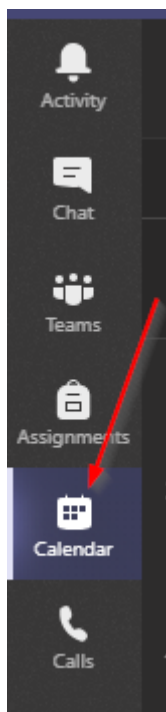# Meetings

One of the main focuses of Microsoft Teams is the ability to hold large meetings between multiple people. These meetings can be done within a team, or separately as a one-off call. There are also many features available within a Teams meeting. Some key functions are detailed below.

One-Off Meeting

There are many occasions where you will need to host a one-off meeting that is not within a team. For instance, if you need to meet with another department, typically you would create a calendar invite with a location and meet there. However, with Teams, you can create the calendar invite that contains a link to the virtual meeting room instead. This can also be done with external users, and via phone if people do not have a microphone to use (note: this audio conferencing option is currently only available until June 30th 2020).

Meet now within Teams

1. On the left side, click the **Calendar** tab.

2. Click the **Meet now** button in the top right.
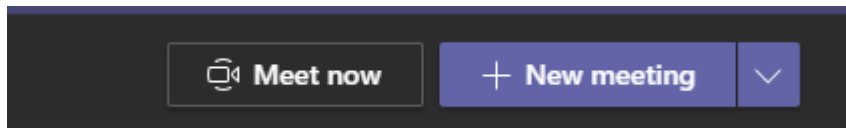
