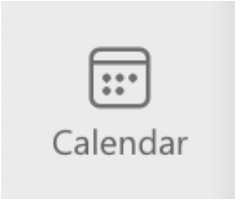
Using the Microsoft Teams Meeting Interface as an Organizer

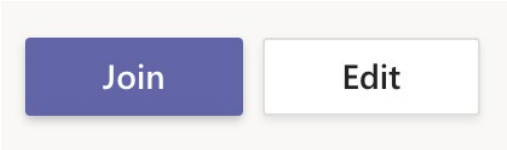
***IMPORTANT:* This tutorial covers tools available within a Microsoft Teams meeting as a meeting organizer. To learn about creating Microsoft Teams meetings, read the [Creating Class Meetings with Microsoft Teams]() tutorial.**

Joining the Meeting

1. There are multiple ways to join a Microsoft Teams meeting that you have organized, but it is typically easiest to use the Calendar in the Microsoft Teams desktop program. Open Microsoft Teams and click **Calendar**.

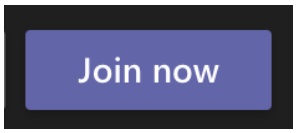


2. Locate the meeting in your calendar, click on the meeting, then click **Join**.



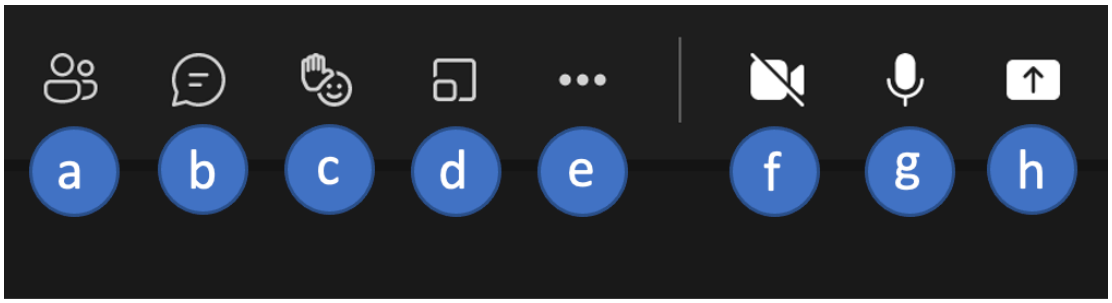
3. On the screen that appears, you can configure your video and audio settings by clicking on the button next to **Internal Mic and Speakers**.

4. Once you are ready to join the session, click **Join now**.



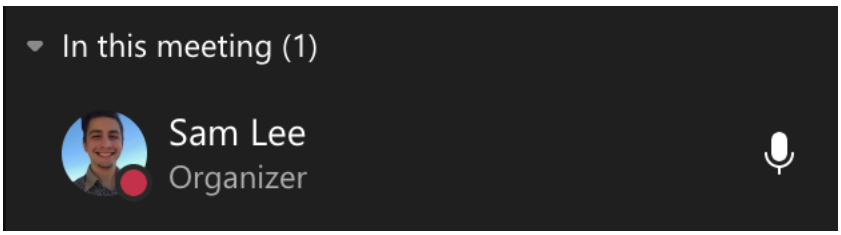
Navigation

1. At the top of the screen during a meeting is the navigation bar, where you can configure settings, view the chat, share content, and more.

