

# Using Teams for online meetings

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## What is Teams?

Teams (also called Microsoft Teams) is a chat-based collaboration tool that provides global, remote, and dispersed teams with the ability to work together and share information via a common space. You can utilise cool features like document collaboration, one-on-one chat, team chat, and most importantly for this documentation it facilitates many people to participate in a “virtual” meeting in front of their PC, laptop or phone at home or wherever they can get an internet connection.

## What can you use Teams for?

Well, the obvious ones are for virtual meetings. But thinking ‘outside the box’:

- What about a virtual quiz night? The leader asks the questions. The others will take down the answers and add it up at the end. Honesty has to prevail, but it could be fun.
- What about doing some virtual activities with your sections. Show them how to make something on the screen and they can try it out and show you on their video.
- Give a talk on a topic close to your heart.
- Take them on a ramble around your garden with your phone.
- Etc.

## Assumptions:

1. Someone is the meeting organiser and will have a Microsoft email address.
2. Every person has some sort of computer device (PC, Laptop, tablet or phone) with audio (microphone and speakers) available.
3. You have email on each device that you want to install Teams onto.
4. The Teams app has been downloaded onto the computer device (see page 3)
5. For video, the computer device must have a camera that is pointing towards the user.

## Principles

The idea is that someone (the leader) sets up a meeting within Teams and then sends out a meeting request (a link to the meeting) via email. Everyone else (the participants) clicks on the link at the meeting time and joins the meeting.

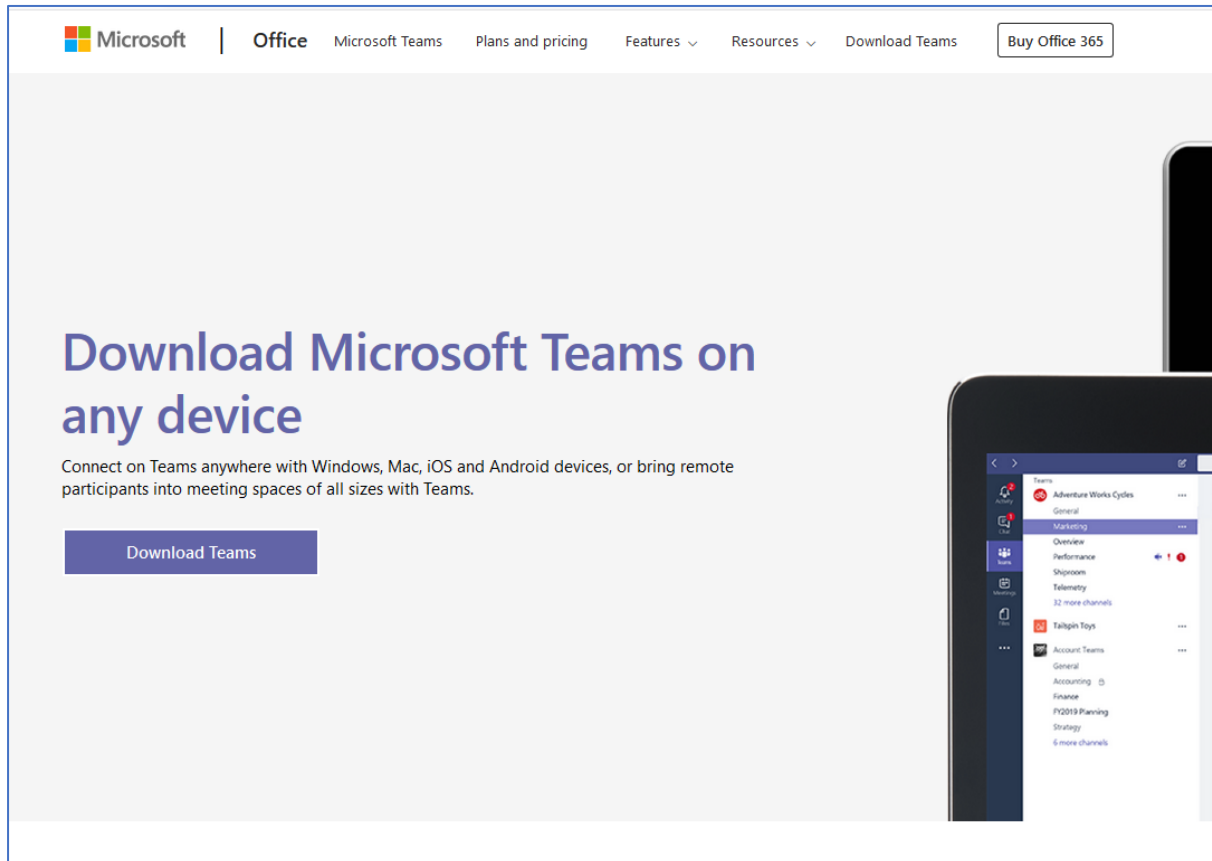
There are three parts to this document:

1. Download the app
2. Setting up a meeting
3. Starting and participating in a meeting.

## Download the app.

Teams will run on a PC, a Mac, an Android Phone/Tablet or an iPhone/iPad

If you click on this link <https://products.office.com/en-gb/microsoft-teams/download-app> using your favourite browser, it opens a page like this:



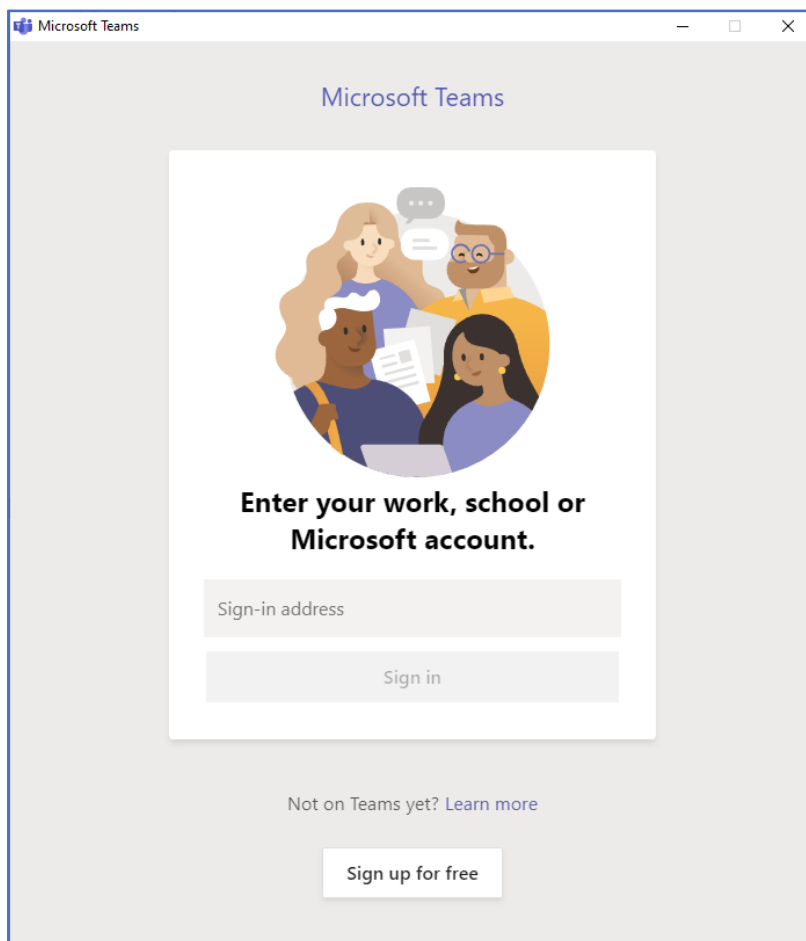
Click on the 'Download Teams' button and enter your email address to be sent the link. Then open the email that has been sent to you (check your Spam folder if it doesn't appear) and click on the 'Download the app' button at the bottom of the page. If you want to install it on more than one device, just open the email on each device you have.

