

MS Teams Meetings App

How to guide

Link: <https://ingov.sharepoint.com/sites/learn/ingpathways/SitePages/Get-started-with-Microsoft-Teams.aspx>

What can you do in Teams?

- Join a meeting in Teams
- Schedule a meeting
- Start an instant meeting
- Share content in a meeting
- Call in to a meeting

Download the App - TEAMS

<https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/download-app>

Android



Apple

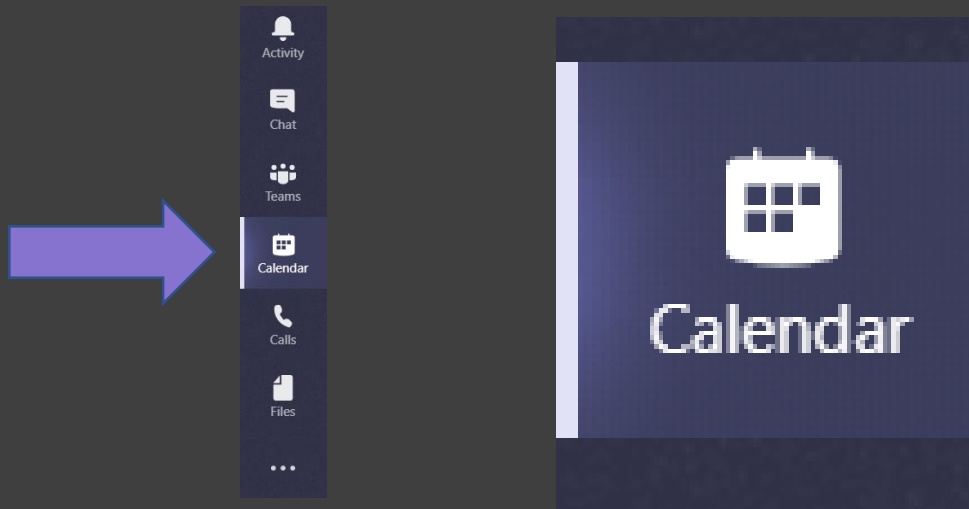


Join a Meeting

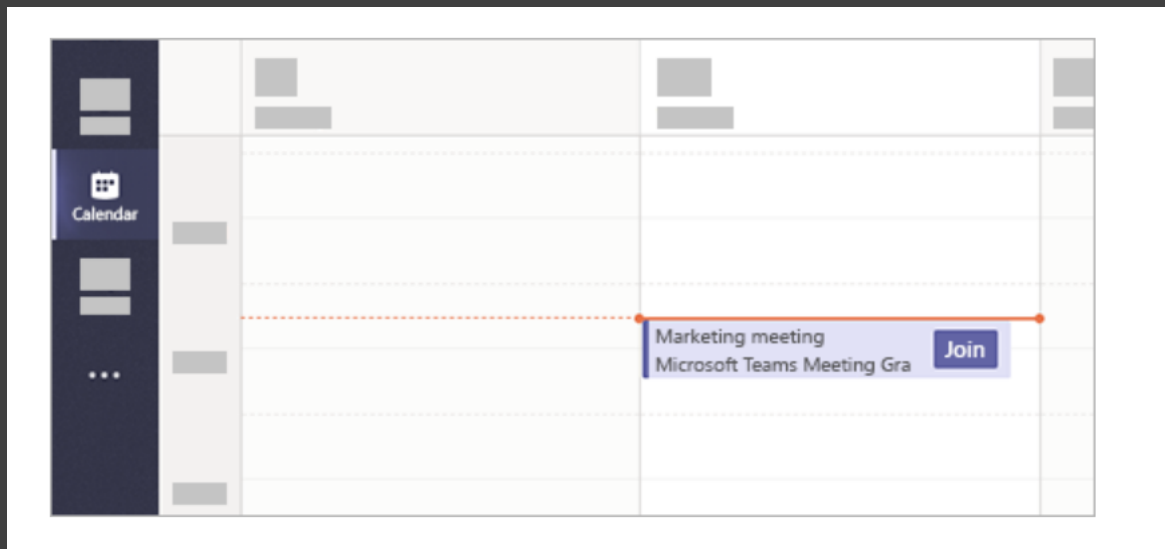
Click on the link in the email /calendar