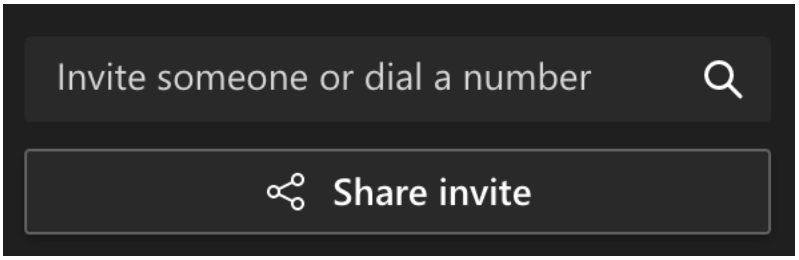


a. Participants

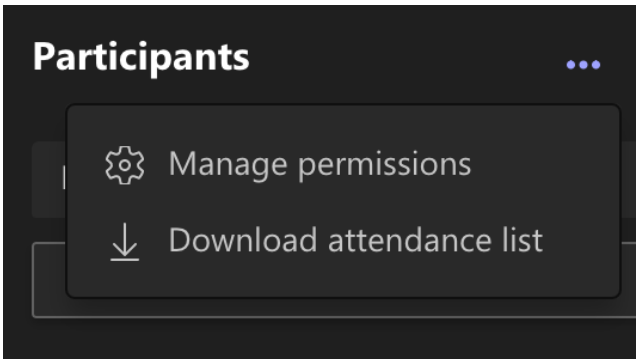
- In the Participants tab, you can see who is attending the meeting under the **In this meeting** button.



- If the microphone icon next to a participant's name is filled in, that participant has their microphone turned on. If the icon is an outline of a microphone with a cross over it, that participant has their microphone muted.
- Participants in a Microsoft Teams meeting can have one of three roles: attendees, presenters, and organizers.
    i. Attendees can use their microphones to speak, turn their webcams on/off, use reactions, and send chat messages. The students in your class should be set as attendees.
    ii. Presenters can do everything that an attendee can do, as well as mute any other participants, start/stop recording the meeting, and share content, such as sharing their screen or sharing a whiteboard.
    iii. Organizers can do everything a presenter can do but can also change the role of other meeting participants, kick participants out of the meeting, create breakout rooms, and configure meeting settings.
- You could also invite someone to the meeting using the Participants tab. You can either search for their name in the search bar, or you can click **Share invite** to retrieve the meeting link, which you can send to whomever you like.



- The three dots at the top of the Participants tab allow you to change the permissions for the participants and download the attendance list.

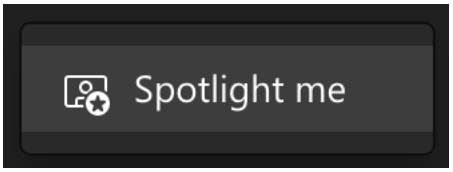


    i. **Manage permissions** will bring you to the "Meeting options" page, where you can change the settings that you set when you first created the meeting.

ii. **Download attendance list** will download a file that you can open in Microsoft Excel to see the list of participants for this meeting. You can access this later in the chat for the meeting, so no need to worry if you forget to download this during the session.

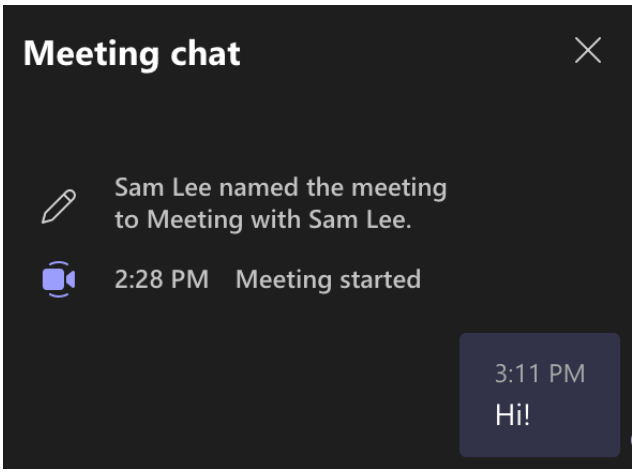
- If you hover over the name of a participant, a button will appear to the right of their name. This button will allow you to mute the participant or change that participant's role (from attendee to presenter, from presenter to attendee, etc.).

- If you click this button next to your own name, the **Spotlight me** button will appear. Spotlighting yourself will ensure that your webcam feed takes up the screen for all participants, instead of the screen being made up of multiple participants' webcam feeds.



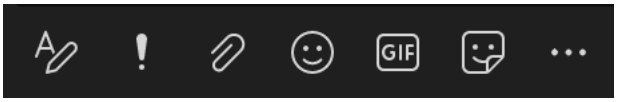
b. Chat

- In the Chat tab, you can send messages and files to the participants, and they can send messages and files as well.



