



CALLS & MEETING



Teams provides a modern conversation experience for today's teams.

Microsoft Teams is the hub for collaboration in Office 365 that integrates everything your team needs to be more engaged and effective.

The app is a workspace for real-time collaboration and communication, meetings, file and app sharing, and even the occasional emoji!

All in one place, shared with all team members.



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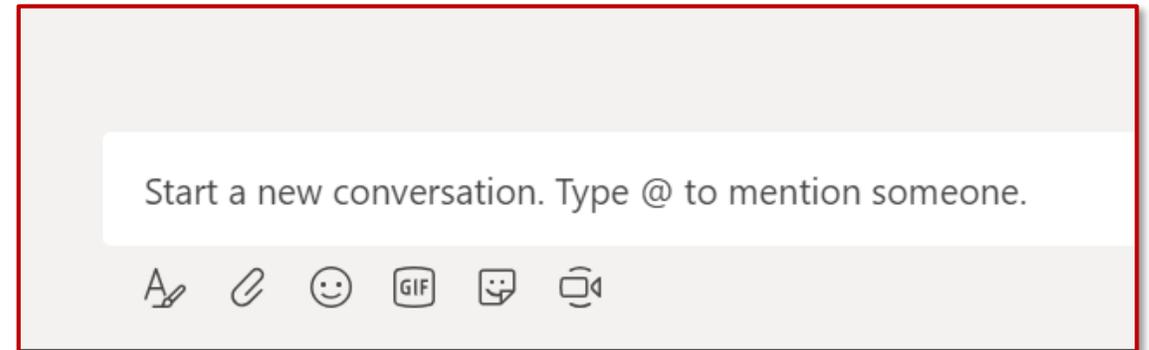
1. Meetings on Teams

A Teams meeting is held online in a channel, so you can go from a conversation to a meeting with the click of a button. Team meetings are open meetings, so anyone in the team can join.

Team meetings include audio, video, and desktop sharing. And because they're online, you'll always have a meeting space and never need a room or projector.

To start a team meeting, click **Meet now** beneath the compose box in a new conversation.

When you start a meeting in a channel, the whole channel team can see that a meeting is happening and join.



2. An integrated meeting experience



Before a meeting:

- Share files in the channel and chat with participants to discuss the agenda.
- Keep the full context and conversation together within the meeting's channel.
- Easily schedule a meetings as you can see your participants availability (free/busy/tentative).

During a meeting:

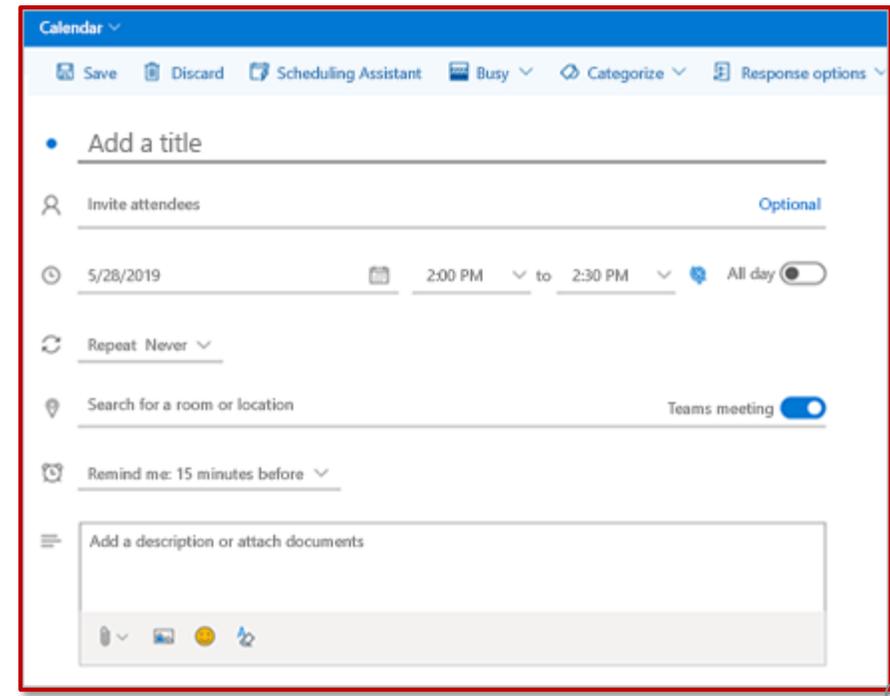
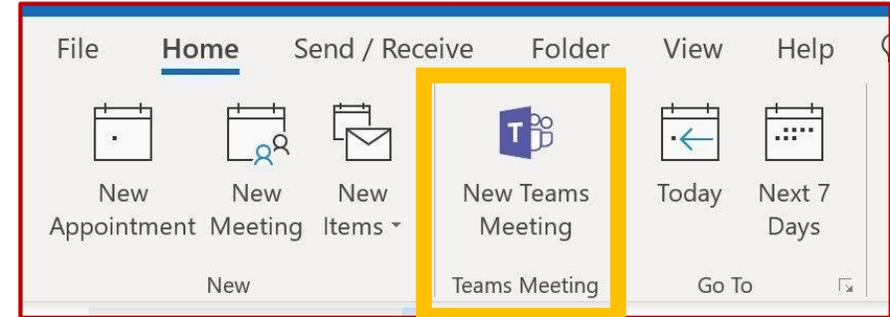
- HD audio and video experience from both web and mobile.
- Automatic re-joining the call if the connection is not stable.
- Content and screen sharing.
- Background-blur technology.
- Recording of the meeting to capture audio, video and all screen-sharing activities.