Join Microsoft Teams Meeting

Learn more about Teams | Meeting options

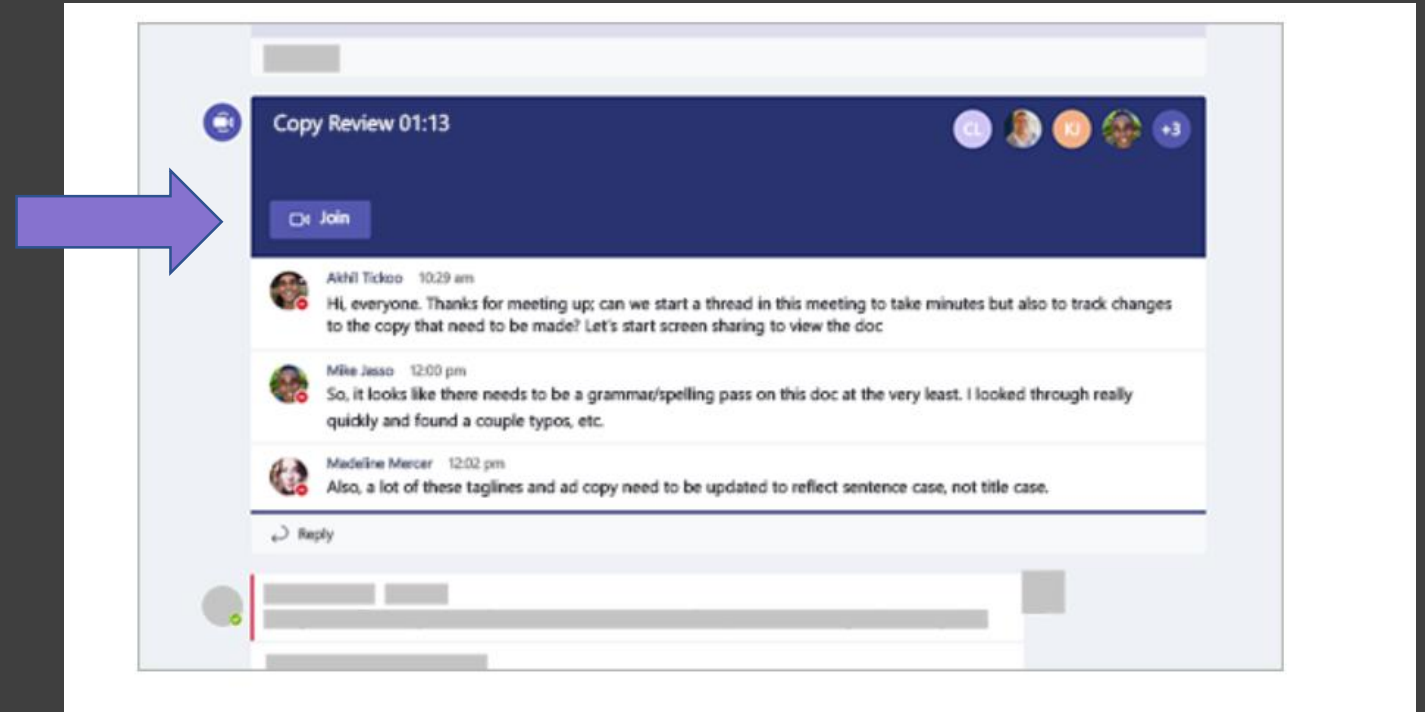


Join from Calendar



Join in a Channel

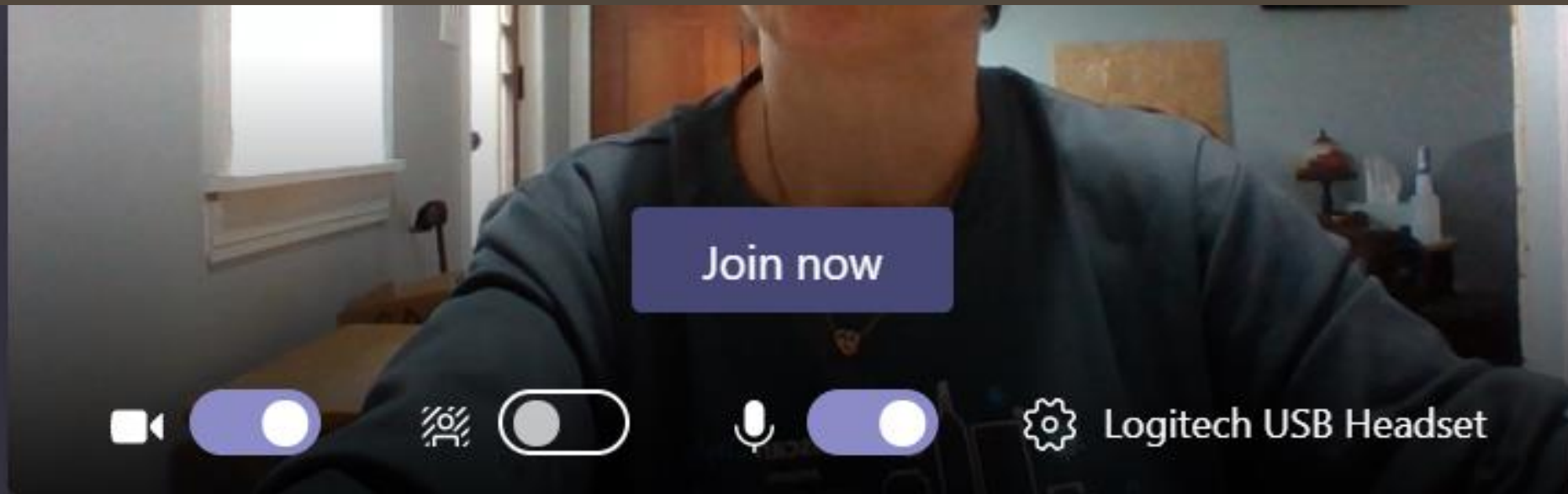
Just click on the JOIN button



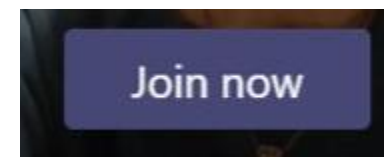


Join in Chat

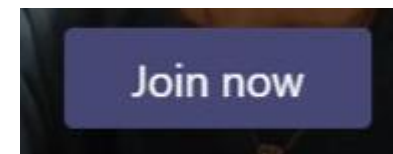
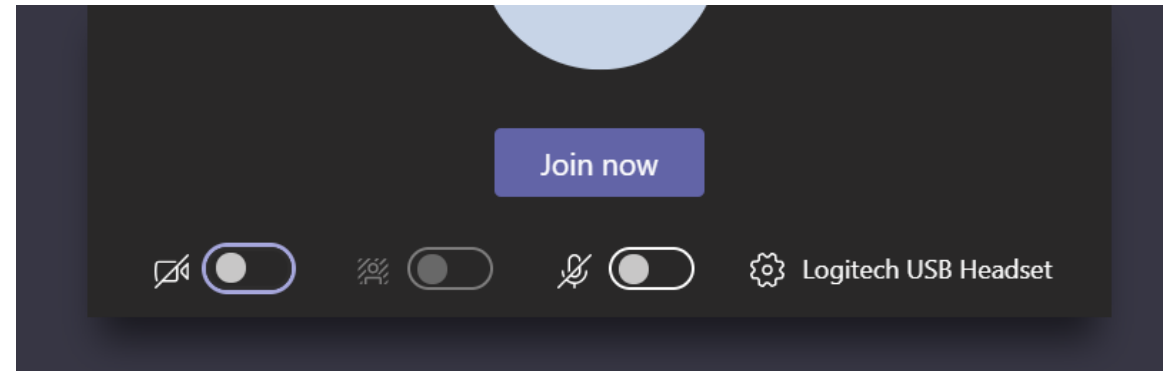
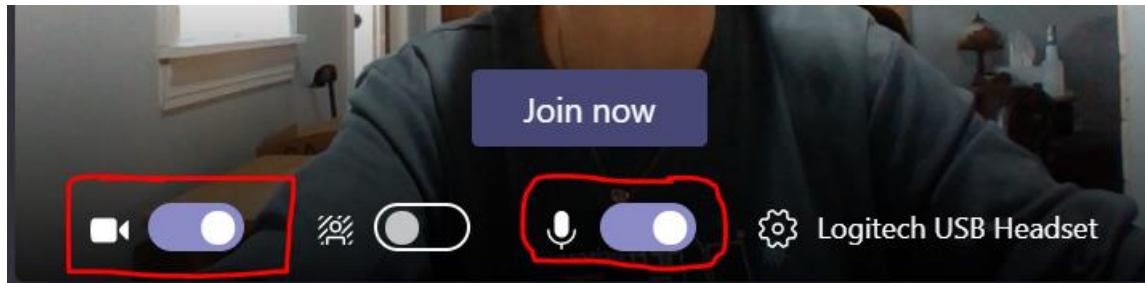
- If the meeting has already started you can still join! Just click on the JOIN button in the chat room!

