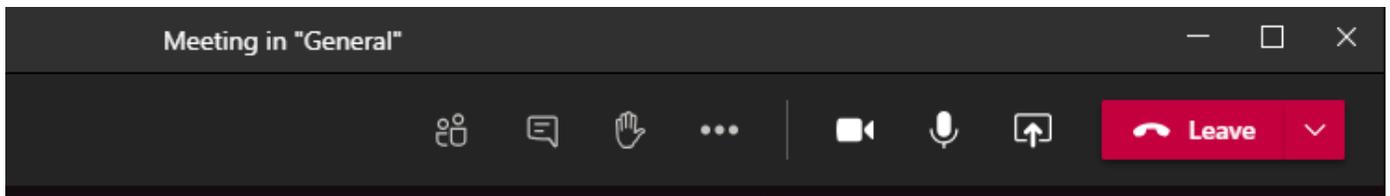
Getting to Know the Buttons on Teams

- 1. Join Meeting options:



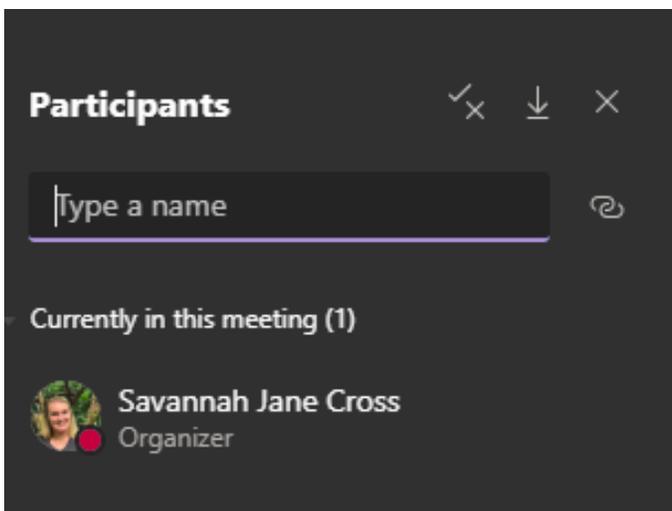
Video on, Mic on, set a background, change the mic or camera

- 2. Options within the meeting



Show participants, chat, raise hand, more actions, camera off, mic off, share screen, leave meeting

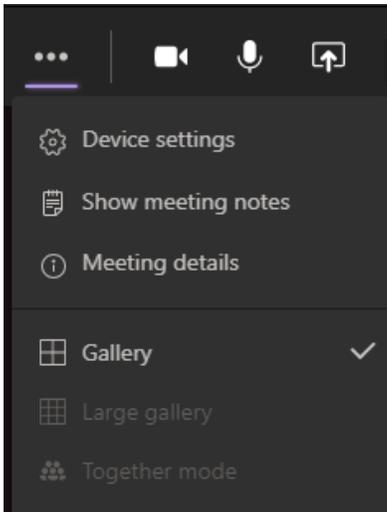
- 3. Show Participants



Manage participants, download attendance, close bar.

Here you can click on the three dots next to a participant's name and mute, give control to present, pin, or remove. Pinning a student puts them front and center on your screen.

□ 4. More Actions



Device settings allows you to switch between camera and mics (i.e. using a DocCam*)

Large gallery shows up to 49 screens

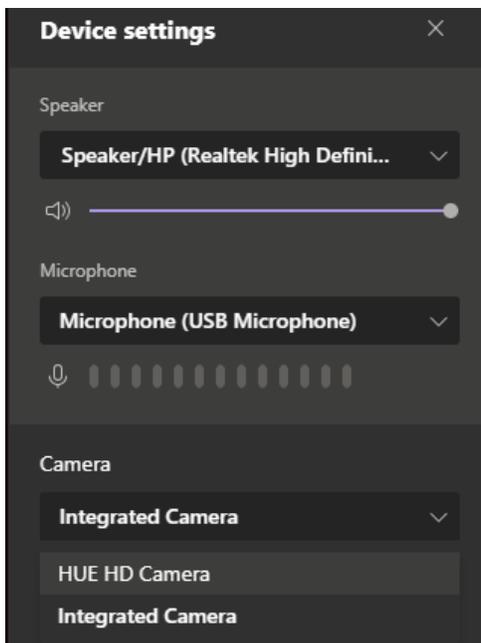
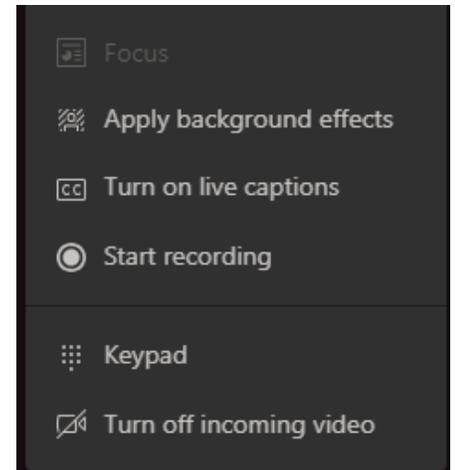
Together mode shows auditorium style seating