3. Enter the appropriate information for how you would like to start your call. This includes: a name for the meeting, enabling/disabling your camera and microphone if applicable, configuring your microphone and camera settings, as well as joining via phone audio, allowing you to talk during the meeting using a traditional phone line rather than a microphone attached to your computer. (This phone feature requires additional licensing currently only available to Trinity-licensed users until June 30th 2020.)
Once complete with the meeting settings, press **Join now**.
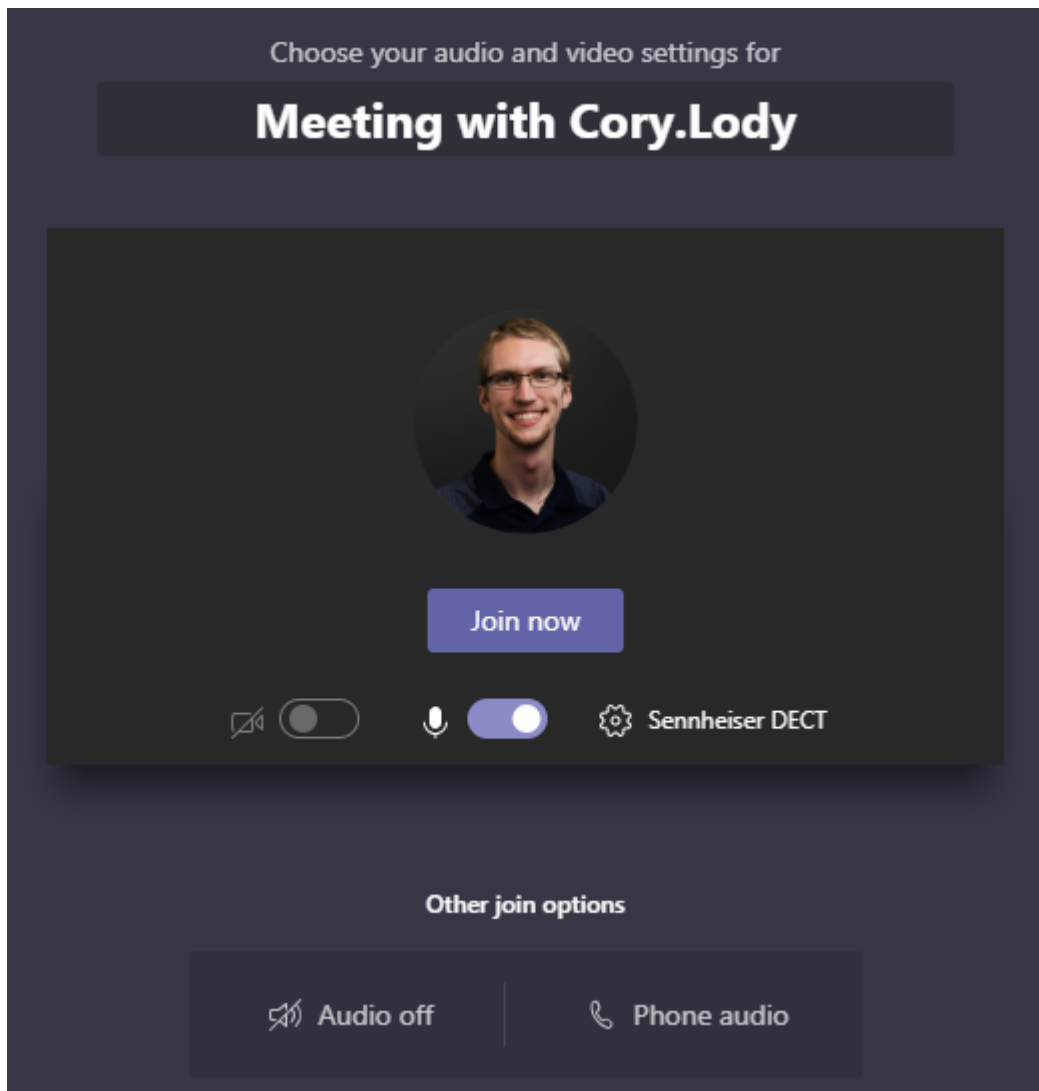
4. Once you have joined the call, there will be no one in the lobby, so either invite them to join or copy the join information to pass along.
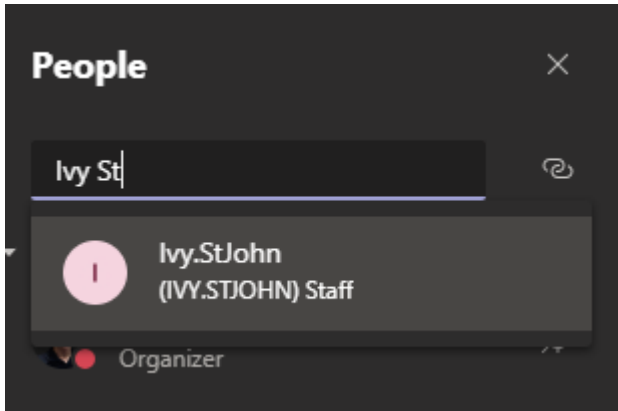
5. If passing along the join info, click the **chain/link icon** in the top right of the image above. This will copy all necessary information to your clipboard for you to paste where necessary.
People may click the **Join Microsoft Teams Meeting** link to join via their computer, or call the number listed and enter the conference ID to join via phone.
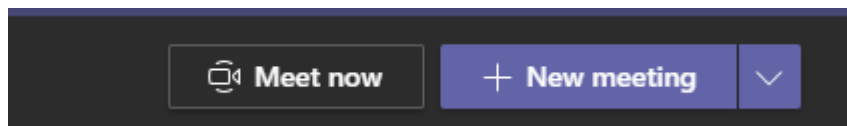
Scheduling a Meeting