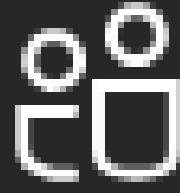
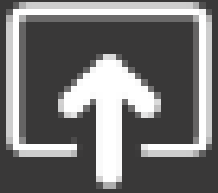


Before you click

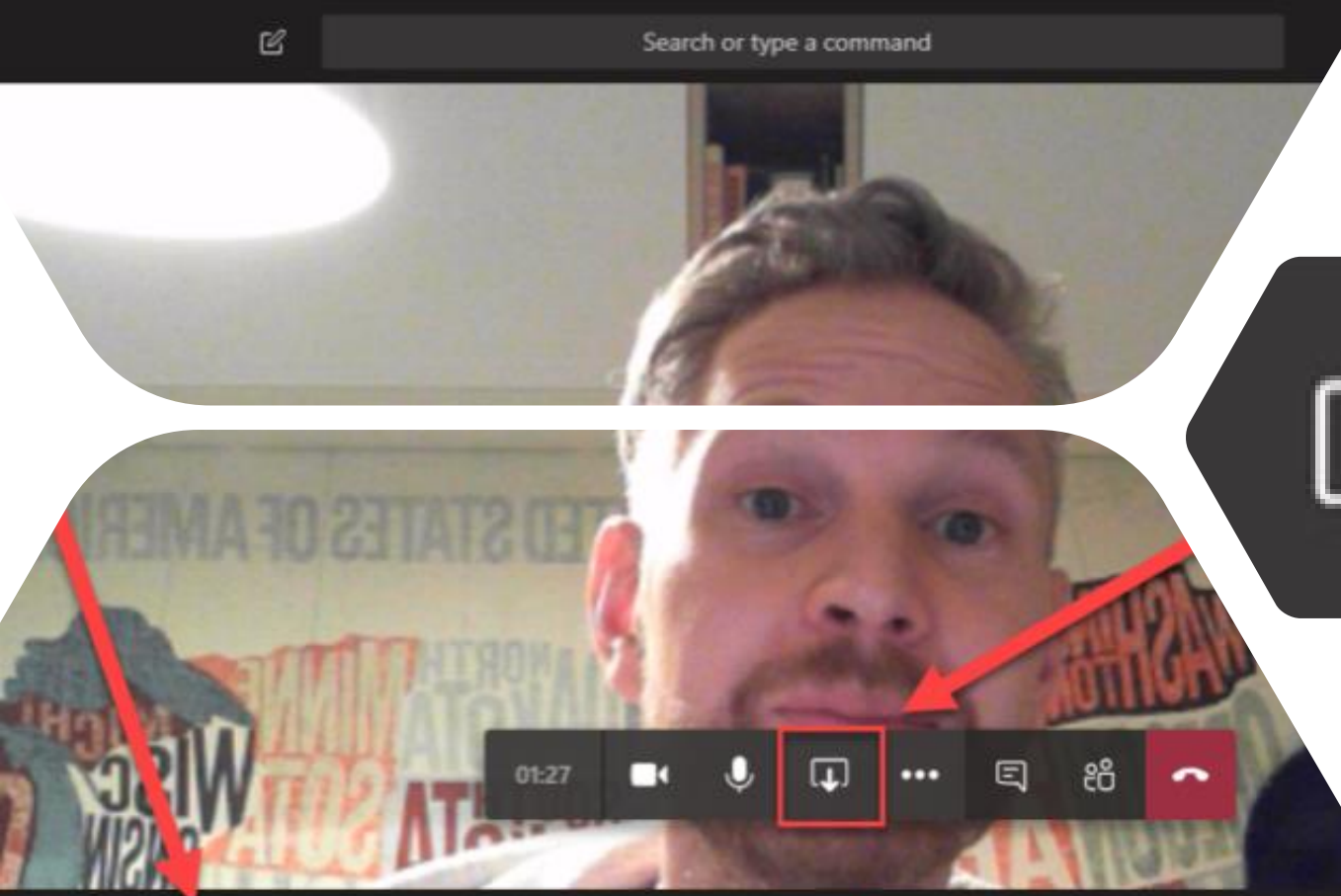


Turn off Audio and Visual (unless you need to be seen and heard)