- To send a message, click the **Type a new message** box and type your message. To send it, either press "Enter" on your keyboard (or "return if you are using a Mac) or click the triangular "send" button.

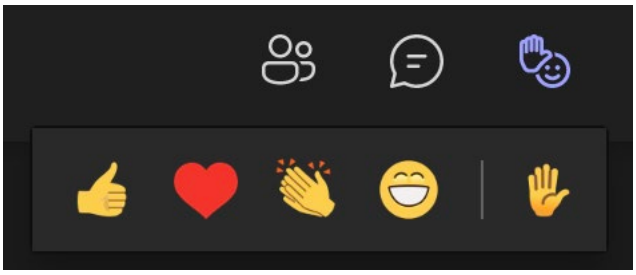
- Underneath the message box are many options that allow you to customize your messages.



i. These buttons give you the ability to change the formatting of your message, mark the importance of your message, add a file from your computer or from Microsoft OneDrive, add emoticons, add GIFs, add stickers, and add more chat tools respectively.

c. Reactions

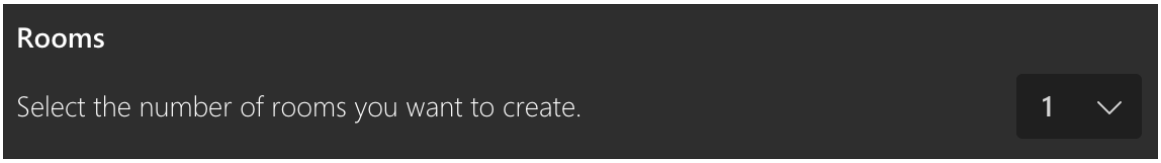
- With the Reactions button, you can set emoticons to temporarily display on top of your webcam feed.



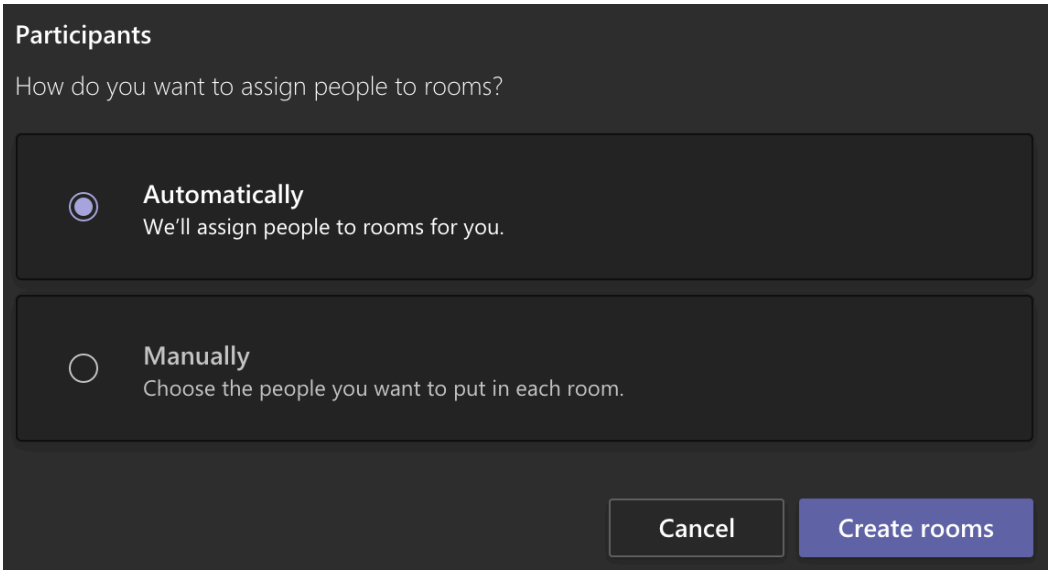
i. The first four reactions simply appear on your webcam feed and disappear after a few seconds.
ii. The last reaction is the "Raise hand" button, which does not appear on top of your webcam feed but appears next to your name. A raised hand does not disappear, so you must click the button again to lower your hand. The raised hand emoticon also will appear next to the names of anyone with raised hands in the Participants tab.

