

Meetings in Microsoft Teams

Microsoft Teams (MS Teams) is a business communication software designed to enhance workplace collaboration. It's an incredibly useful tool to keep teams connected, particularly in remote working environments.

MS Teams has a variety of communication features, including:

- User-to-user messaging
- Customizable team forums with team-only work queues, posting features, files and file sharing, and wiki pages
- File sharing and editing
- Calendar
- Calls and meetings

This article describes how to use the calendar and meeting functions in MS Teams.

Calendar

Create and access meetings by navigating to the **Calendar** in the left-hand panel on the MS Teams platform (Figure 1: Calendar).

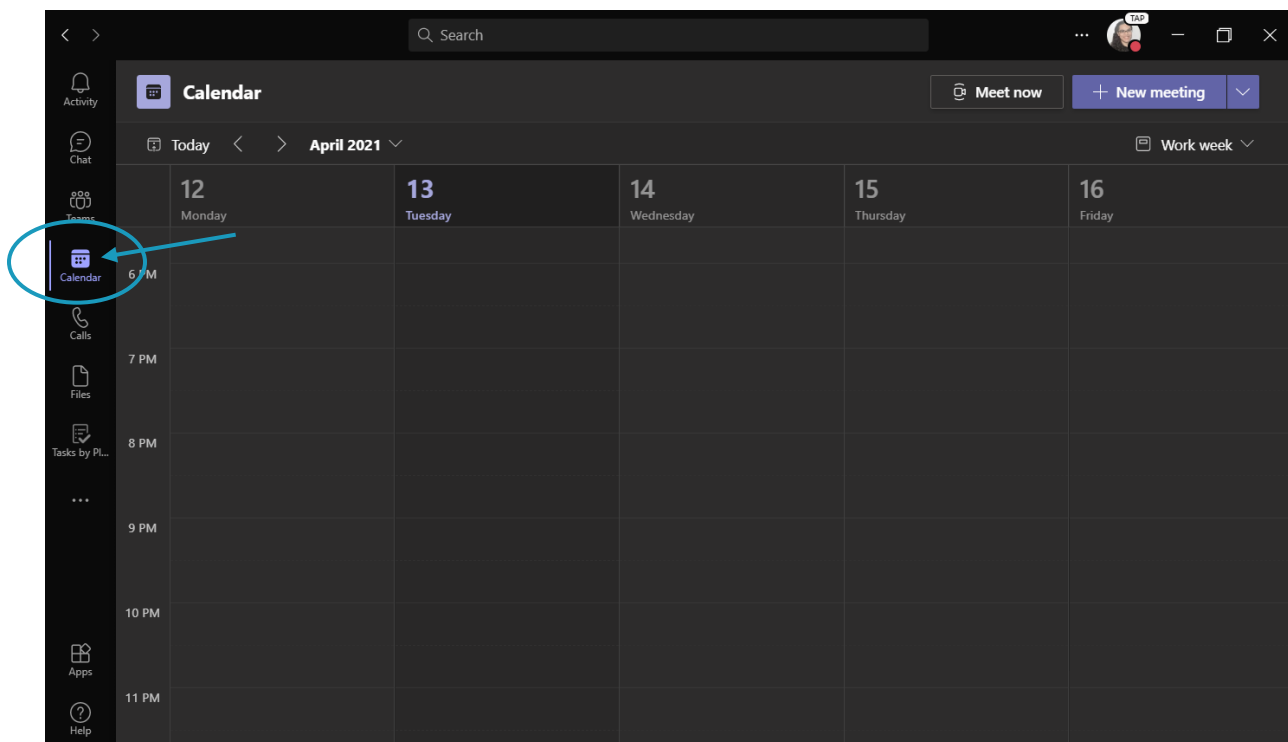


Figure 1: Calendar

The calendar page shows all scheduled meetings for the current work week. (Monday-Friday). If desired, change the week view by clicking the down arrow shown in Figure 2.