## Setting up a meeting

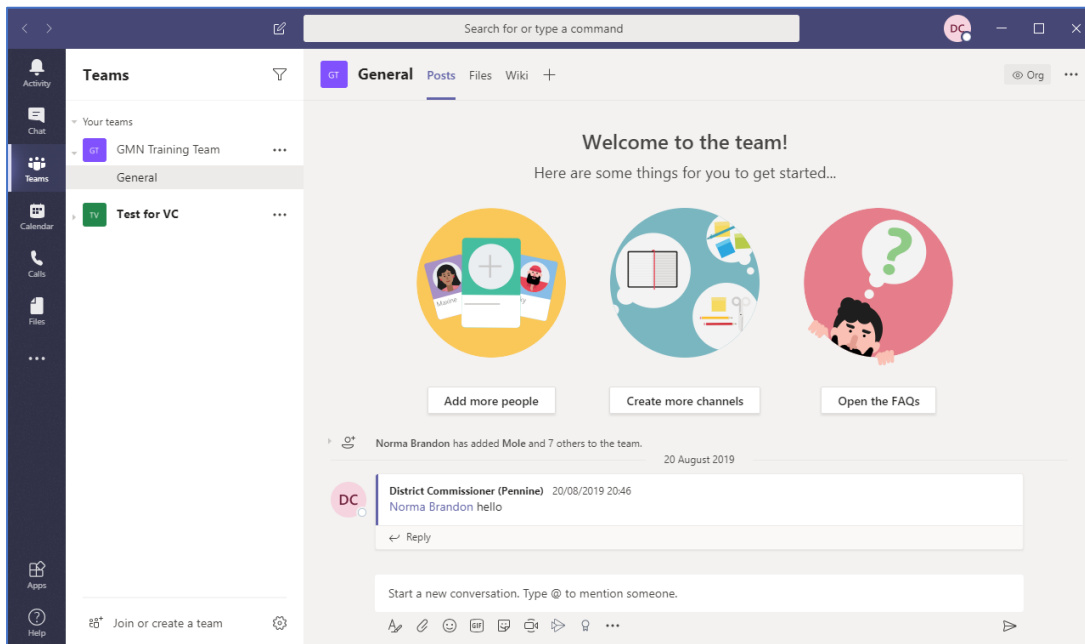
Please note that to set up a meeting, the leader **MUST** have a Microsoft email address. If you don't have one, you can ask the Scouts IT people for one. You also need to set it (the email) up on your preferred device so you can get at the mail and calendar. If you don't know how to do that, ask Google or your favourite IT helper.

You don't need a Microsoft email address if you are just joining a meeting that someone else has set up.

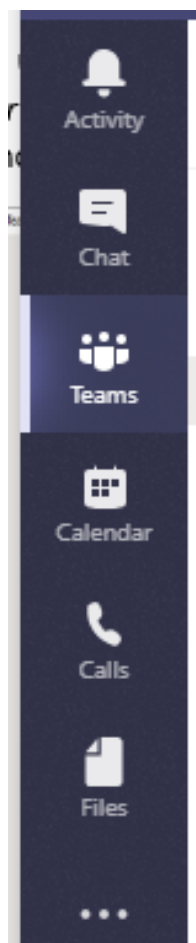
To set up a meeting, open the Teams app on whatever device you are using. If you need to log in, a screen similar to this should appear:



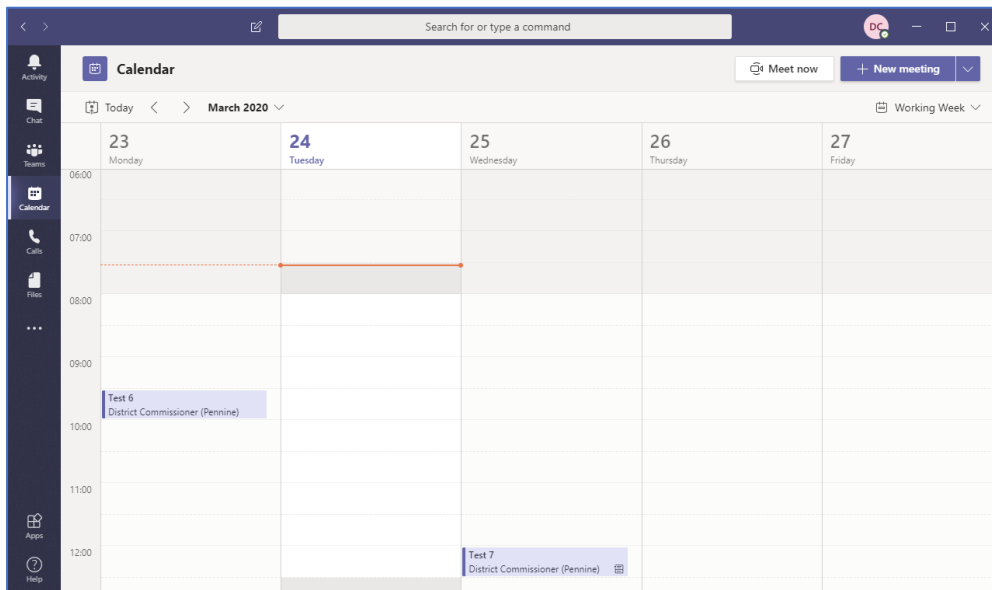
Enter the Microsoft email account and, if asked, enter the password. The system will log you in and this screen will appear (on a PC):



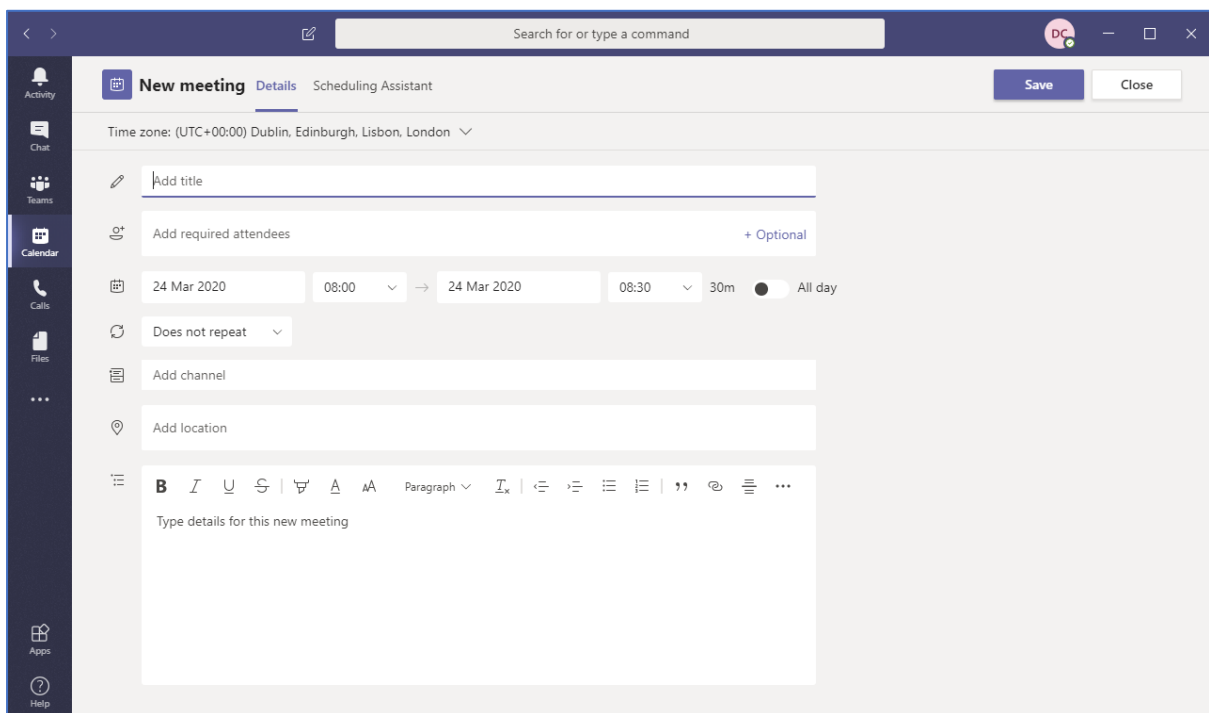
On the left side of the Teams window, you will see a list of icons like this:



Click on the one that says “Calendar” (the third one down) and the window will change to a calendar view.