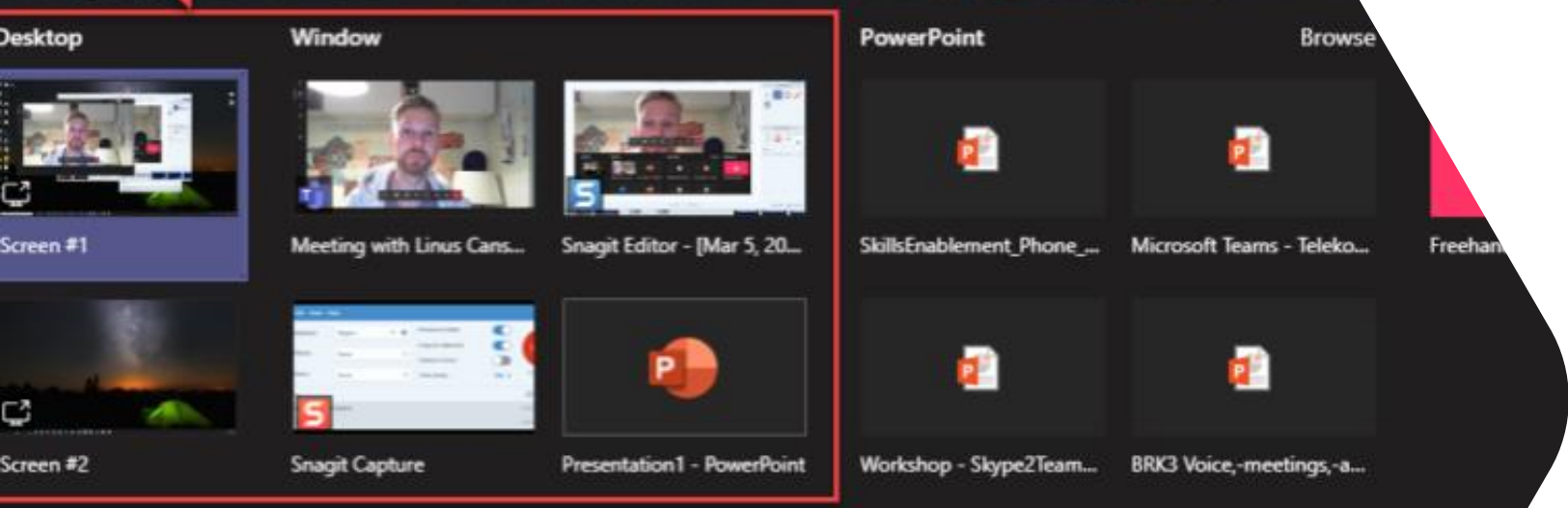




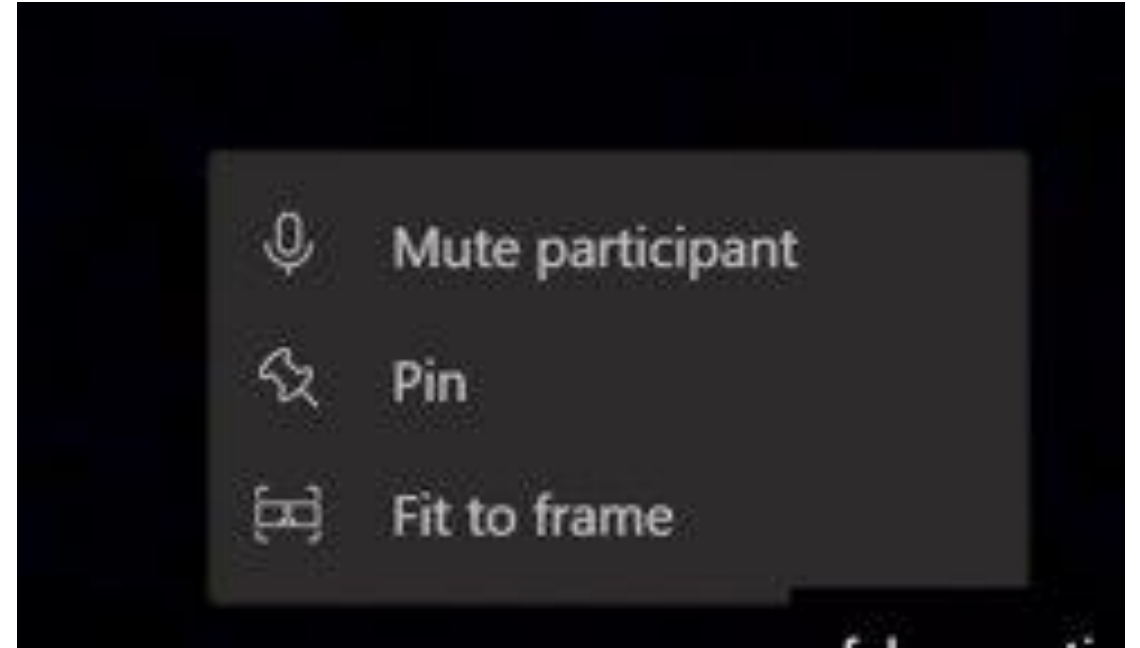
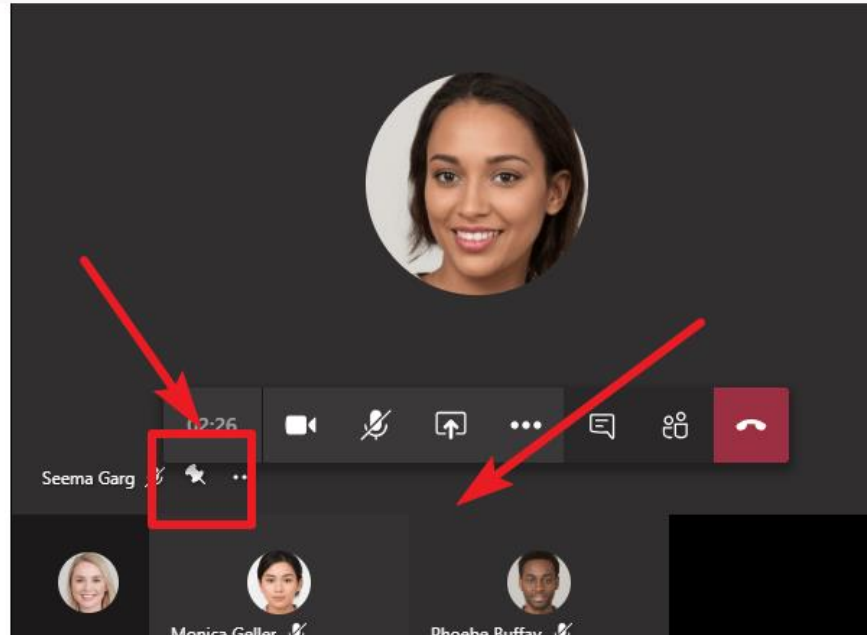
What do these mean?