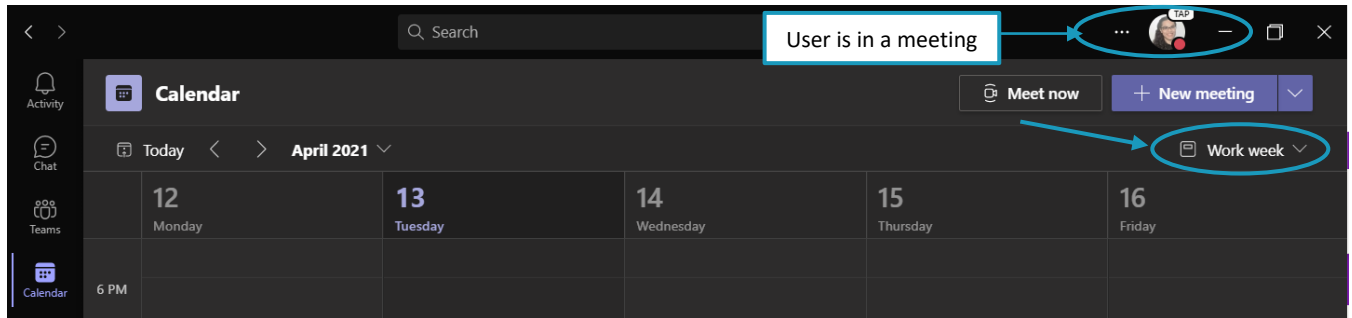


Figure 2: Week view

Create New Meeting

Create a new meeting by selecting a timeslot in the calendar (Figure 3); a new display opens where the user can customize the meeting. Figure 4 shows the **Scheduling Assistant** page for the new meeting.

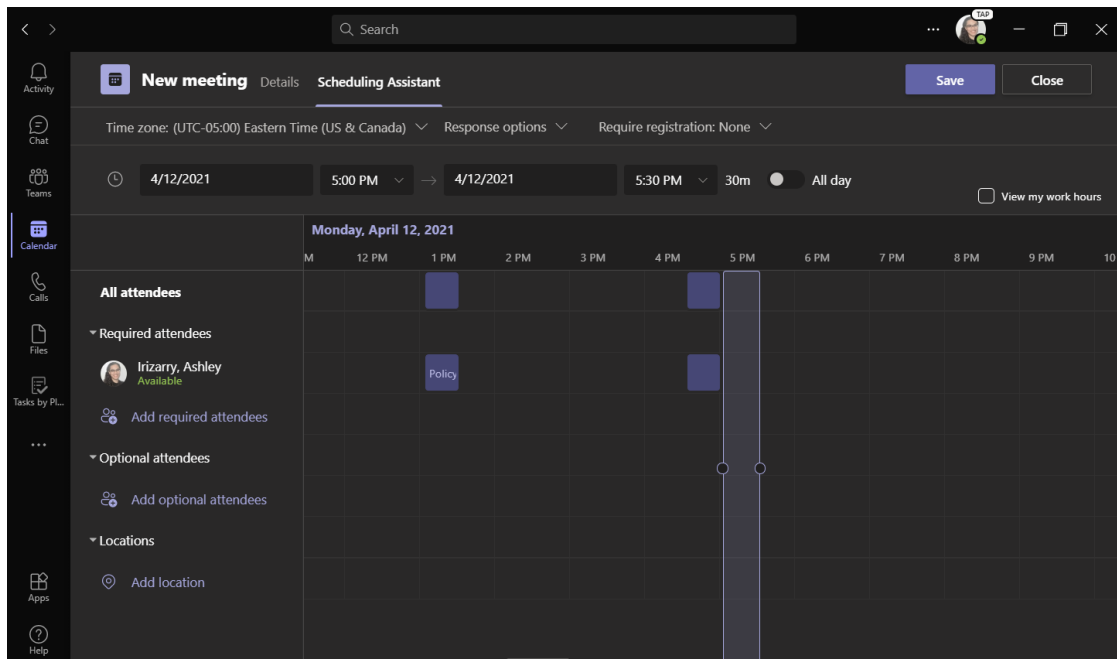


Figure 3: Create Meeting-Scheduling Assistant page

Scheduling Assistant includes the following options:

- a) **Participants**—Add new meeting participants by selecting *Add Required Attendees*. MS Teams automatically includes the meeting *organizer* as a participant. The organizer can also add *Optional Attendees*, who are not required to attend the meeting.
 - o **Note:** When a user is in a meeting, a red bubble appears with their user icon. MS Teams will block off the individual user's calendar when they have a meeting, other users however can still schedule a meeting when required participants are unavailable.
- b) **Location**—Select a meeting location. All meetings default to a virtual meeting space.
- c) **Date and time**—Select the meeting start and end date and time. If it is an all-day meeting, select *All Day*, this option will block out the entire day on the calendar for the meeting.
- d) **Time zone**—The meeting defaults to the organizer's current time zone. Select a new time zone if the meeting will be in a different time zone.
- e) **Response Options**—This option allows the organizer to require a response from invited participants.
- f) **Registration**—MS Teams default to no registration for the meeting. Changing the registration from *None* requires invited participants to register to attend.

Selecting **Save** will save and close the new meeting window with all current selections. Clicking **Close** will close the new meeting window without saving.

Navigate to the **Details** page of the new meeting. This page includes the same options from the *Scheduling Assistant* page () in addition to the following options:

- a) **Meeting Name**—Enter a title for the meeting in the *Add Title* field.
- b) **Meeting Details**—Enter a meeting agenda or other relevant details into the text box at the bottom of the page.
- c) **Recurring Meetings**—Meetings default to a one-time event; to make the new meeting a recurring one, select the option from the dropdown next to the cycle icon.