d. Breakout Rooms

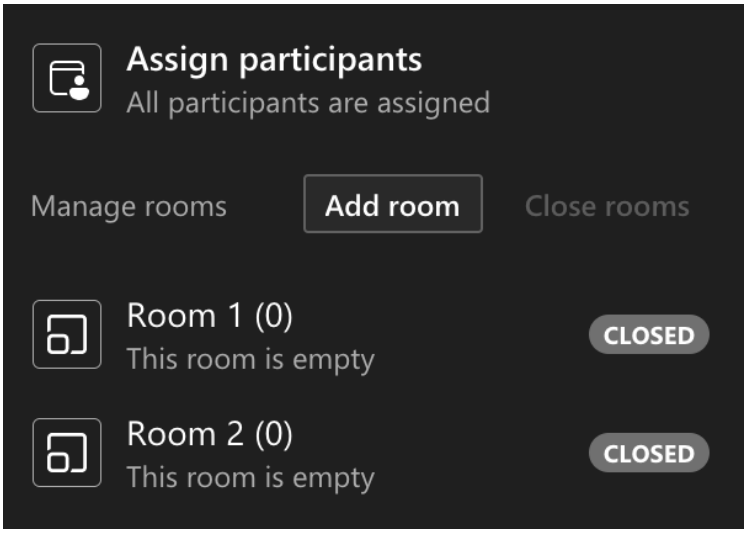
- Breakout Rooms allows you to separate your participants into different rooms within the same meeting. They will only be able to see, hear, and speak to one another during this time. To set up Breakout Rooms, you will first need to select how many rooms to create.



- Then, you can select if you want Teams to randomly separate your students into equally sized groups, or you can opt to do it yourself.

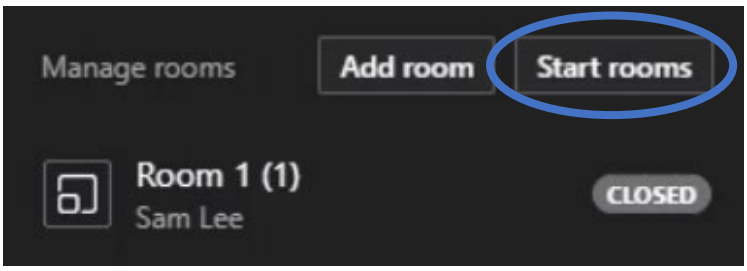


- Click **Create rooms**. You will be able to see the list of rooms and the number of participants in each room in the Breakout Rooms tab.

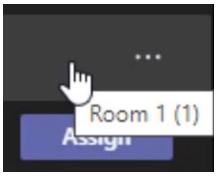


- You can open or close rooms by right-clicking – if all rooms are closed, attendees can only stay in their own rooms. If a room is open, attendees can opt to join that room. As an organizer, you can join any room, whether open or closed.
- Before starting the rooms, you can move participants from one room to another by clicking the tiny triangle button to the left of the room. Then, check the box(es) next to the name(s) of each participant you would like to move, click **Assign**, and choose the room you would like to move the participant(s) to.