Scheduling a meeting is very similar to the Meet Now option; however, it allows everyone time to plan ahead and join at an agreed upon time, rather than immediately.
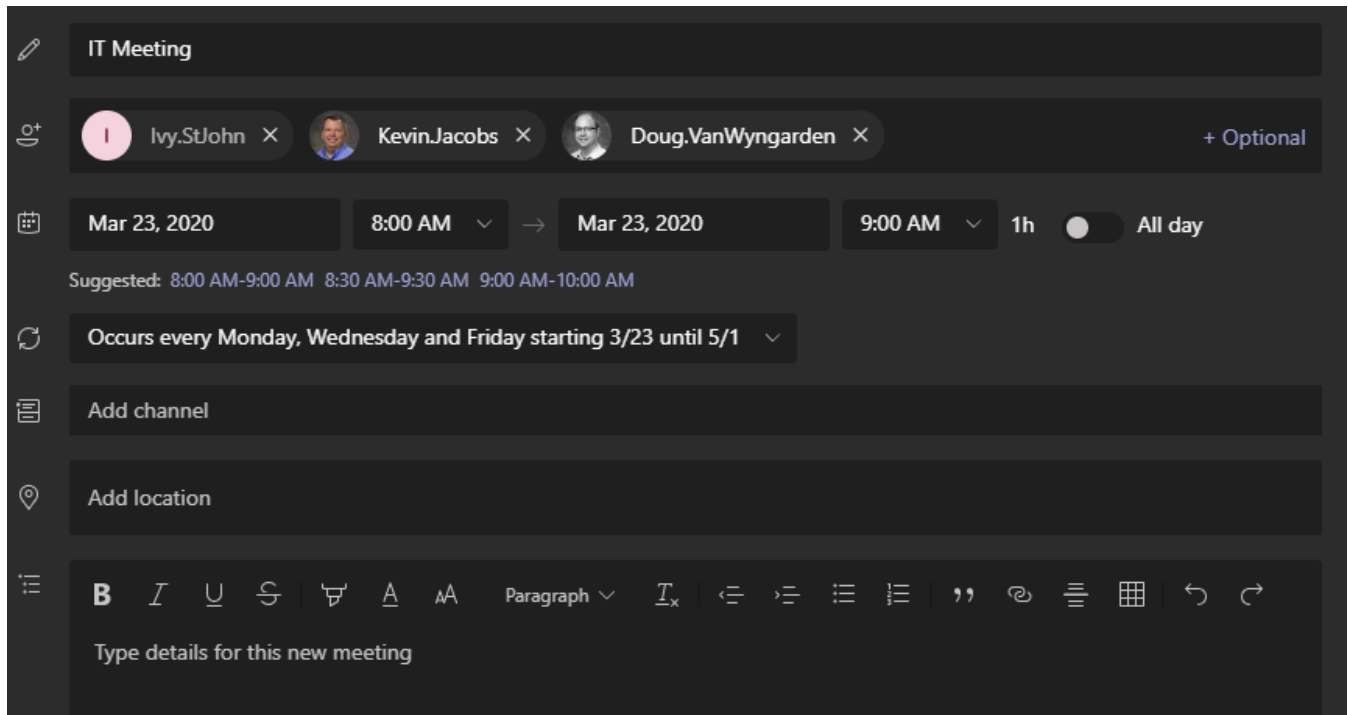
Within Teams