Select the times you wish for the meeting, or click the button at the top that says “New Meeting”. A new window will open similar to this:

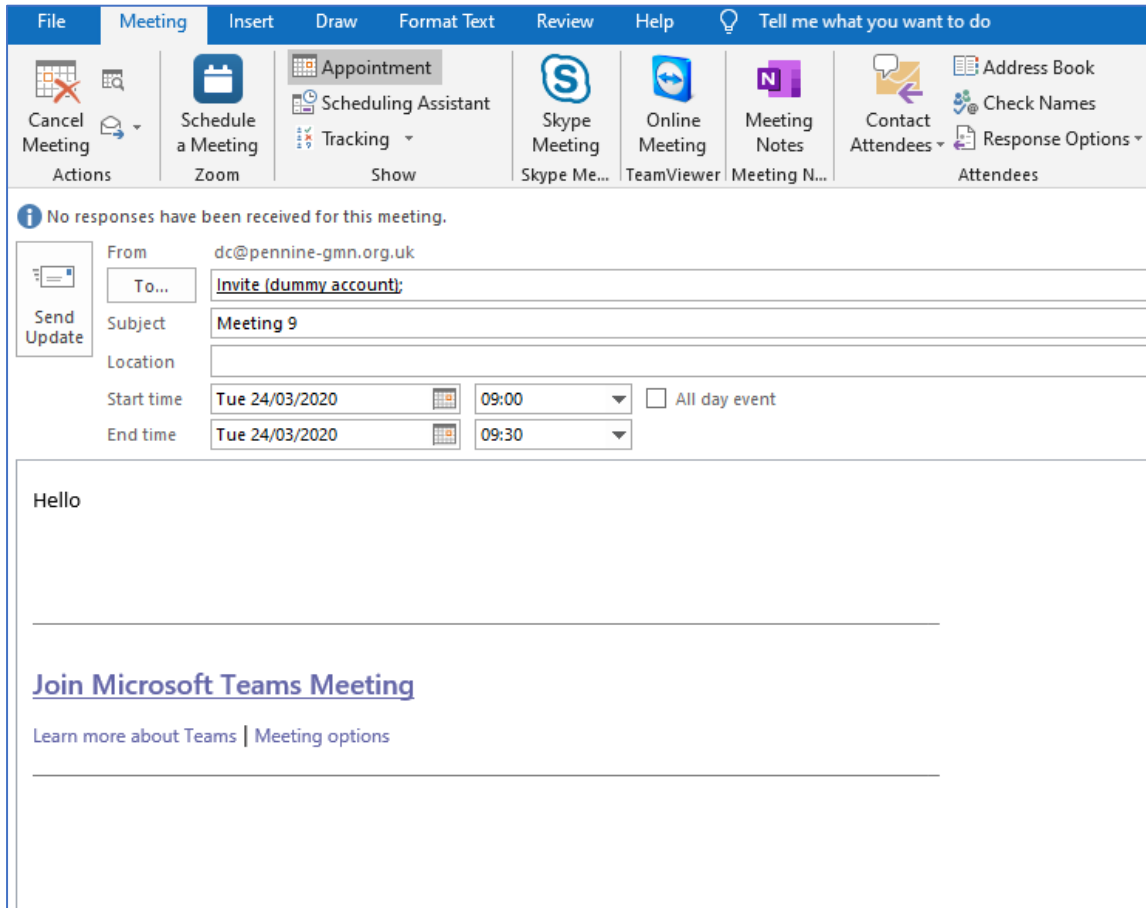


Enter the meeting title. You also need to add one recipient in order to get the [Send] button to appear (it will replace the [Save] button you can see in the picture above. If all your users have Microsoft accounts, just add them into the recipients list and ignore the next few paragraphs. When you click [Send], all recipients will get the link.

If none of your participants have Microsoft accounts, then you need to send the email to a dummy account and then open the invite from your calendar, copy the link and create an email to send it with.

So, find a relevant address to use (for our county, I've created a dummy account and let them use that). Fill out the rest of the form as appropriate and click on [Send]. The form will close and the entry will be updated in the Teams calendar and your Microsoft account calendar.

Now you need to get the link to pass on to everyone who you wish to join your meeting. So, open your **email** calendar entry (not the Teams one) and find the meeting request. Open it and it should look like this:

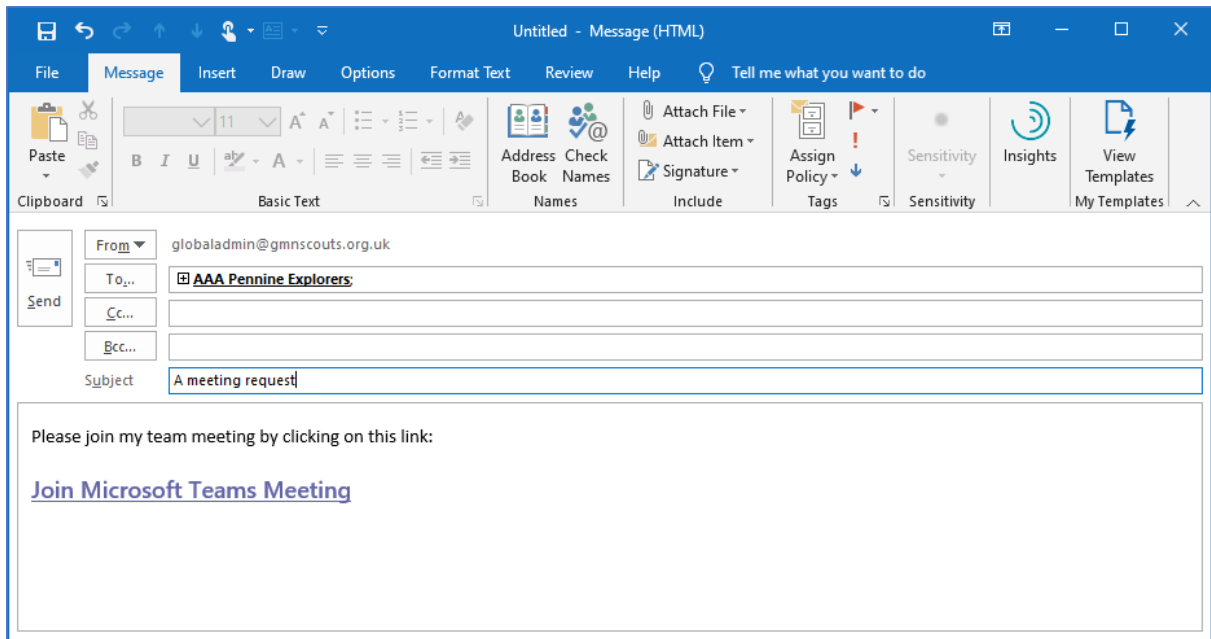


The text "Join Microsoft Teams Meeting" is actually a link that you will be sending out to all your participants.