Screen Share – if you want others to see what is on your screen



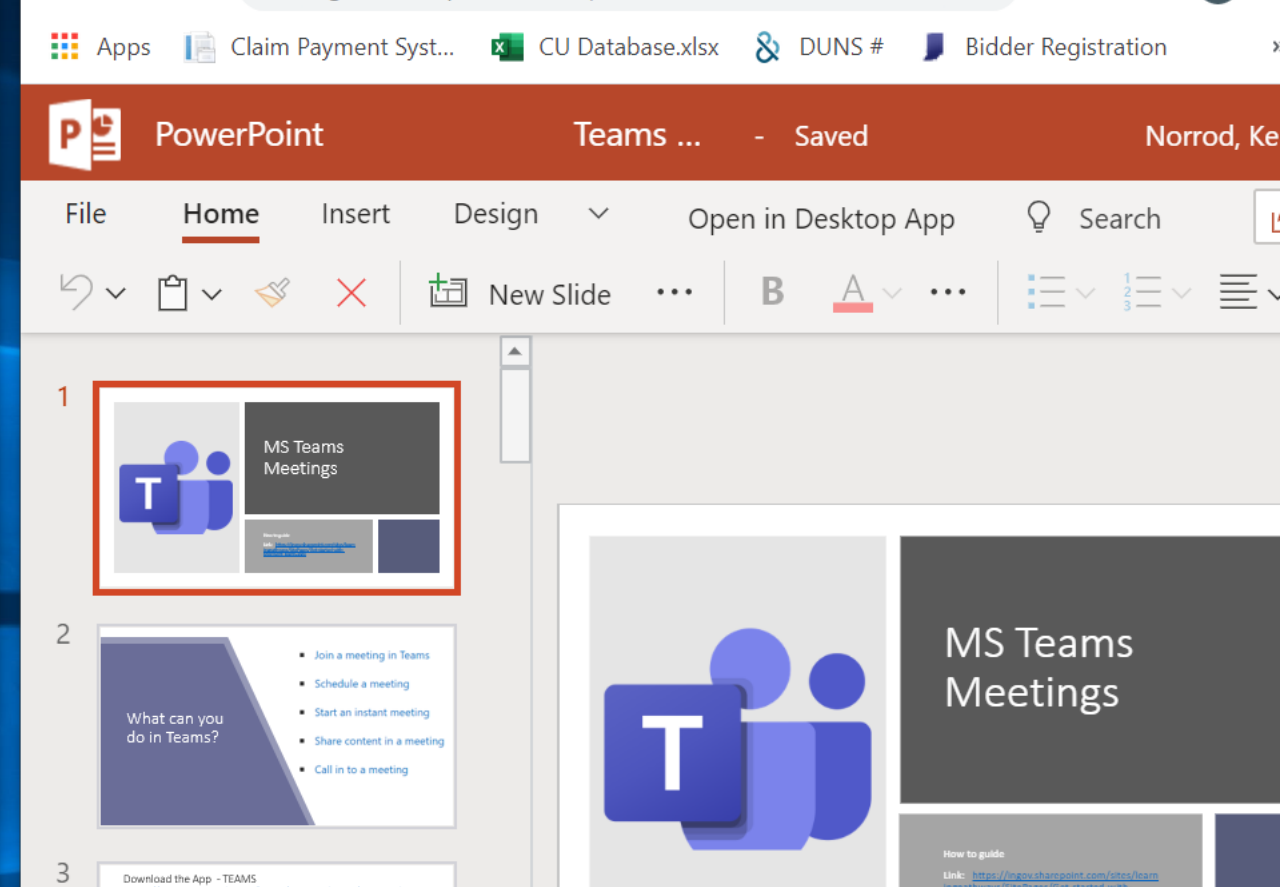
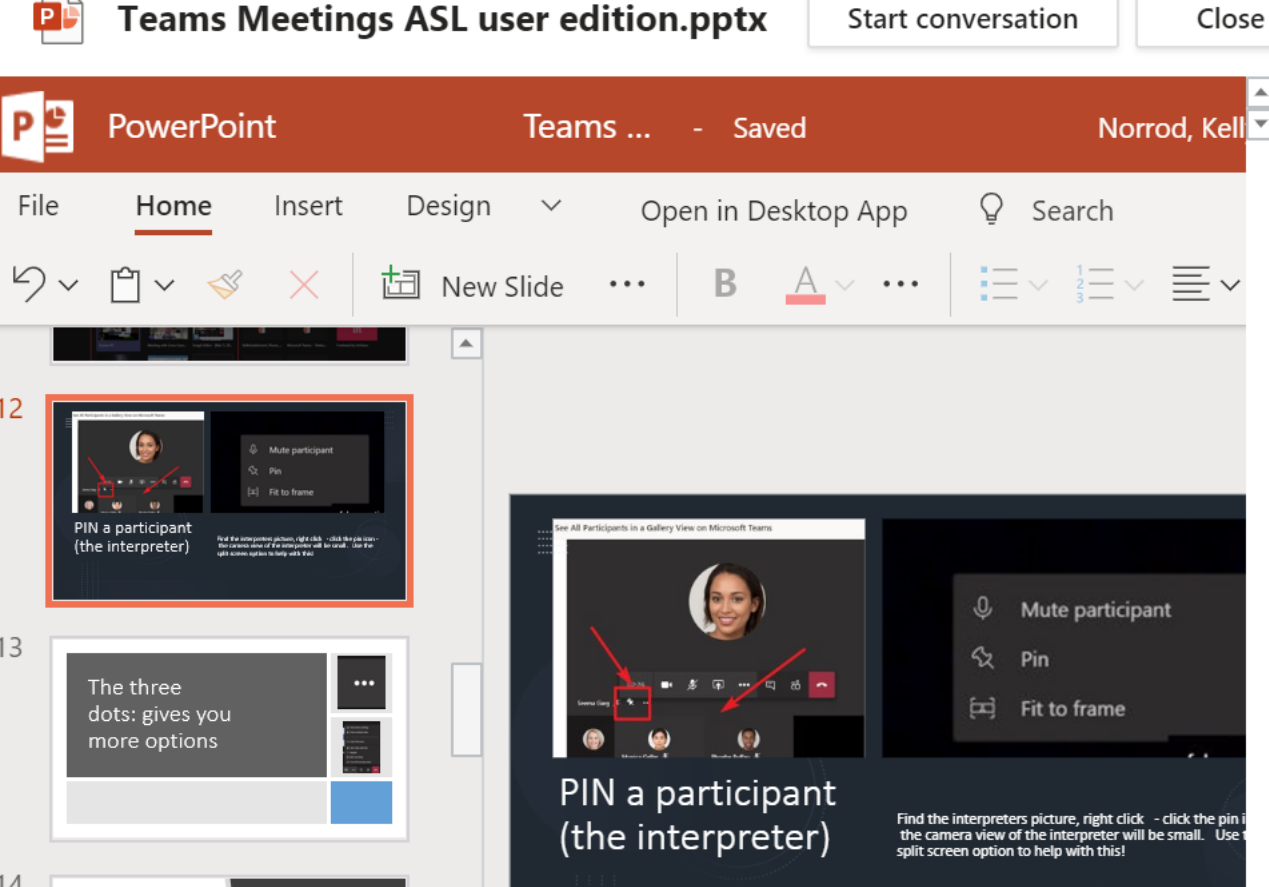
See All Participants in a Gallery View on Microsoft Teams



PIN a participant (the interpreter) 2 different ways

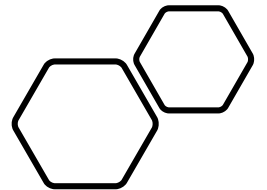
1. Find the interpreters picture, right click - click the pin icon -
2. Participant Icon – find interpreters name – three dots pin the interpreter.

Use the split screen option to help see the interpreter. See next slide...