1. On the left side, click the **Calendar** tab.
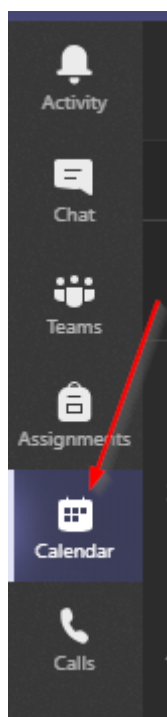
2. Click the **New meeting** button in the top right.

3. Enter in the appropriate meeting details, such as a title, a list of either required or optional participants, and a date/time range. Other fields are optional, such as a channel to broadcast to (if you would like to save this meeting within a team), and details about the meeting. You can also use the repeat field to set up a recurring meeting.

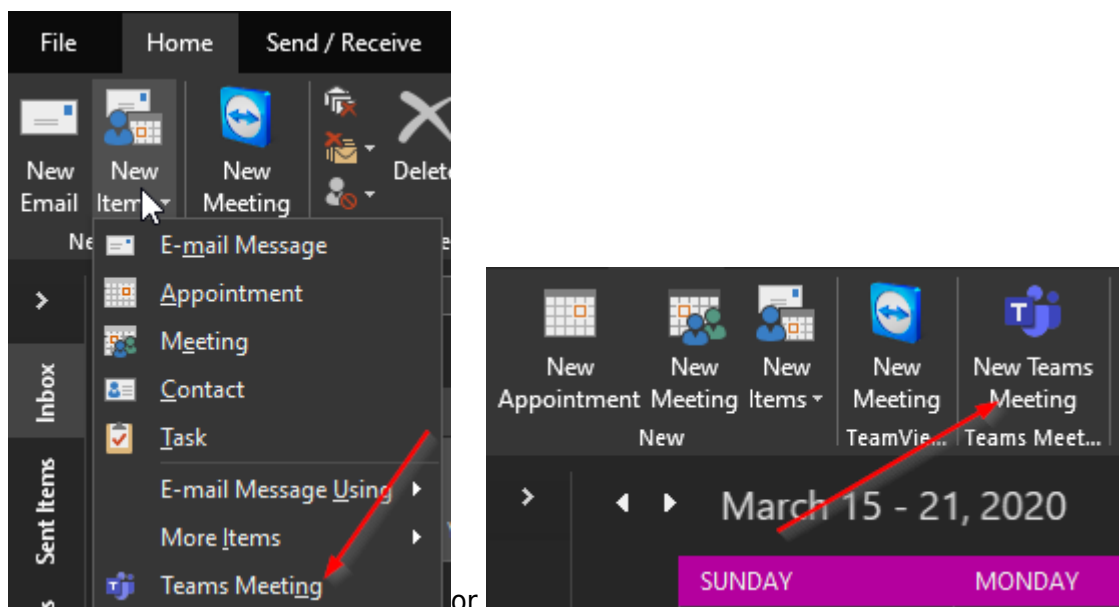|	IT Meeting
	Ivy.StJohn ✕ Kevin.Jacobs ✕ Doug.VanWyngarden ✕ + Optional
	Mar 23, 2020 8:00 AM ⌄ → Mar 23, 2020 9:00 AM ⌄ 1h ◯ All day
	Suggested: 8:00 AM-9:00 AM 8:30 AM-9:30 AM 9:00 AM-10:00 AM
	Occurs every Monday, Wednesday and Friday starting 3/23 until 5/1 ⌄
	Add channel
	Add location
	B *I* U S̶ ▽ A AA Paragraph ⌄ Tₓ	⇤ ⇥ ☰ ☰ ,, ⊘ ☰ ⊞ ↶ ↷
	Type details for this new meeting

4. Once the meeting is scheduled, the meeting will be displayed in the Calendar tab in Teams, and an email notification will be sent out to all invitees with an Outlook calendar invite. If you selected a channel to broadcast to, an email notification will be sent to all members of the selected team.

Class Test
Cory.Lody   Join
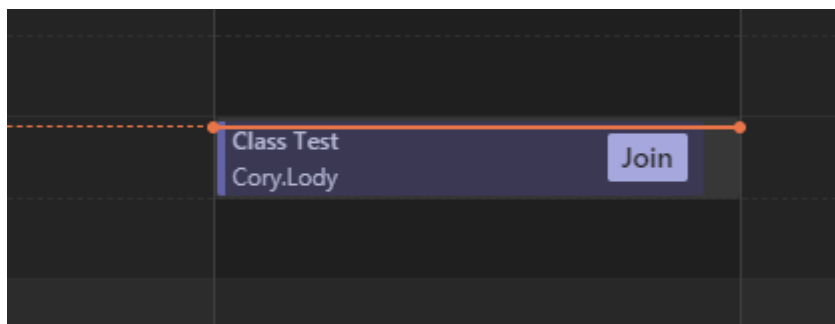
Within Outlook

Similar to how you would schedule a traditional meeting, you can schedule a Teams meeting from within Outlook.