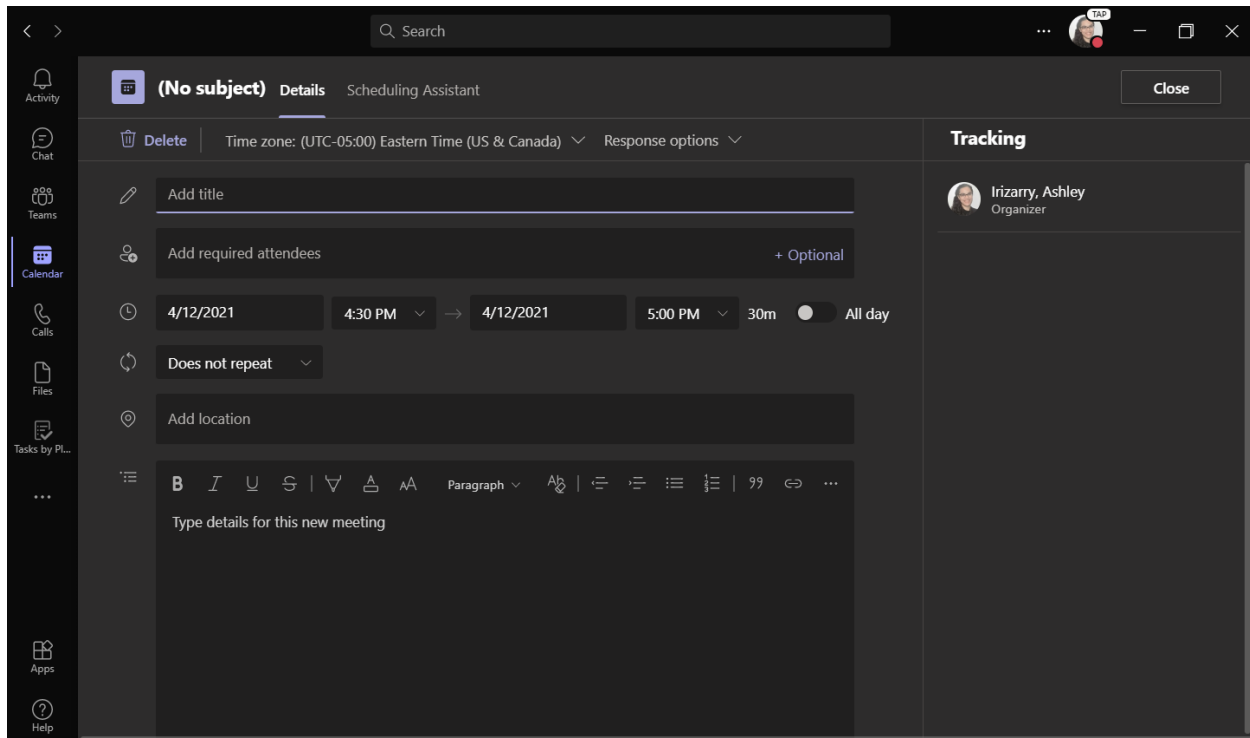


Figure 4: Create Meeting-Details page

Note: The organizer can skip the *Scheduling Assistant* page and select meeting options by navigating to the **Details** page.

The organizer is not required to make any changes to the default meeting options in *Scheduling Assistant* or the *Details* page. Click *Save* in *Scheduling Assistant* to keep the default options and create the meeting.

Start a Quick Meeting

Quickly create and start a new meeting by going to the calendar page and selecting an open time slot. Click 'Meet Now' then select from the **Start Meeting** or **Get a link to share** (Figure 5).