On a PC, hover the mouse over the text "Join Microsoft Teams Meeting", right click and select "Copy Hyperlink". On an Android or iPad/iPhone, use whatever tool you should to copy the hyperlink. (Press and hold on an iPad – not sure on the others).

Now, open your email, create a new email and paste the link you copied into the body of the text.

It should look something like this:

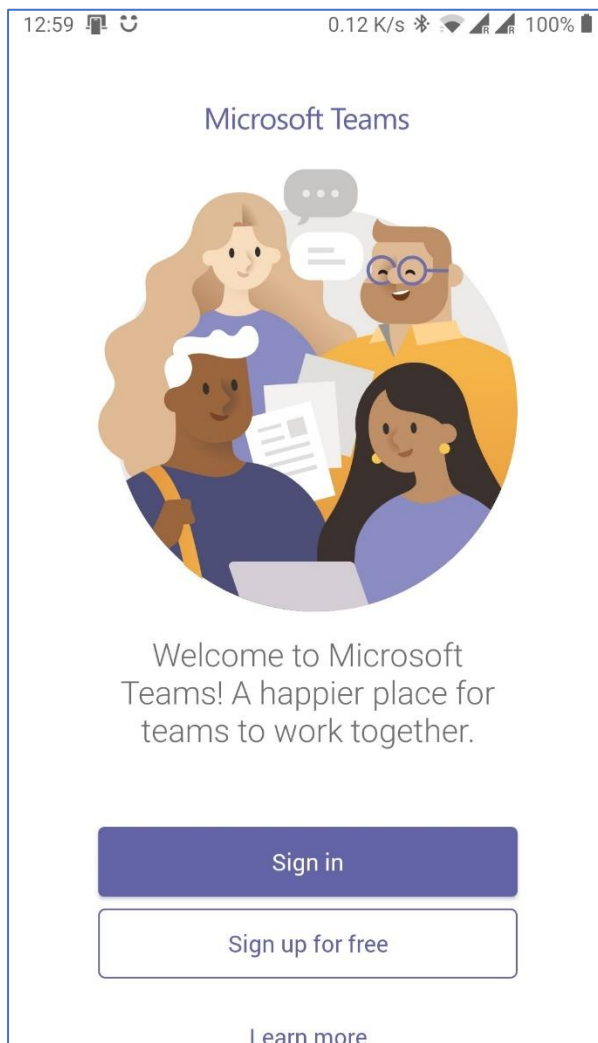


Fill out the “To:”, “CC:” or “BCC” and subject as appropriate and send it out to whoever you want to join your meeting.

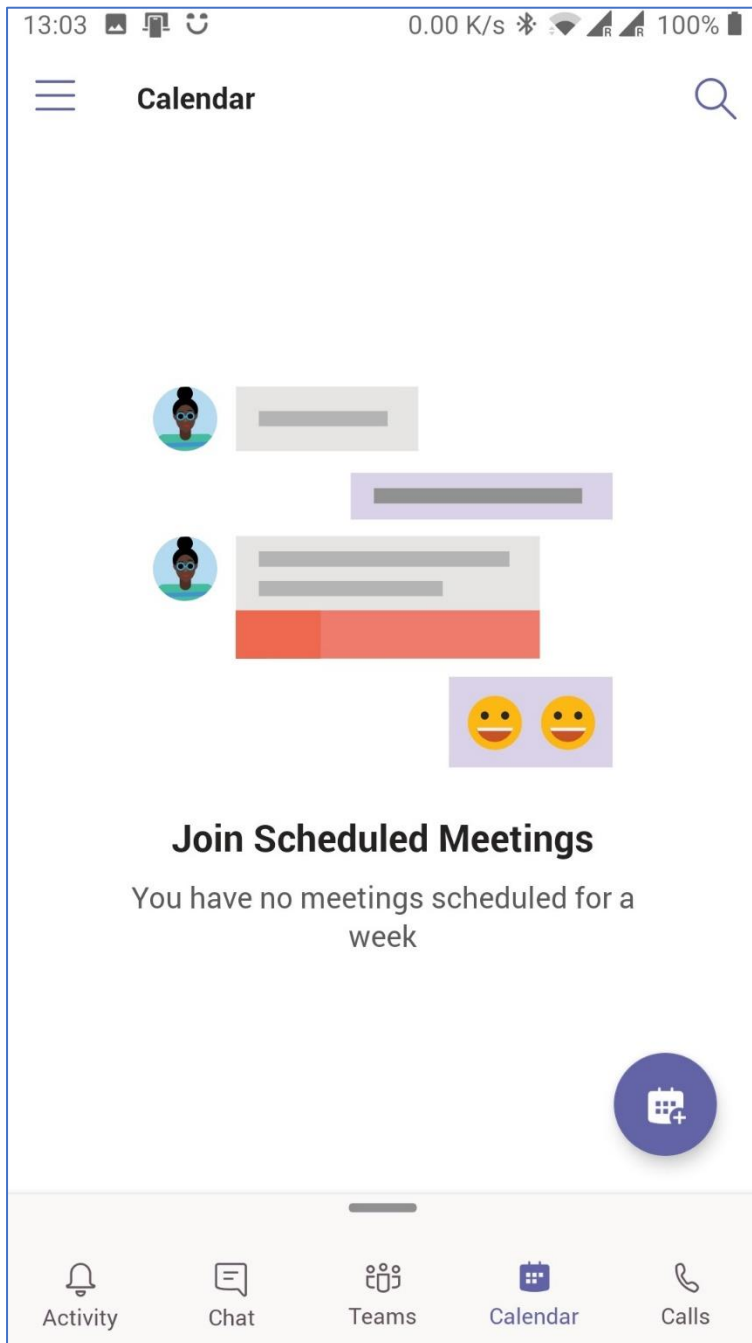
The two sections below have some specific information for Android, iPad and iPhone screens. You should read the above sections first.