1. Under New Items, select **Teams Meeting** (This is also available on the calendar page as a larger button).

 or

2. A new meeting window will appear with Teams conference information pre-included. Give it a title, select the recipients, pick a time and date, include any necessary information in the body, and hit send. This will function just like a normal meeting/calendar invite, but with the appropriate Teams information in the body so everyone has the required information to join.
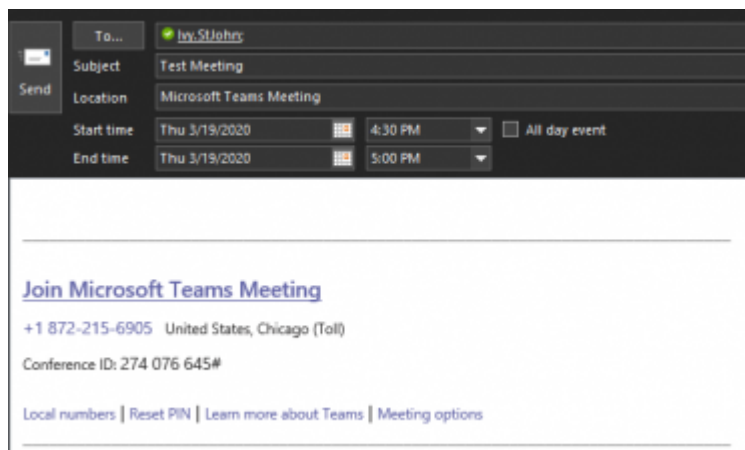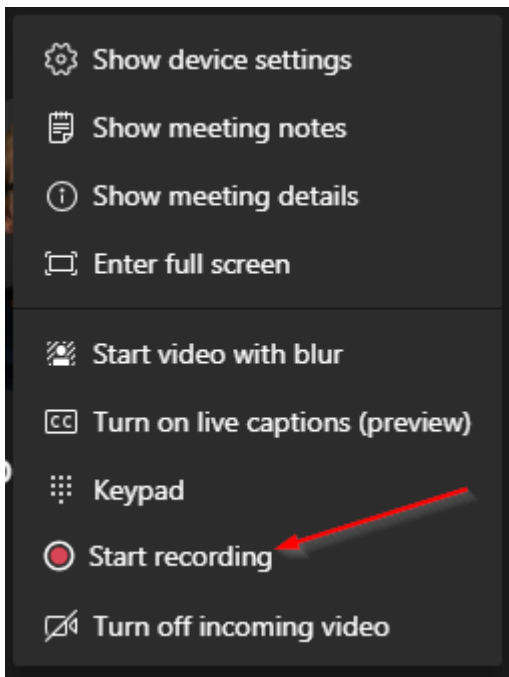
Recording a Meeting

While a meeting is in progress, you may start a recording of the meeting. You are not able to do this preemptively, it must be started and stopped during the meeting.
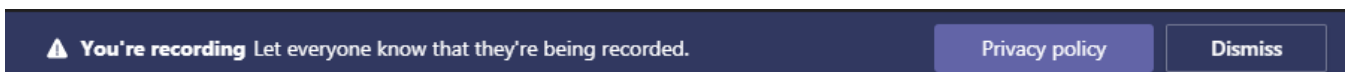
Start Recording
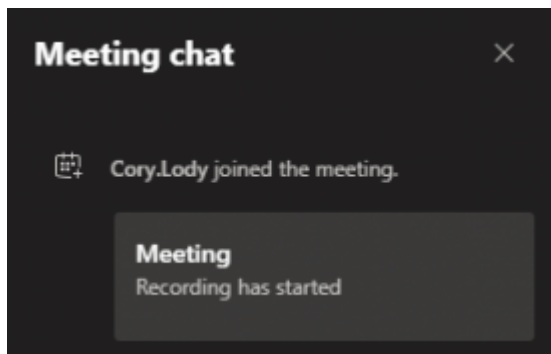
1. Click the 3 dots at the bottom of the window.
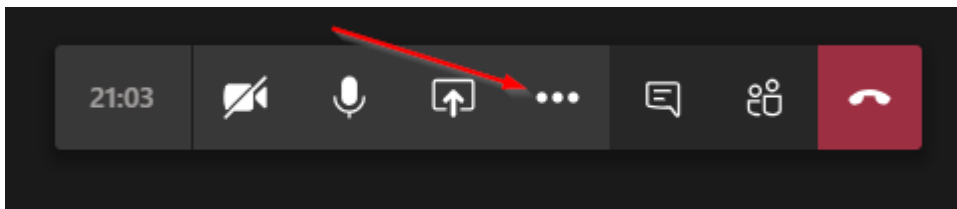
2. Click the **Start recording** button.

3. A notification will be displayed on the screen of all participants notifying them the meeting is being recorded.
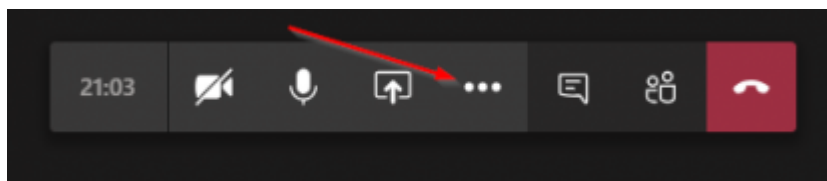
You can also see within the meeting chat that the recording has started.
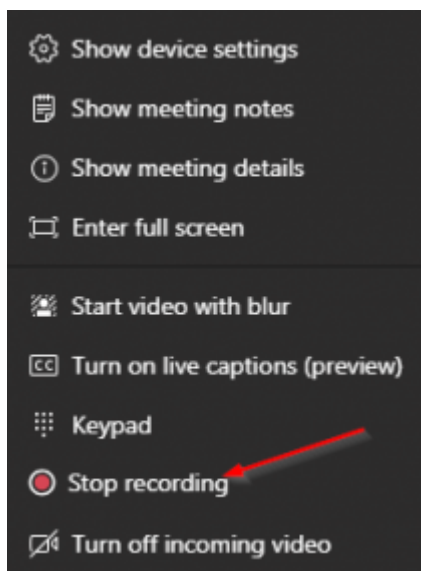