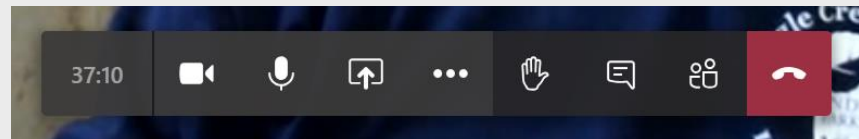
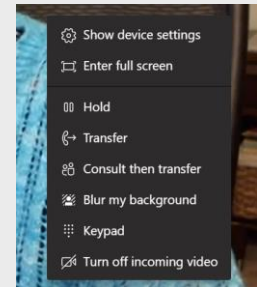
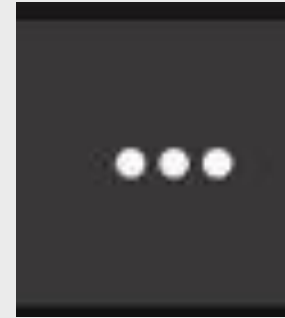
Split Screen

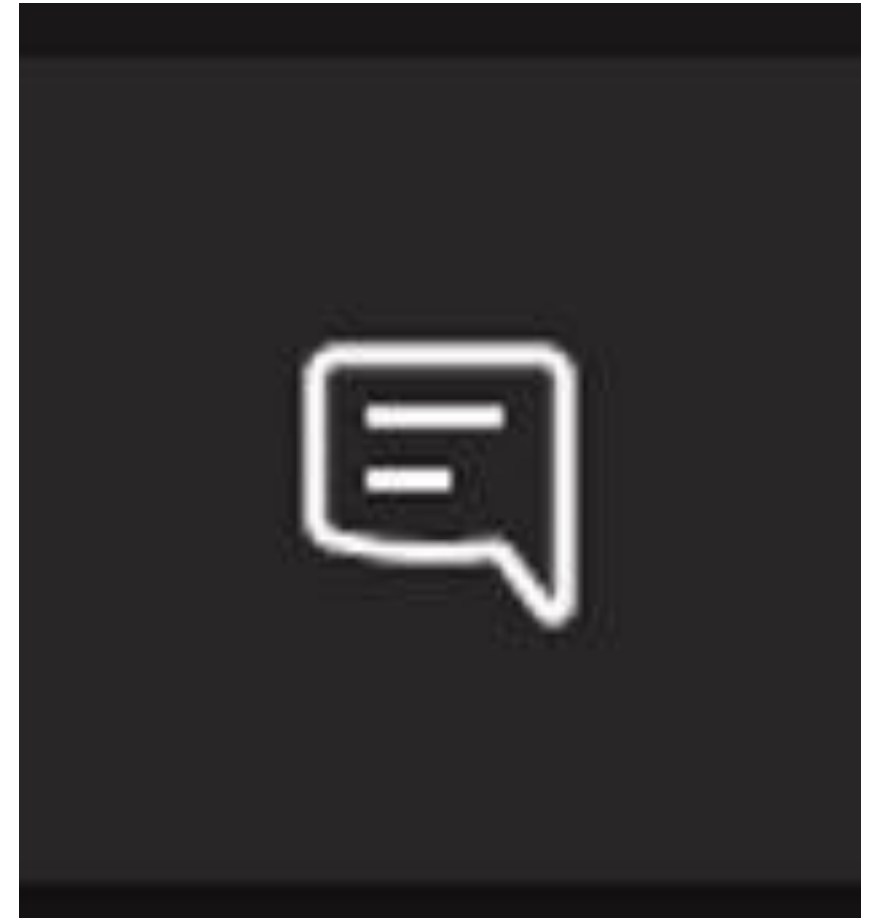
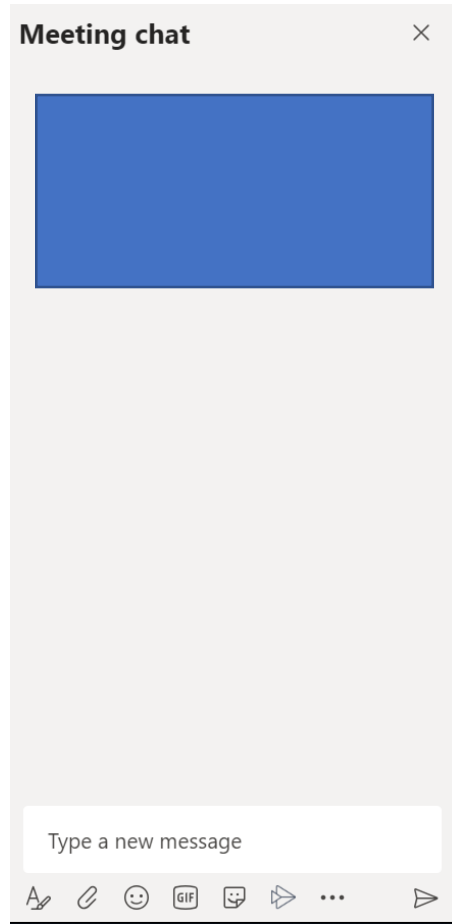
- Join the original Teams meeting
- Open another internet browser window
- Type in MS Office 365
- Click on TEAMS icon
- Keyboard Windows button + arrow (right/left) to split screen
- Will have two windows open – pin the interpreter



Ellipsis: aka the three dots

- gives you more options
- Device Settings
- Full screen
- Hold
- Blur my background ... etc
- Live Captioning





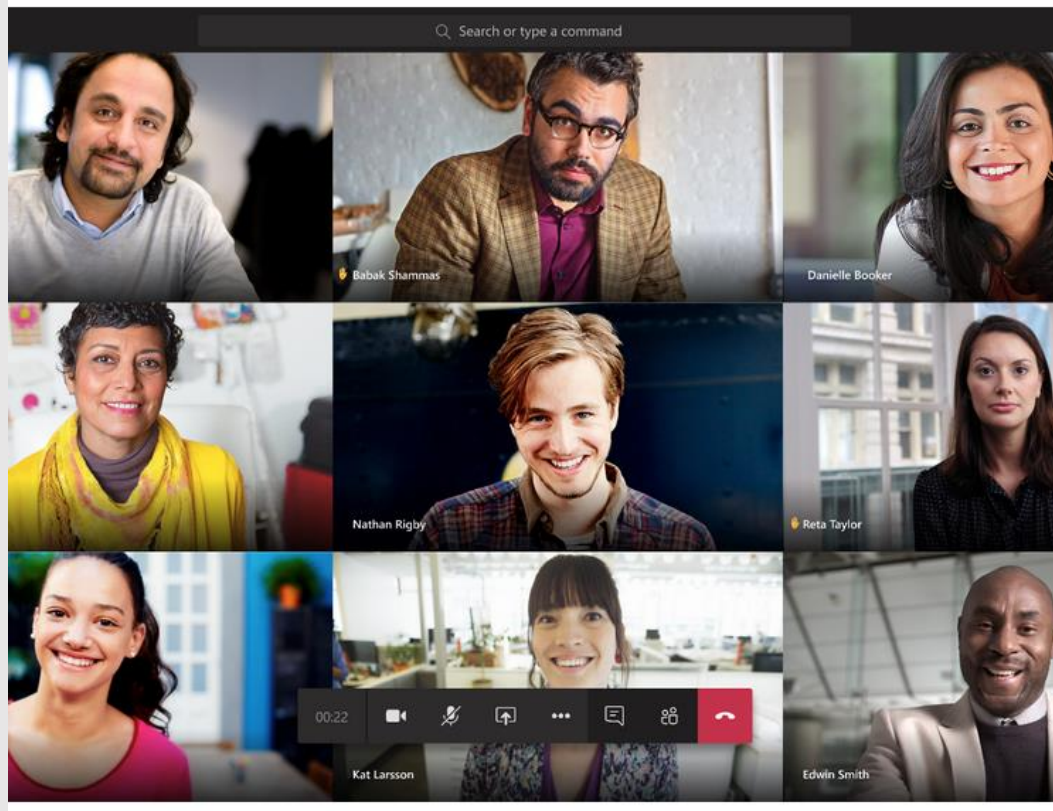
Chat Box: type questions, share information/documents to the group