After a meeting:

- Share the notes taken commonly.
- Share recap and follow-up actions in the channel for everyone to see.

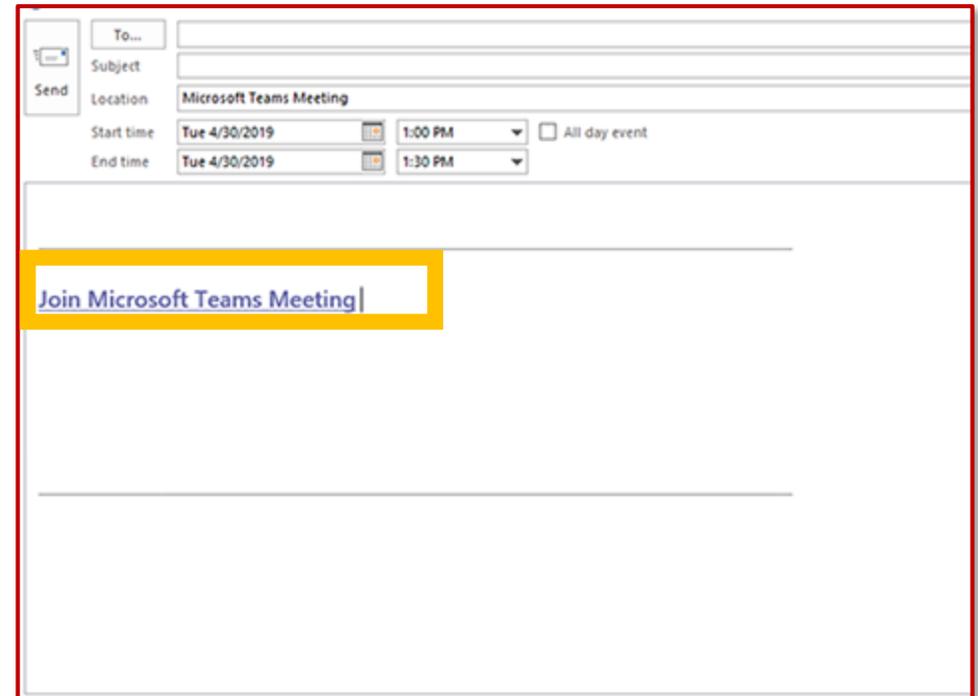
2. How to schedule a Teams Meeting from Outlook

1. Open Outlook and select the calendar feature;
2. From the top menu, click **New Teams Meeting**
3. Add your invitees to the **To** field—you can even invite entire contact groups (formerly known as distribution lists).
4. Add your meeting subject, location (useful if you need to book a meeting room), start time, and end time. Then click **Send**.