Stop Recording

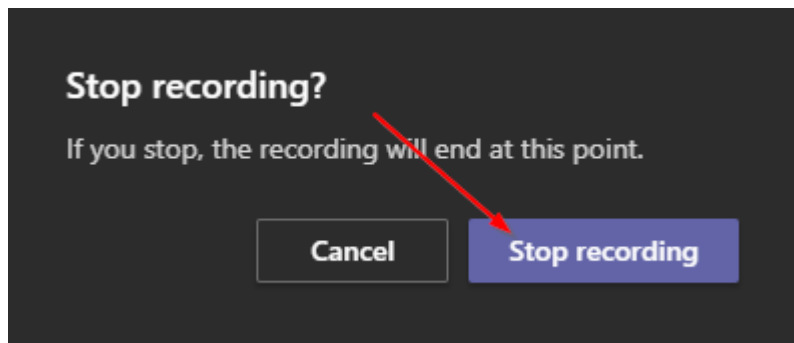Similar to how the recording was started, stop the recording by following the below steps.

1. Click the 3 dots at the bottom of the window.
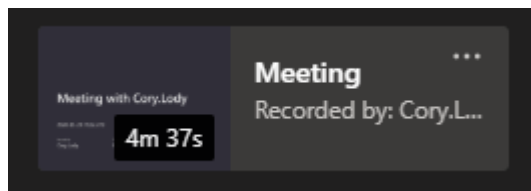

2. Click the **Stop recording** button.

3. Click **Stop recording** again to confirm.

4. A notification will be displayed on the screen of all participants notifying them the meeting is no longer being recorded, and that the recording is being saved/processed.

Once the recording has been processed, it will be available in the chat.

5. If you click the 3 dots on the meeting, you will be able to copy a link, share it, or access it via Microsoft Stream.
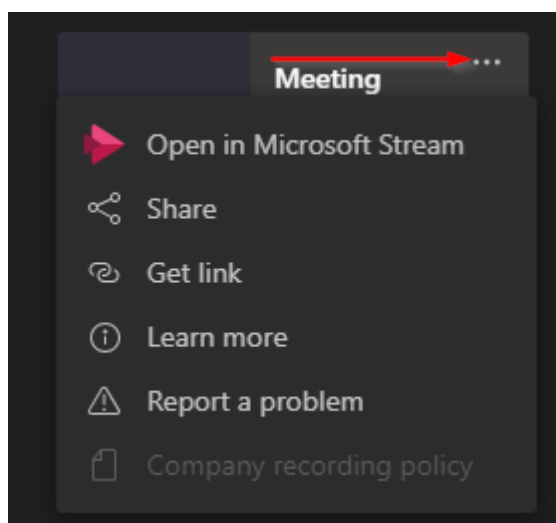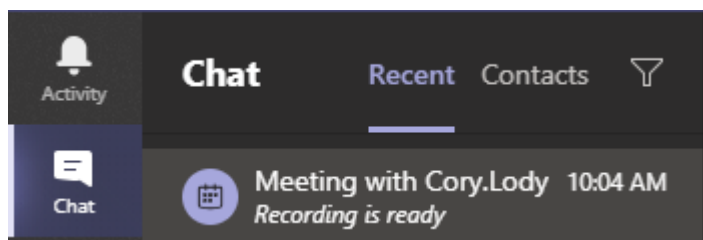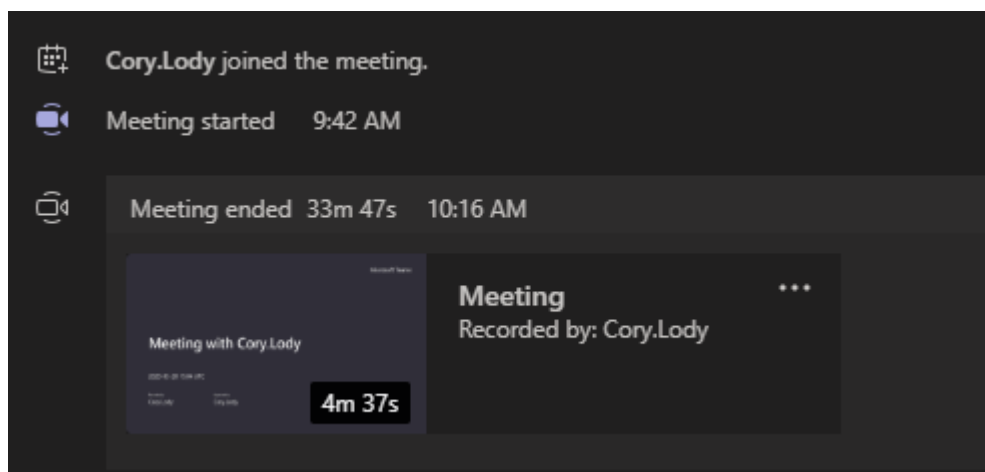
Accessing a Recording