Participants – everyone listed who is in the meeting with you

- This may be another option to PIN the interpreter.
- Click on the icon - open the participant list – scroll to find the interpreter – click on the three dots – PIN the interpreter



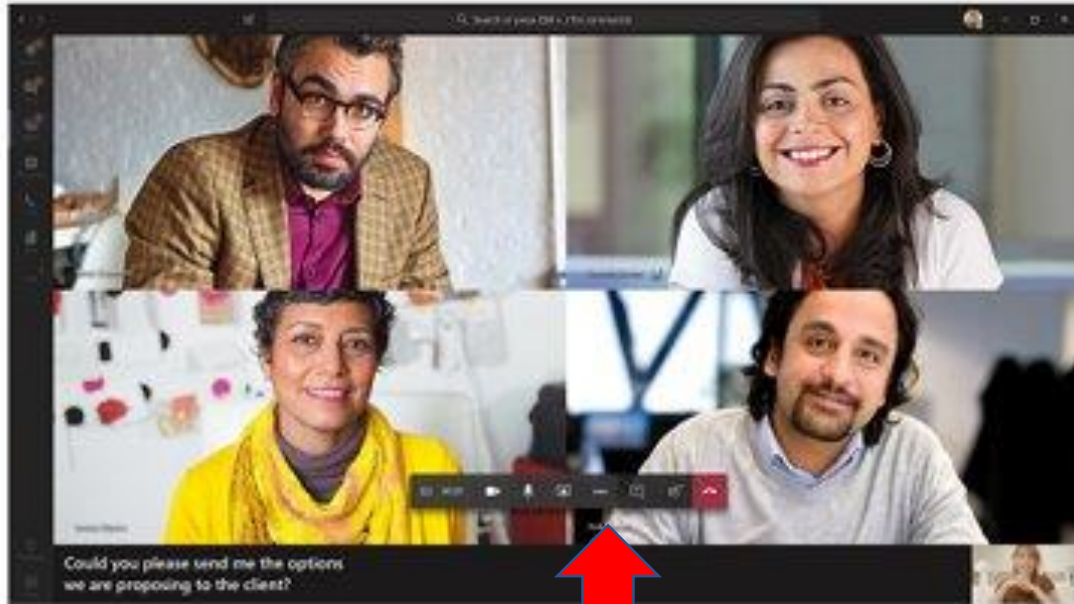
New Feature: Video stream of up to 9 people in a 3 x 3 Grid



- The feature is gradually rolling out to all Teams users and will be available for everyone in the next couple of weeks.

Live Captioning Feature

Ellipsis (...) - Turn on/off captioning for attendee NOTE: Presenter should NOT turn this feature on!



To use live captions in a meeting, go to your meeting controls and select **More options** (...) > **Turn on live captions (preview)**.



To stop using live captions, go to the meeting controls and select **More options** (...) > **Turn off live captions (preview)**.

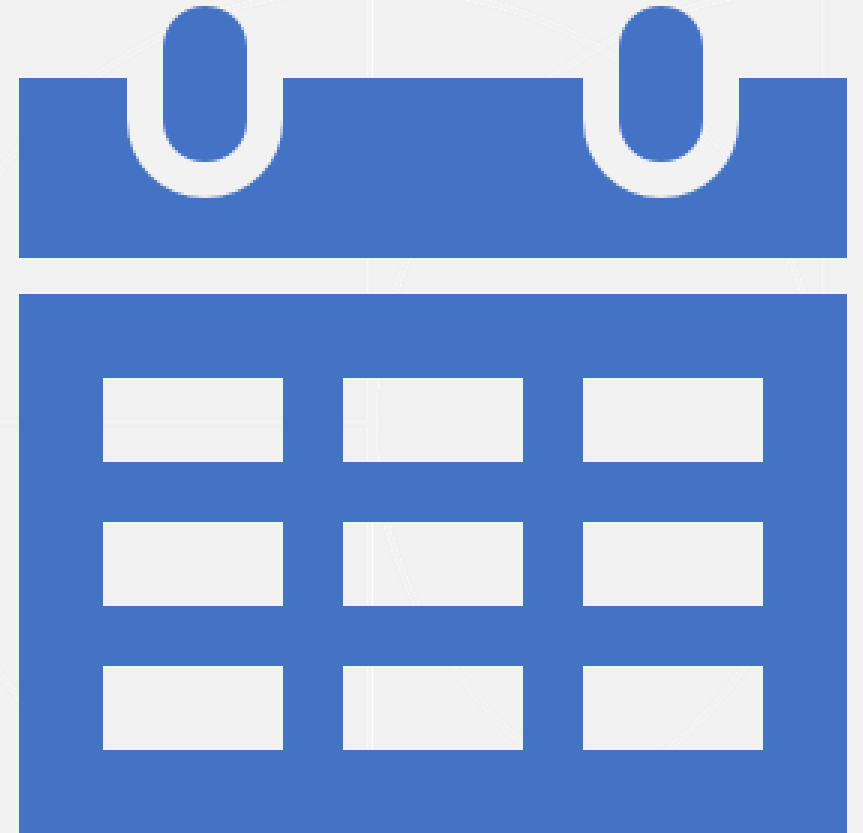


Meeting adjourned

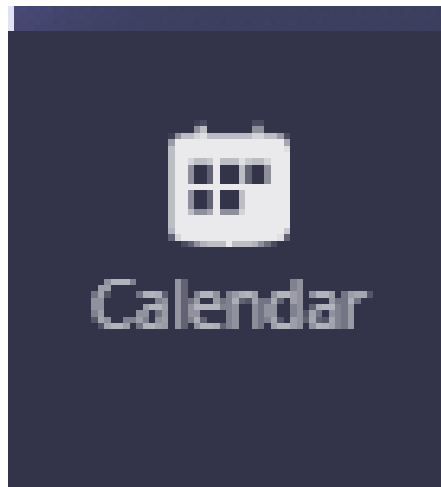
When you are done with the meeting, click on the phone to hang up