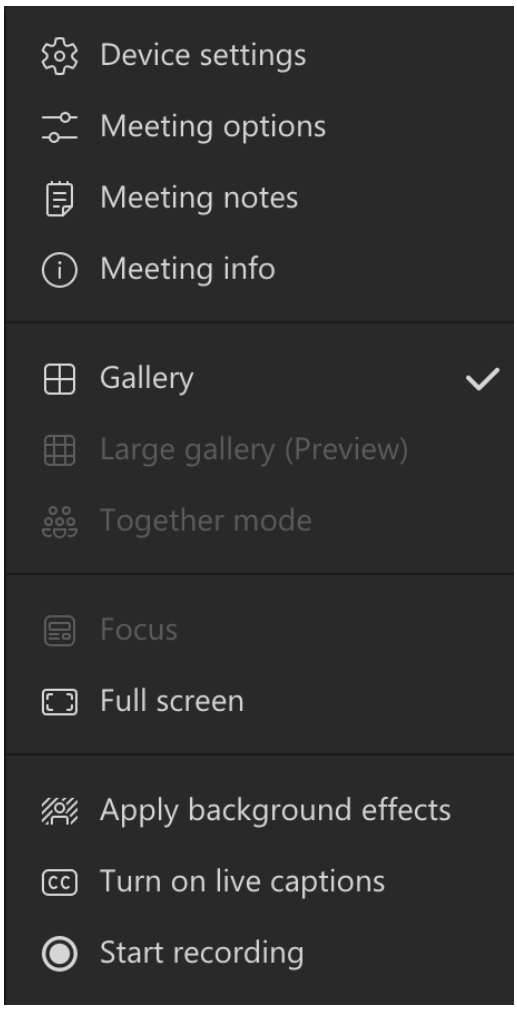
- **Keep in mind that, when participants are placed in breakout rooms, they automatically receive the ability to do anything a presenter can, which includes sharing their screen with their groupmates and muting other participants.**
- To start the breakout rooms, click **Start rooms**.



- Once you start the breakout rooms, you can join a specific room by hovering over it with your cursor and clicking on the options button, which looks like three horizontal dots. Then, click **Join Room**.



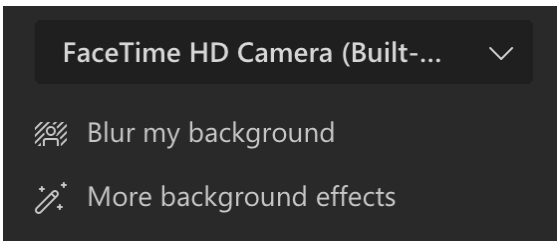
e. More Actions



Device settings allows you to change your microphone/speaker settings.
Meeting options opens the page of settings for the meeting.
Meeting notes displays a new tab where you can take notes during the meeting that anyone can view or reference at any time. These notes are available in the Chat after the meeting.
Meeting info gives you the link to the meeting to share with others.
Gallery, **Large gallery**, and **Together mode** are three different display options for the participants' webcam feeds. Selecting one of these will change the display for everyone. **Gallery** and **Large gallery** display different amounts of webcam feeds, while **Together mode** displays all participants in front of a virtual background.
Focus and **Full screen** are also display options, but these apply only to your personal view. **Focus** will allow you to choose what you would like to take up the most space on your screen between webcam feeds and shared content. **Full screen** will open a full screen display.
Apply background effects allows you to put a virtual background behind your webcam feed.
Turn on live captions displays automatically generated captions for you as participants are speaking.
Start recording will start a recording of the meeting that you can access in the chat. You stop the recording using this button too.

f. Webcam

- The Webcam button allows you to toggle on/off your webcam feed. When there is no cross over the button, your webcam feed is being shared with everyone in the meeting. When there is a cross over the button, your webcam feed is not being shared.
- You can also hover your mouse over this button to see a preview of your webcam feed. In addition, you can set your background to blur, and use more background effects.

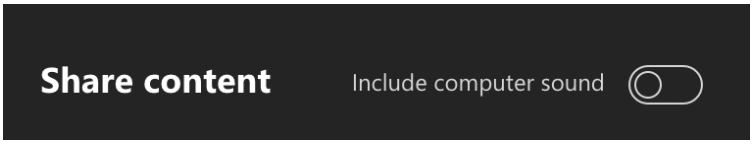


g. Microphone

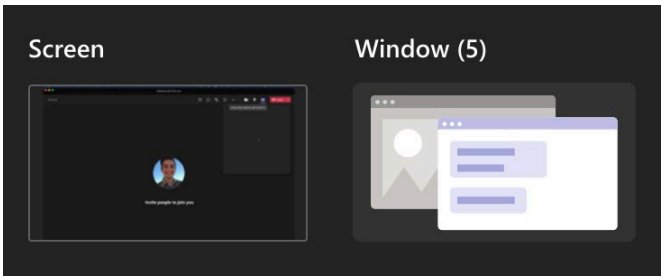
- The Microphone button allows you to toggle on/off your microphone. When there is no cross over the button, your microphone feed is being shared with everyone in the meeting. When there is a cross over the button, you are muted, meaning your microphone feed is not being shared.