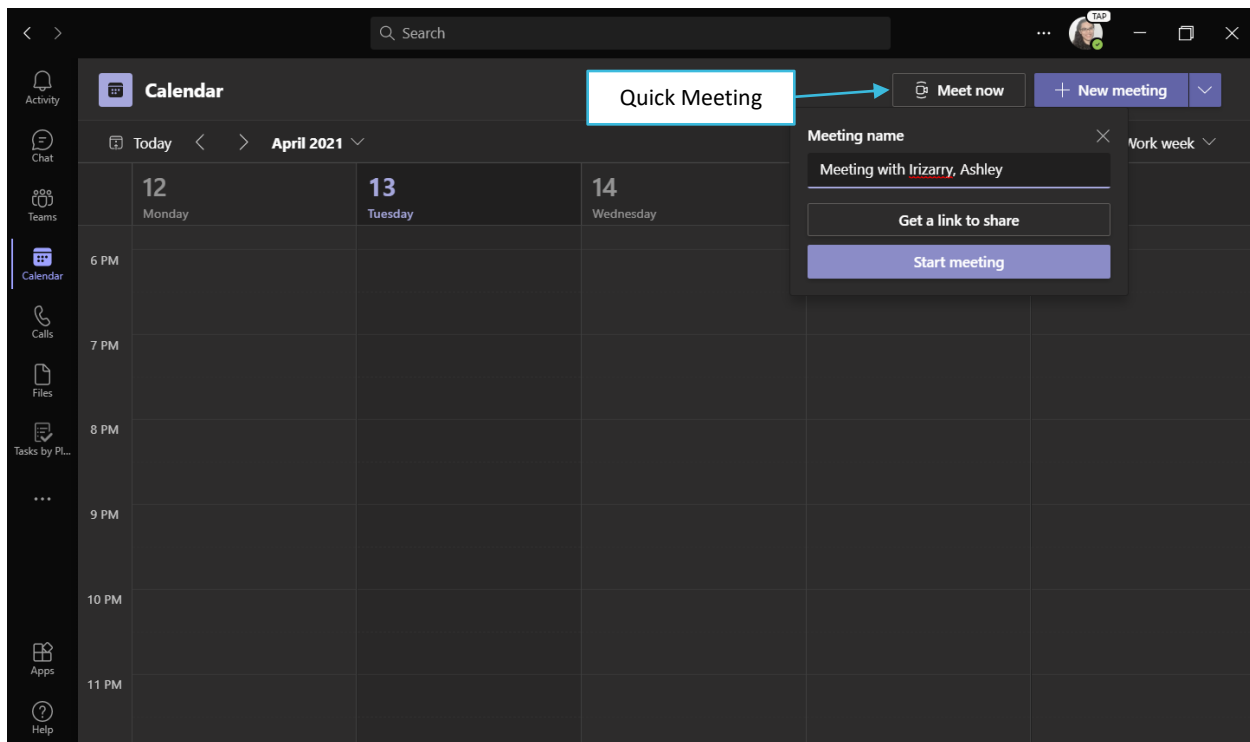


Figure 5: Start a Quick Meeting

1. **Start Meeting**—Immediately opens a new window and begins a meeting. Only the organizer is present in the new meeting (Figure 6).
 - A pop-up in the new meeting window gives the organizer options to invite participants to join them:
 - **Copy meeting link**—Creates a link to the meeting the organizer can share with other users via email or a MS Teams message.
 - **Add participants**—Opens a new field where the organizer can search for users to invite as participants.
 - **Share via default email**—Opens a new email with an invite to the meeting.

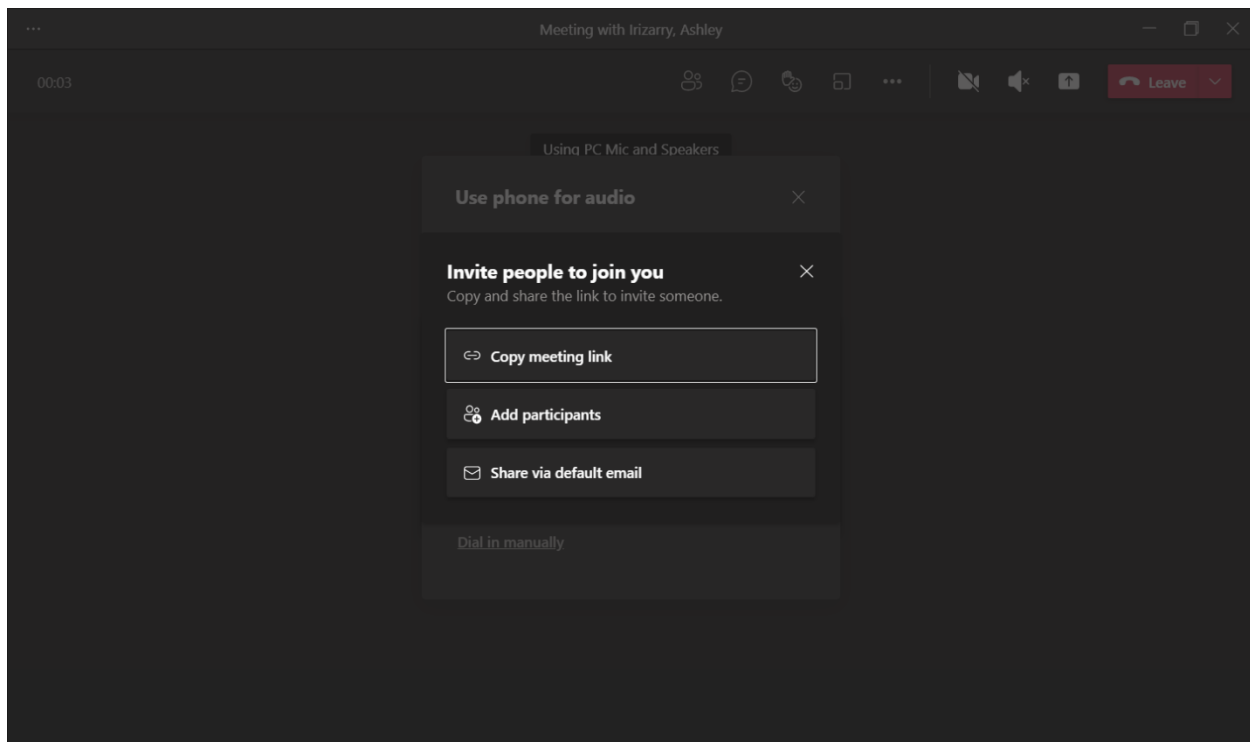



Figure 6: Invite participants after selecting 'Start Meeting'