## Setting up a meeting on an Android Phone

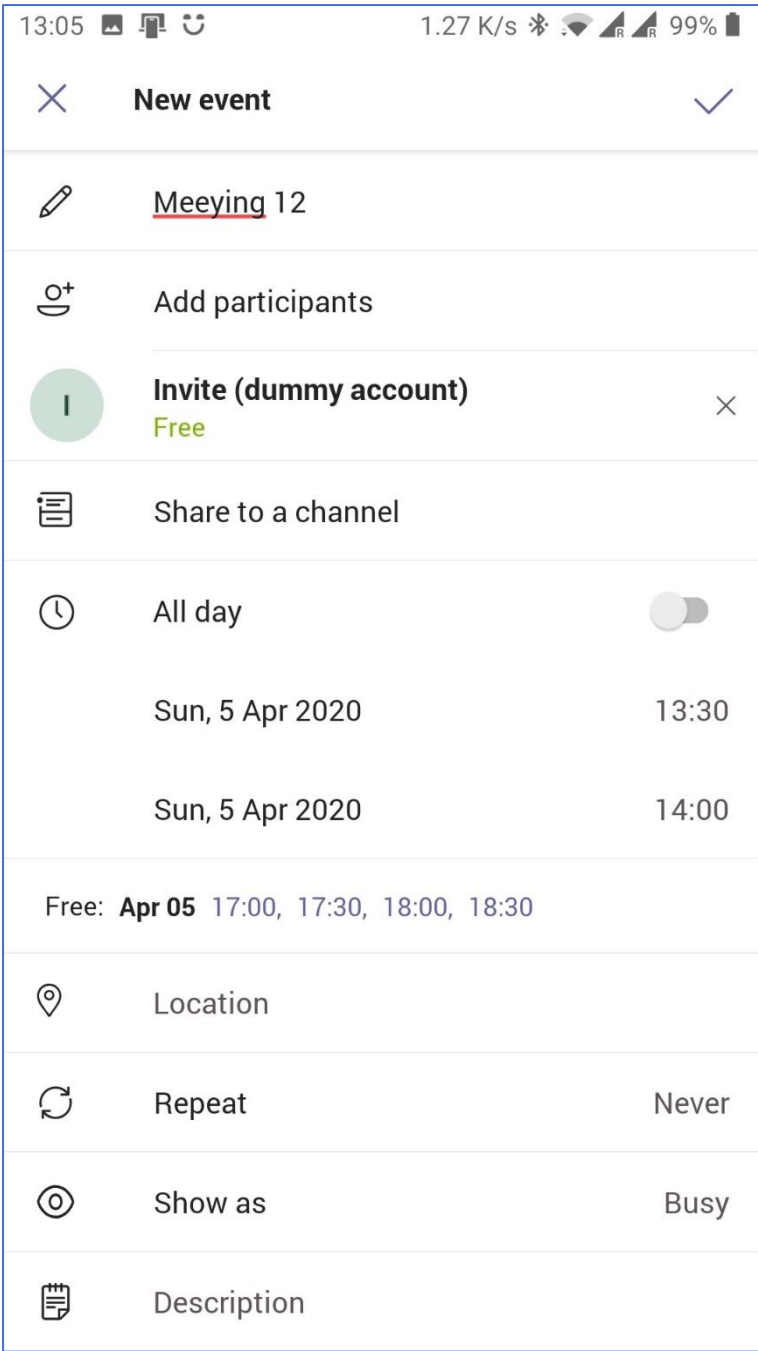
Start up Teams on your Android device and login as normal:



From the main screen, click on the Calendar icon at the bottom of the page and you will get this screen:



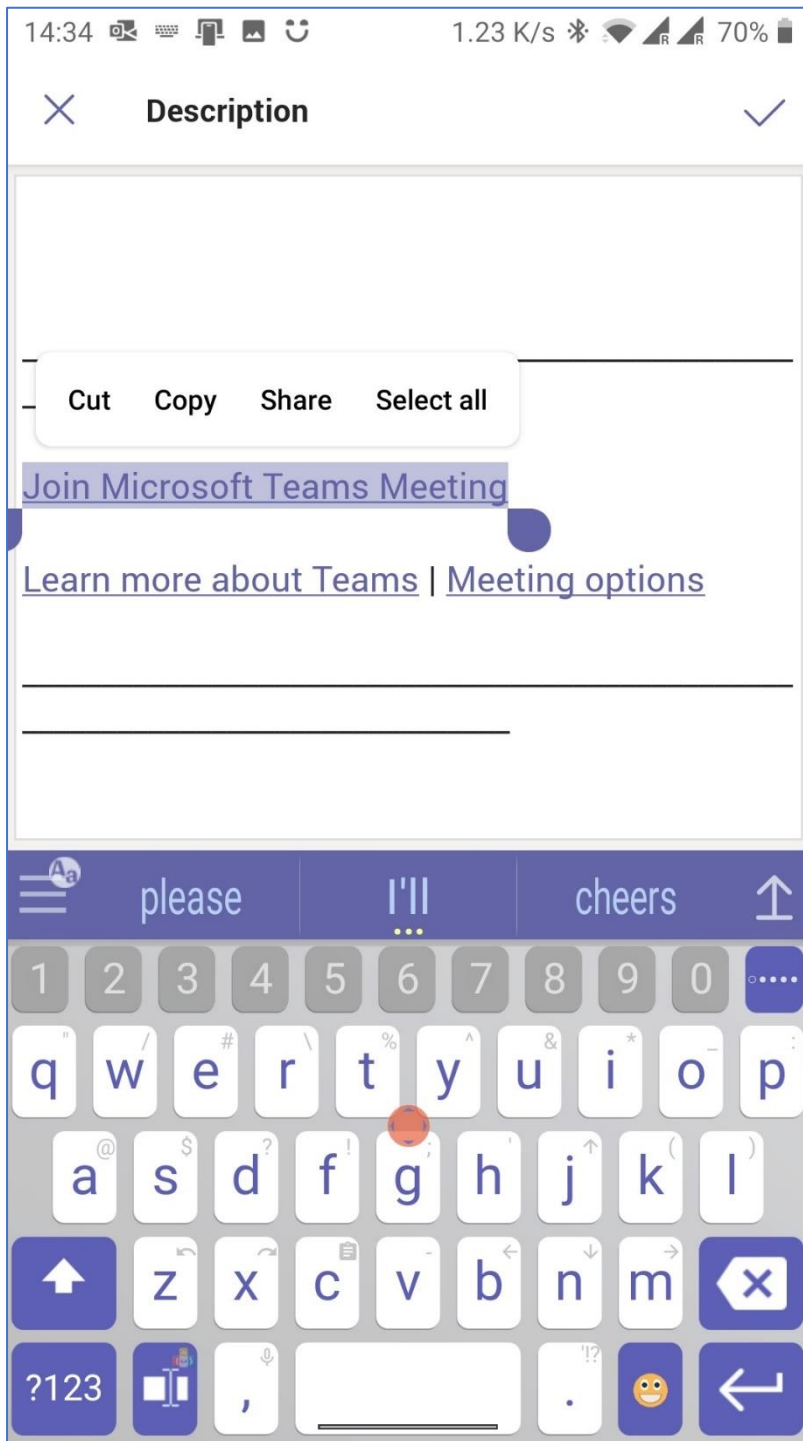
Click on the round Calendar icon at the bottom right (see picture above) and enter all the details as per the screen below:



Add the dummy account if needed and, when done, click the tick mark to save and send it to the dummy account (if you have non Microsoft users).

If all your users have Microsoft accounts, enter them here and send it. You can stop here.