You can view the recorded meeting using a couple of different methods.

Meeting Chat
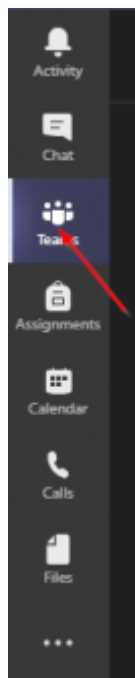
1. Navigate to the previous meeting's chat.

2. Within the chat, you should be able to see the total meeting time, as well as the recorded portion. Click the video to begin playback, or the 3 dots to interact with it.
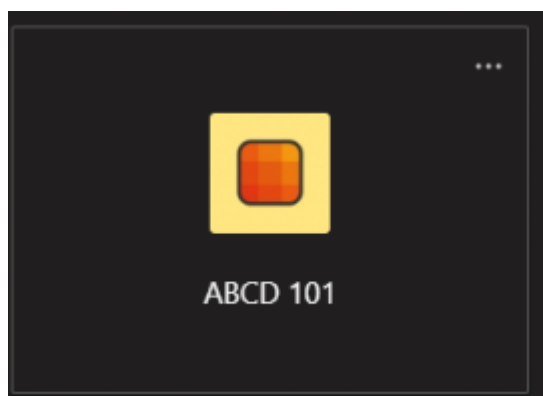
Teams Channel

If the meeting was held within a Team channel, you may view that channel's chat to access the recording.
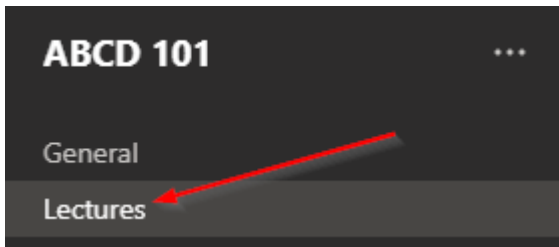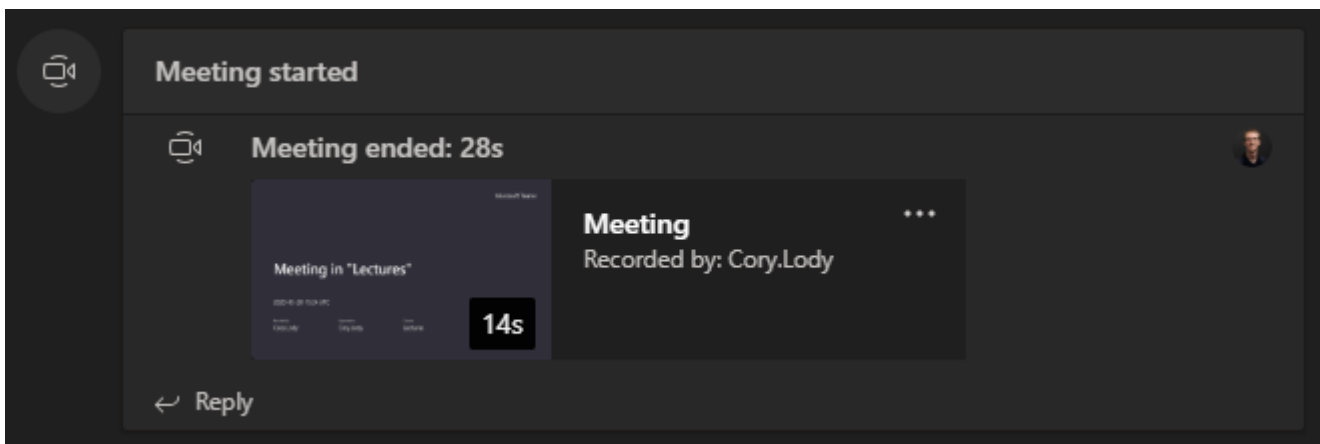
1. Click the **Teams** icon along the sidebar.