Apply background effects you can green-screen yourself in front of something

Live captions will caption everyone speaking for you (must be individual)

Start/Stop recording – video housed in Stream

Turn off incoming video when in Present mode



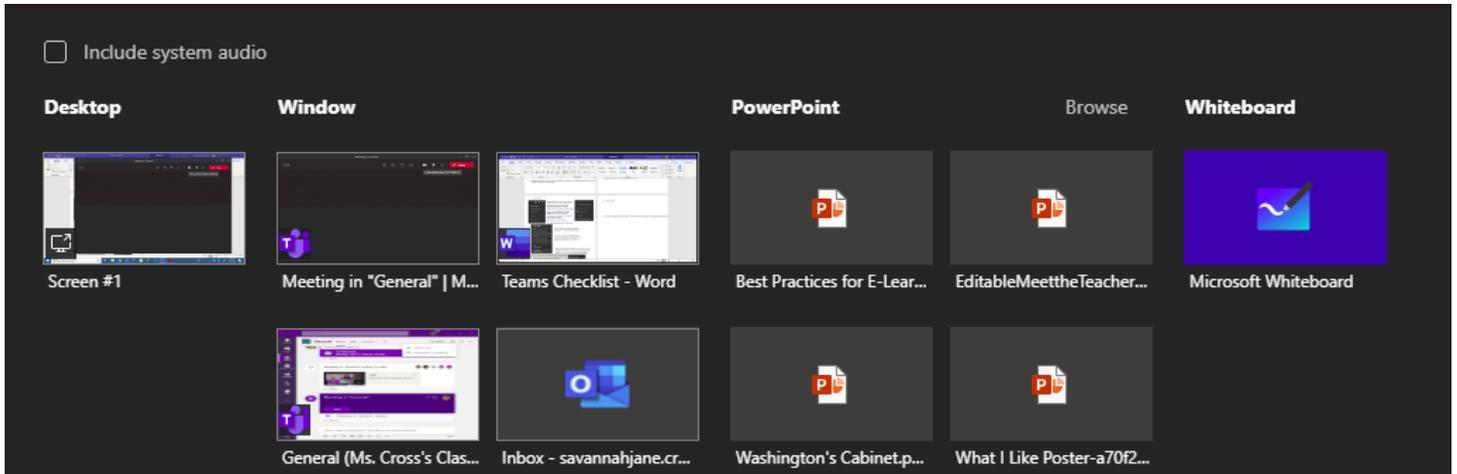
Use the dropdown to select the speakers, microphone, or camera you'd like to use

***Using a document camera, the image will appear backward to you. However, the image shows correctly for the viewers.

With “Apply Background Effects” you can have a virtual background behind you. Choose one of their options or upload your own. You can preview before applying.



5. Open share tray



Options for sharing your screen:

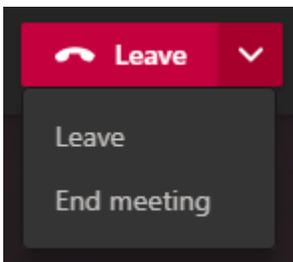
Desktop – shows all applications and windows you open

Window – shows one particular application

PowerPoint – recent ppt or browse for others saved to device

Whiteboard – allows you to draw/write within Teams and show students

6. Leave/End Meeting



When finished meeting for the day, click the drop down and select “End meeting”. This ends the meeting for all callers. Students will not be able to stay on and chat without the teacher, and they can’t get back in after everyone has signed off due to the lobby settings.