Scheduling a Meeting

How to step by step



Click on the Calendar icon
+ New Meeting



 Meet now

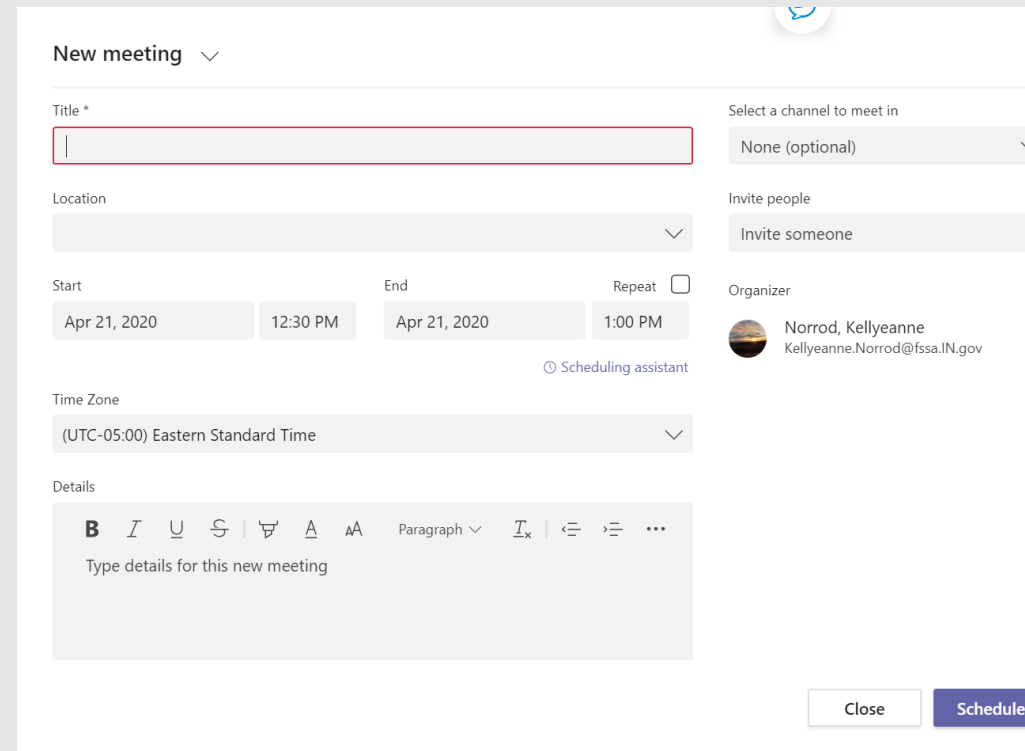
+ New meeting

* If you use either of these icons in calendar the captioning will be available for the meeting.

*if video call through the chat – captioning will not work for 1:1 meeting

New Meeting

- Fill in the title of the meeting
- Start and end date and time
- Invite someone
- Click Schedule



The screenshot shows a 'New meeting' dialog box with the following fields and options:

- Title ***: A text input field with a red border, currently empty.
- Location**: A dropdown menu, currently empty.
- Start**: A date and time selector showing 'Apr 21, 2020' and '12:30 PM'.
- End**: A date and time selector showing 'Apr 21, 2020' and '1:00 PM'.
- Repeat**: A checkbox that is currently unchecked.
- Time Zone**: A dropdown menu showing '(UTC-05:00) Eastern Standard Time'.
- Details**: A rich text editor with a toolbar containing icons for bold (B), italic (I), underline (U), strikethrough (ABC), link (A), unlink (A), paragraph (Paragraph), indent (I), and outdent (O), along with a more options menu (three dots).
- Select a channel to meet in**: A dropdown menu showing 'None (optional)'.
- Invite people**: A button labeled 'Invite someone'.
- Organizer**: A section showing a profile picture and the name 'Norrod, Kellyeanne' with the email address 'Kellyeanne.Norrod@fssa.IN.gov'.
- Buttons**: 'Close' and 'Schedule' buttons at the bottom right.



Your meeting
has been scheduled!

Instant Meeting:

<https://www.youtube.com/watch?v=Bl-P0Jrs3g0>

- There are two ways to start a meeting instantly.
- To start a meeting with an existing team - click on Meet Now or the icon at the top of the chat page

 Meet now

+ New meeting



 5

Sharing Content

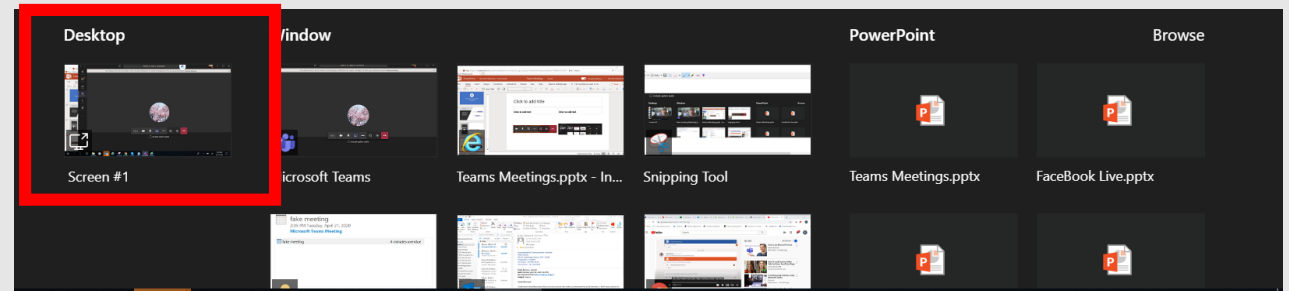


- ASL Interpreter users:
- Once the screen is shared the video "boxes" will become very small and at the bottom of the screen.
- Please use the split screen workaround (slide 13)



Click the Share icon

Click on the screen you want all to see





- Any questions?
- Check out:
- MicroSoft 365 videos on Teams
- <https://ingov.sharepoint.com/sites/learningpathways/SitePages/Get-started-with-Microsoft-Teams.aspx>
- LinkedIn Learning: <https://www.linkedin.com/learning/microsoft-teams-tips-and-tricks/extra-options-in-video-calls-2?pathUrn=urn%3Ali%3AlyndaLearningPath%3A5e67c339498ee624c52b641c&u=2188380>

Contact Us:

email: DHHShelp@fssa.in.gov

Website: Dhhs.in.gov

Videophone: 317-542-3324



**Division of Disability and
Rehabilitative Services**
*Bureau of Rehabilitation Services
Deaf and Hard of Hearing Services*