2. **Get a link to share**—Creates a link to the meeting that the organizer can use to invite participants. Selecting this option will generate a link that the organizer can send and **Share via email** to invite other users to the meeting (Figure 7).
 - The meeting link generates in a new field; copy this link by selecting the  icon and paste into a MS Teams message or email to invite others to join.
**The organizer must use the meeting link to access their meeting, or, navigate back to their calendar to join the meeting.*

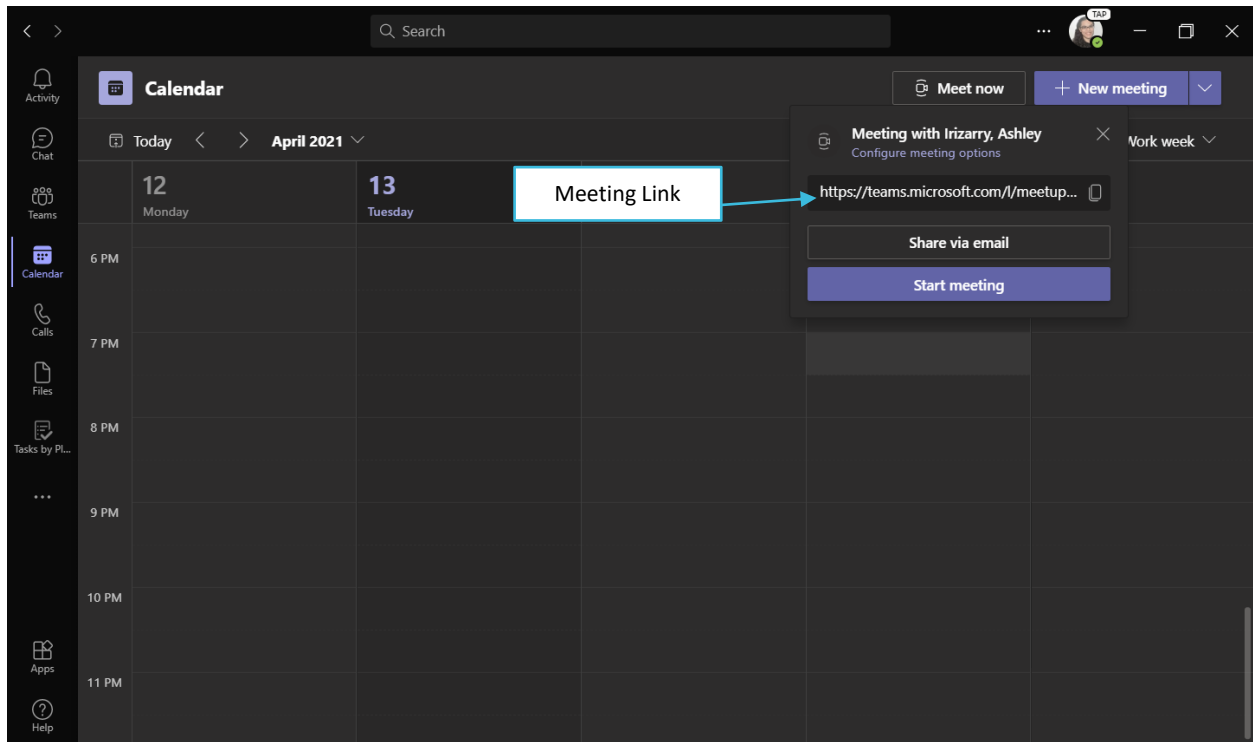


Figure 7: Share meeting link