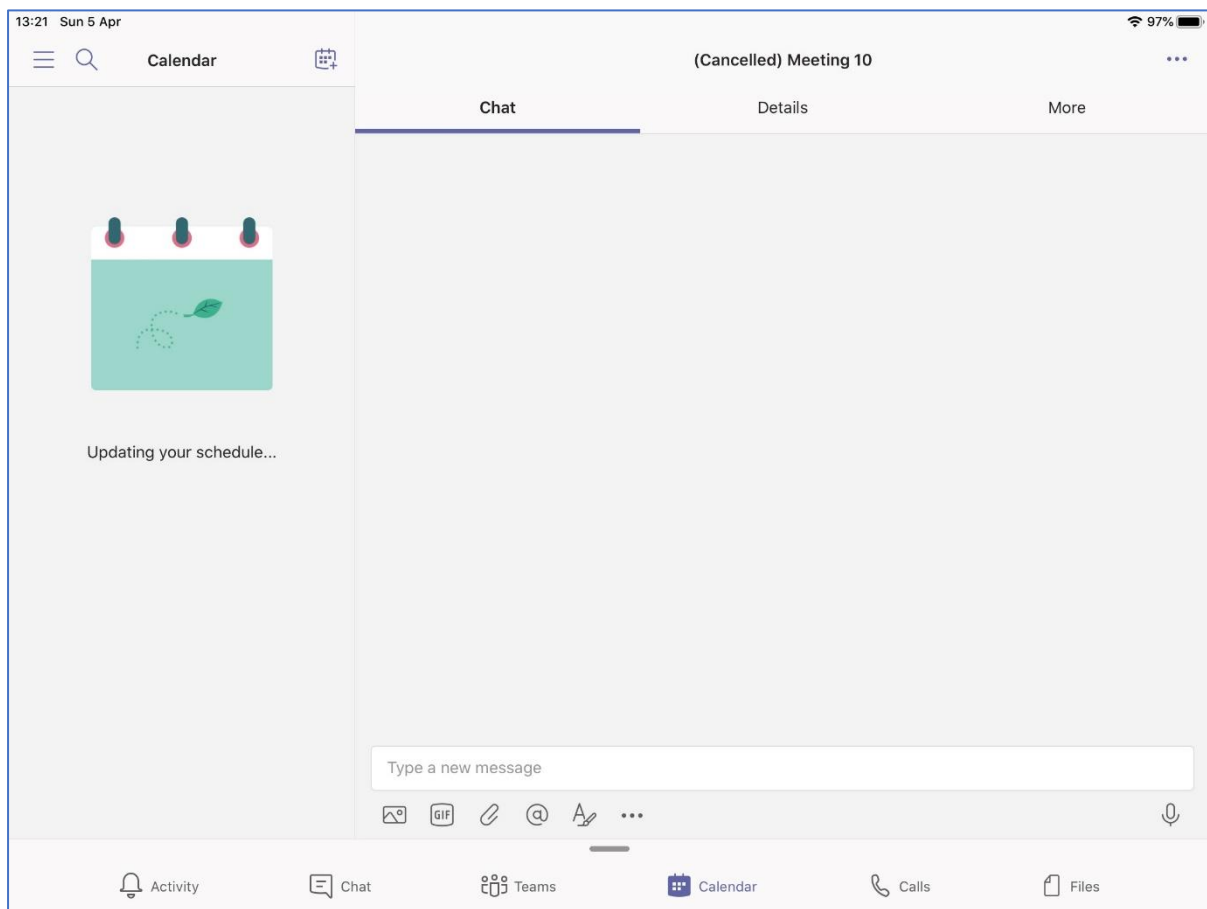
Otherwise, you need to open the meeting invite, copy the link and email it out. Open the calendar link, and press and hold the link as shown below. A small menu should appear. Select “Copy”



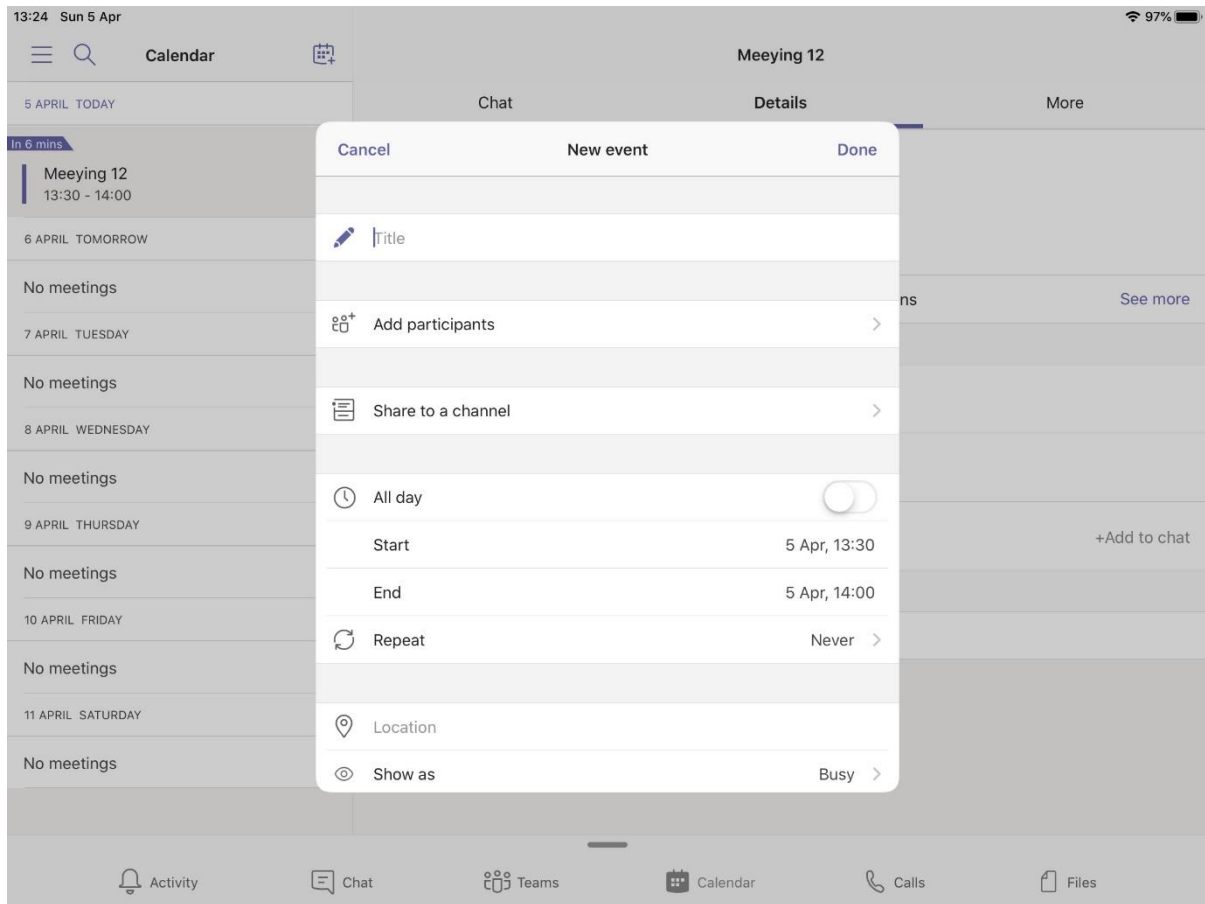
Open up your email, create a new message and paste the link in there. Add the recipients and subject and send the email out.

## Setting up a meeting on an iPad or iPhone.

On an iPad or iPhone, Teams should be automatically logged in and read for you to use. When you click on the calendar, if there are no meetings, this screen should appear.



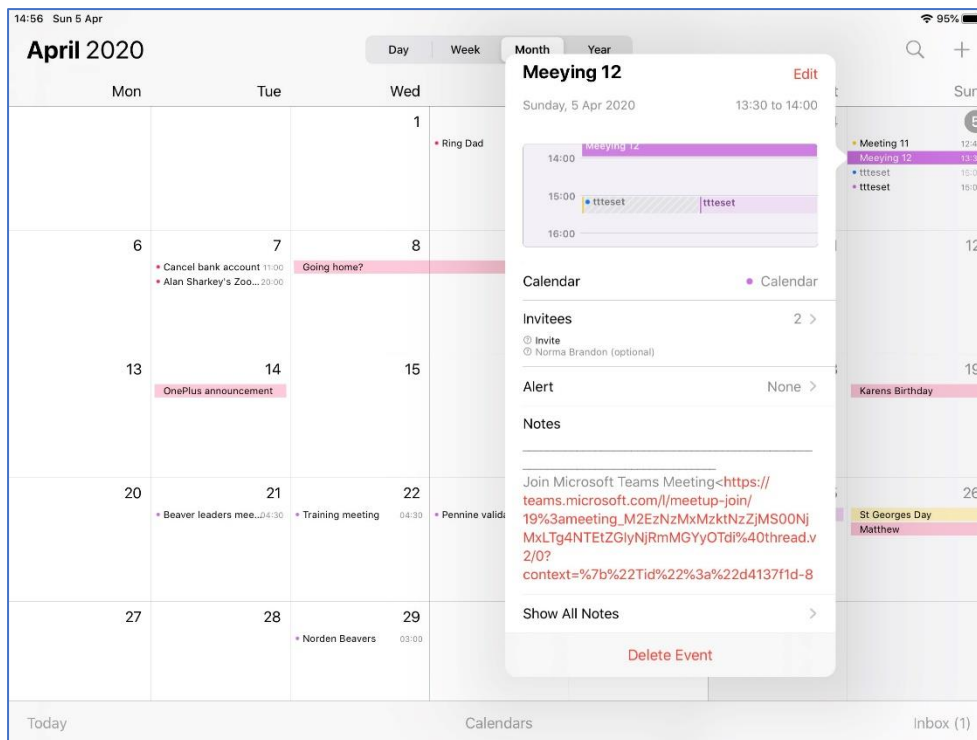
Click on the calendar icon at the top left (to the right of the word “Calendar” above) and you should see this:



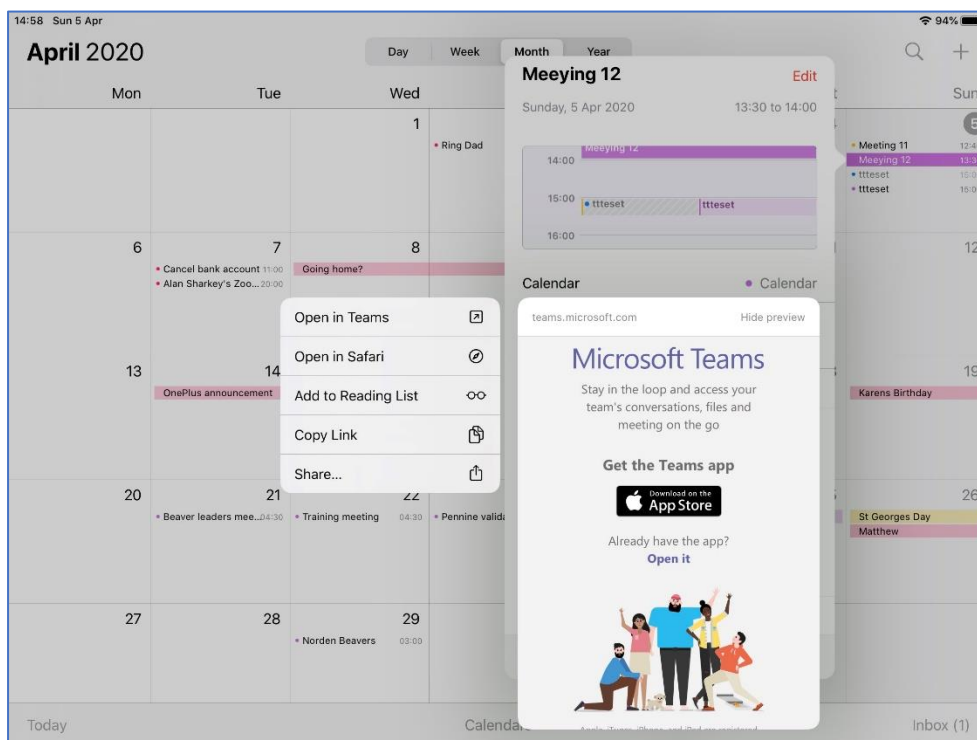
As above, please fill out all the relevant details (include the dummy account if you need it) and click [Done] at the top right to send out the invite. As before, if all your participants have Microsoft accounts, that’s all you need to do.

If not, then you need to find the calendar entry, copy the link and email it out. However, there is a slight issue in that you cannot get at the link using the iPad/iPhone Outlook calendar, you need to get it from the Apple calendar.

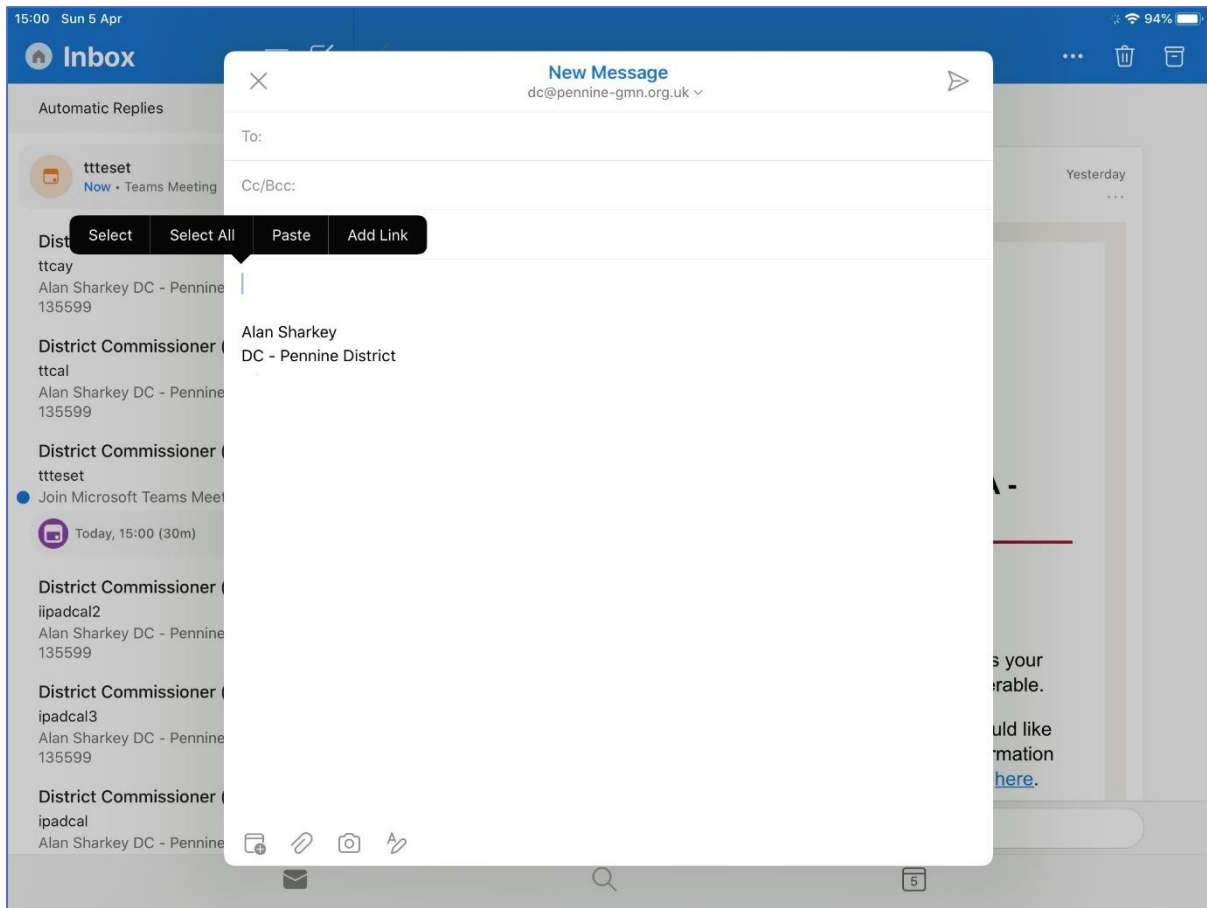
Open the Apple calendar and click on the relevant calendar entry. A screen like this should appear:



Press and hold on the link shown and the following screen will appear:



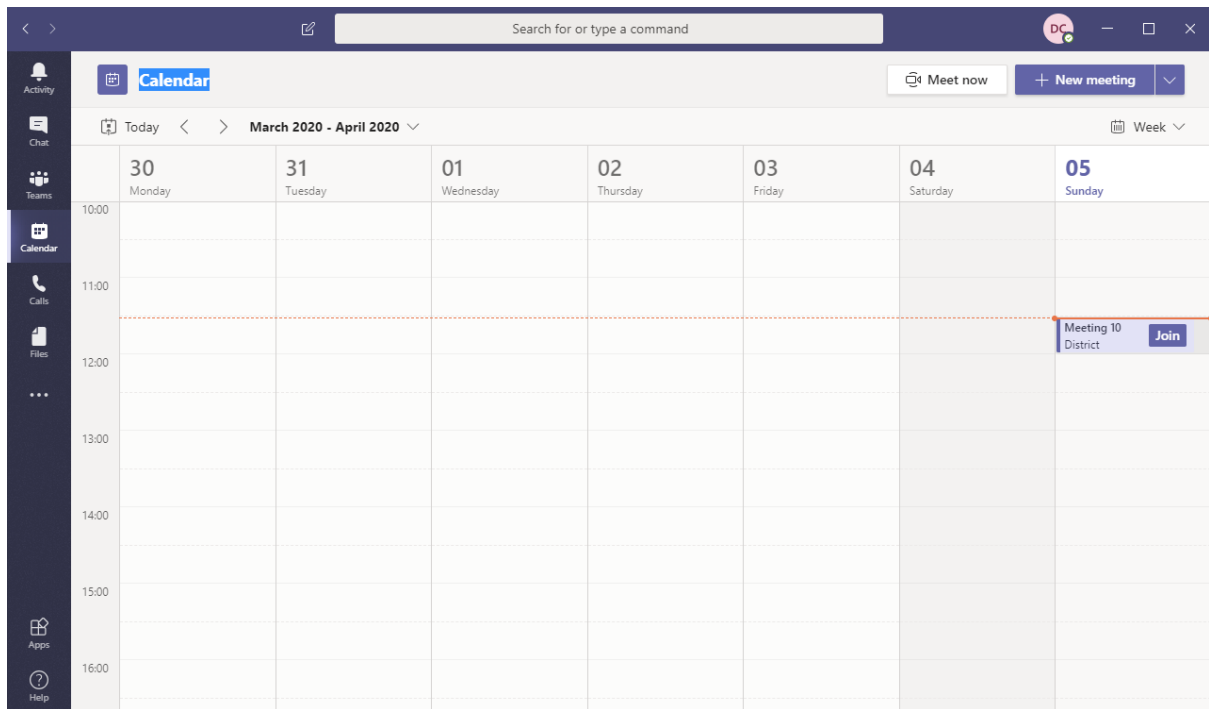
Click on "Copy link". Then, open your favourite email package, create your new email and press and hold to bring up the paste menu as shown below:



Then send the email as before.

## Starting the meeting

As the leader, you will need to start the meeting. To do this, go to the calendar in Teams and you should see this on a PC:



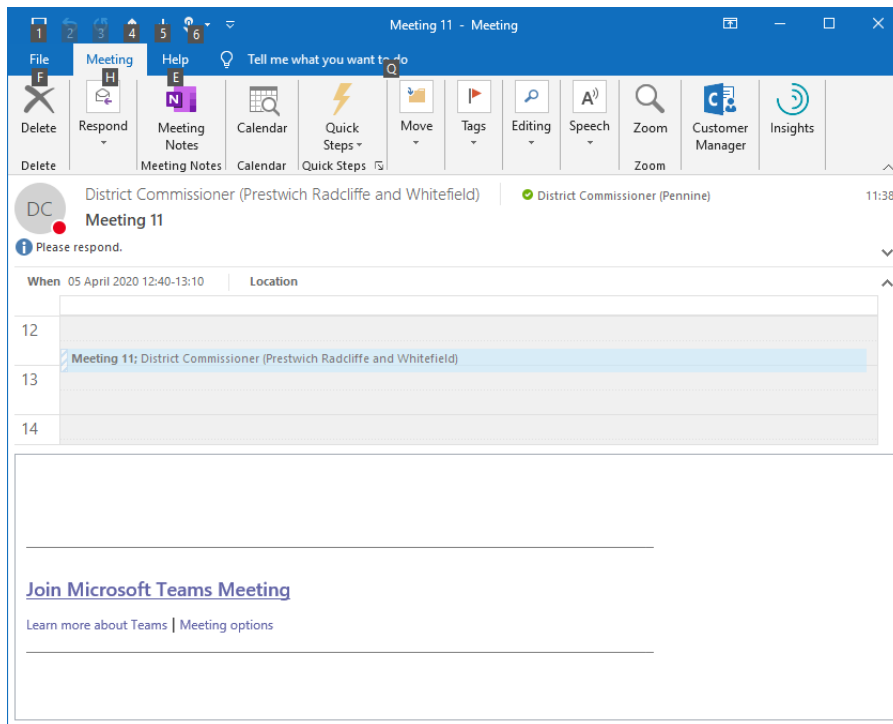
Click on the [Join Button] and the meeting should open.



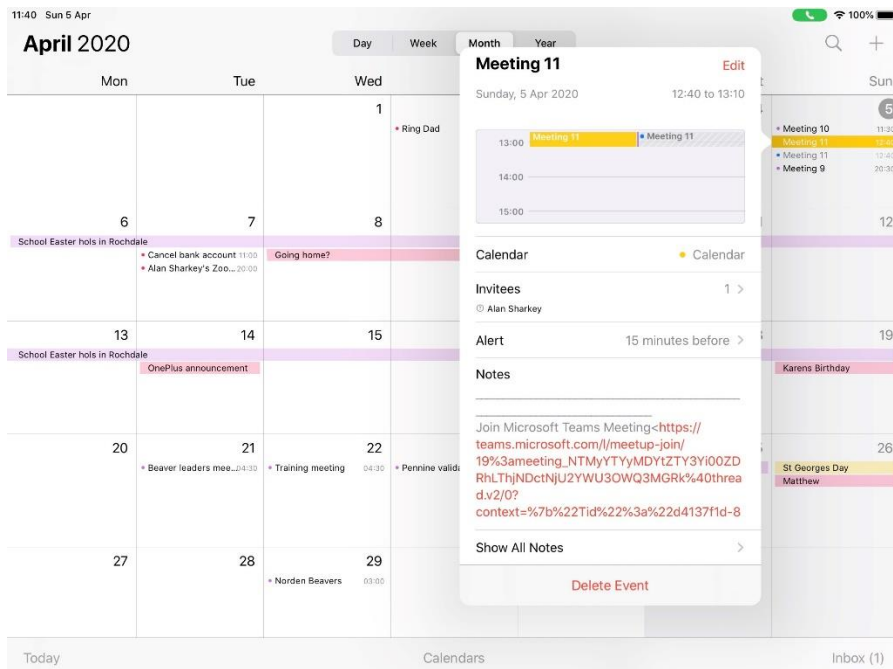
Click on the [Join now] button to start the meeting.

## Getting participants to join your meeting

Each participant should have the event as a calendar entry. They need to open it to get at the link. Here's an example in Outlook:



And here's an example from an iPad's calendar.



Whichever device you use, you click on the link that says "Join Microsoft Team Meeting. That should start Teams and connect to the meeting.