2. Click the Team the meeting was held within.

3. Click the channel the meeting was held within.

4. Within the channel chat, you should see the meeting, as well as the recording. Click the video to being playback, or click the 3 dots to interact with it.

Microsoft Stream

All meetings recorded within a team or meeting you were invited to are accessible within Microsoft Stream.

1. Navigate to https://web.microsoftstream.com/.

2. Under the **My content** tab, navigate to the appropriate section depending on your type of meeting. Groups will display all Teams you are a part of, and each will display recordings saved within them. Meetings will have a list of all saved recordings, whether they are from one-off meetings, or from within a Team.
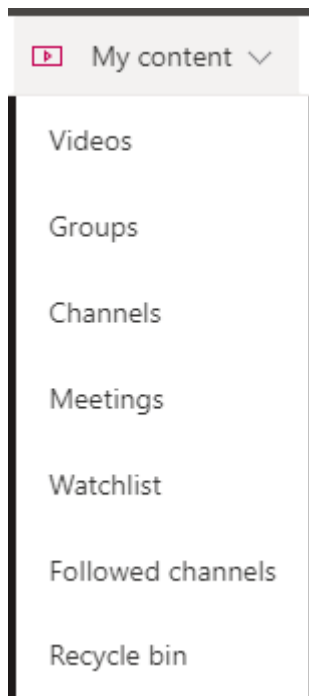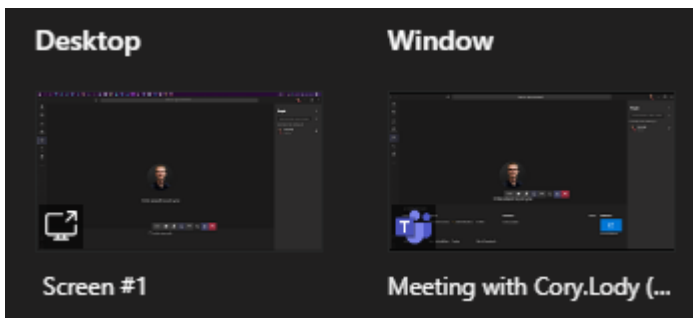
Screen Sharing

Similar to how you might show your video via a webcam, you can share your screen, allowing the people you are meeting with to see exactly what you do.

1. From within a meeting, click the **Share** button at the bottom of the window.
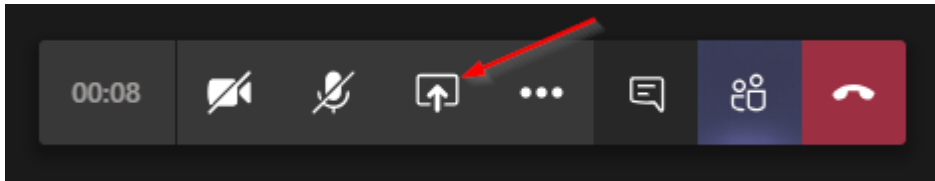
2. From there, you will be able to share a screen, which will display exactly what is shown on whichever display is selected. Or, you may select a window, which will only display the application selected.

3. While sharing your screen, the border of the screen being displayed will be red, and a presentation bar will appear at the top of the screen. You may give control to another user, allowing them to interact with your computer on your behalf, include system audio for if you are playing a video, or stop presenting. This bar will auto hide, you may use the pin icon on the right to keep it visible, or hover your mouse to the top of the screen to make it re-appear.