3. How to join a Teams meeting from Outlook

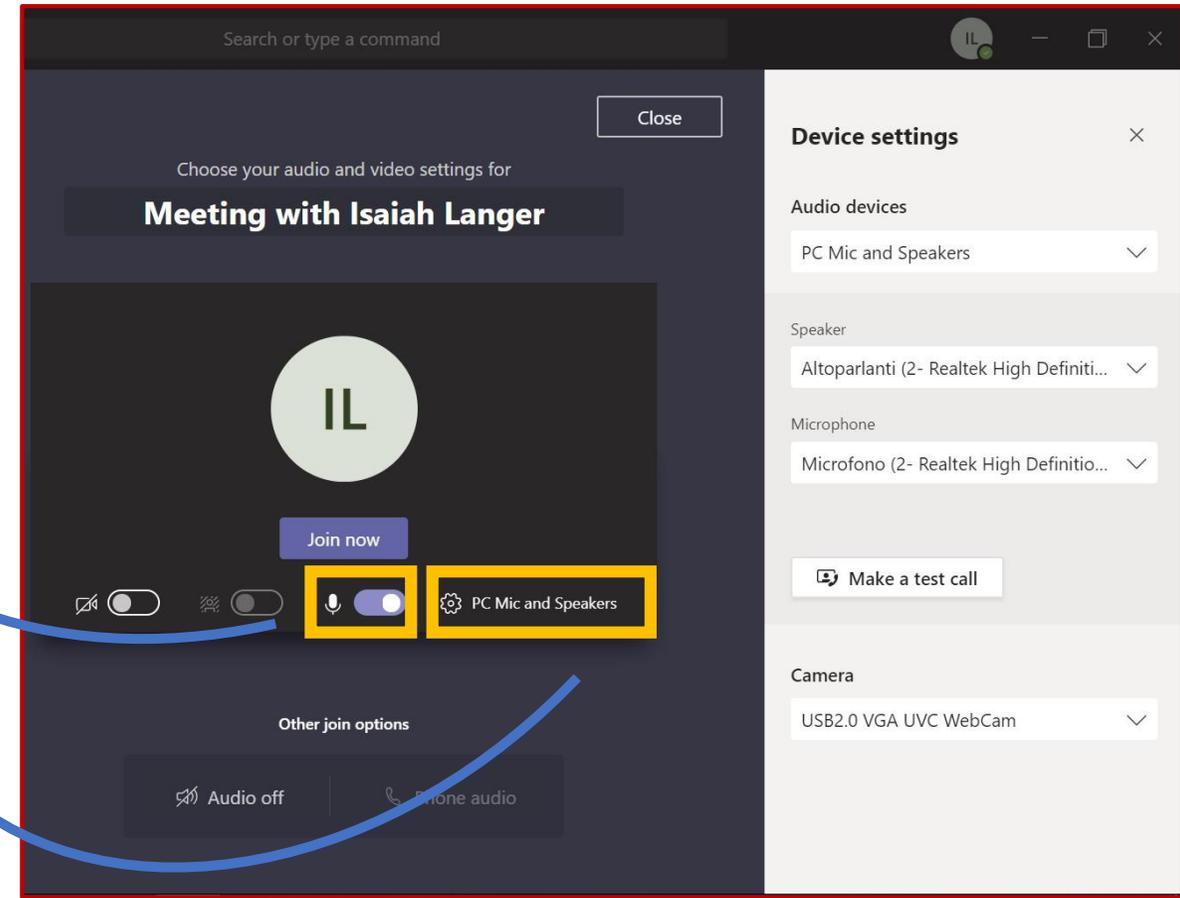
1. In your email invite, select **Join Microsoft Teams Meeting (link to a call)**.
2. You have two choices:
 - Download the Windows app: Download the Teams app.
 - Join on the web instead: Join a Teams meeting on the web.
3. If you select to join via web, type in your name and select **Join now**.
4. If you have a Teams account, select sign in to view the meeting chat and more.
5. Choose the audio and video settings you want.
6. Depending on meeting settings, you'll go to a lobby where attendees can admit you.