h. Share Content

- With the Share Content tool, you can share your screen, a whiteboard, or a PowerPoint presentation for everyone in the meeting to see. If you would like the sound from your computer to be shared as well, which is important if you are sharing a video, click the button next to **Include computer sound**. The first time you do this, it will ask to install a driver to share sound.

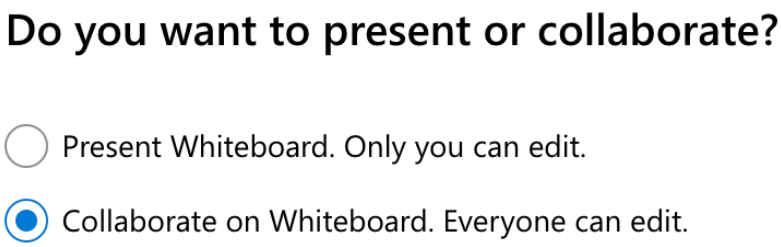


- To share your screen, you can choose either **Screen** or **Window.** The first will share your entire screen with the participants, while the latter will allow you to choose a specific window that you have open to share.

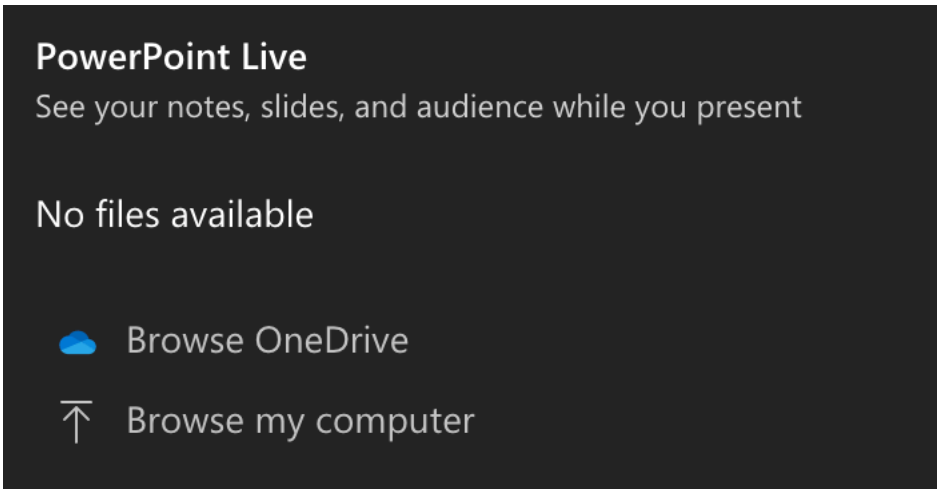


- If you move your cursor to the top of your screen while you're sharing your screen, a toolbar will appear. Here, you can choose to stop sharing, or you can **Give Control** to a presenter. This will give the presenter control of your screen – they will be able to use their cursor to click on things on your screen. You can see which cursor belongs to which presenter by the icons next to the cursors.

- You can also share a virtual whiteboard by clicking **Microsoft Whiteboard**. Once the whiteboard loads, it will ask if you want the other participants to be able to draw on the whiteboard as well.



- With PowerPoint Live, you can upload a PowerPoint presentation either from Microsoft OneDrive or from your computer to share with the participants. If you have notes for the slides embedded into Microsoft PowerPoint, these will be displayed to you, as well as the slides. The participants will only be able to see your slides.



  i. When sharing a PowerPoint through PowerPoint Live, be aware of the eye icon at the top of the screen. If the eye does not have a cross over it, participants can view other slides of the presentation at their own pace. If the eye does have a cross over it, they will only be able to see the slide you are actively presenting.

Created by Sam Lee, May 2021