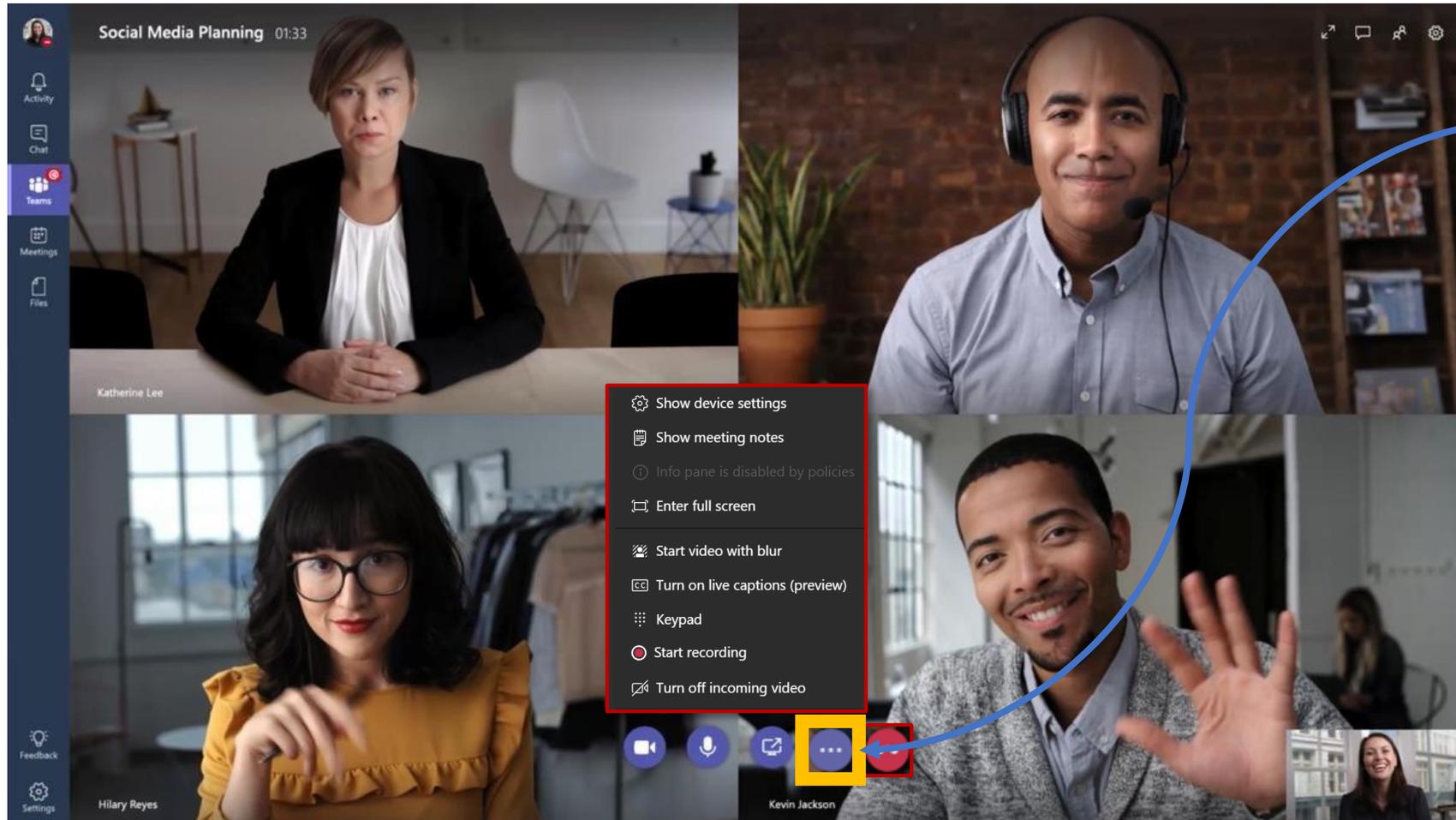
4. How to set you audio

When you are entering the call you can decide to **mute your microphone**

To **set up the microphone and speaker**. Click here to open the grey panel on the right.



5. Meeting menu: in-app call features



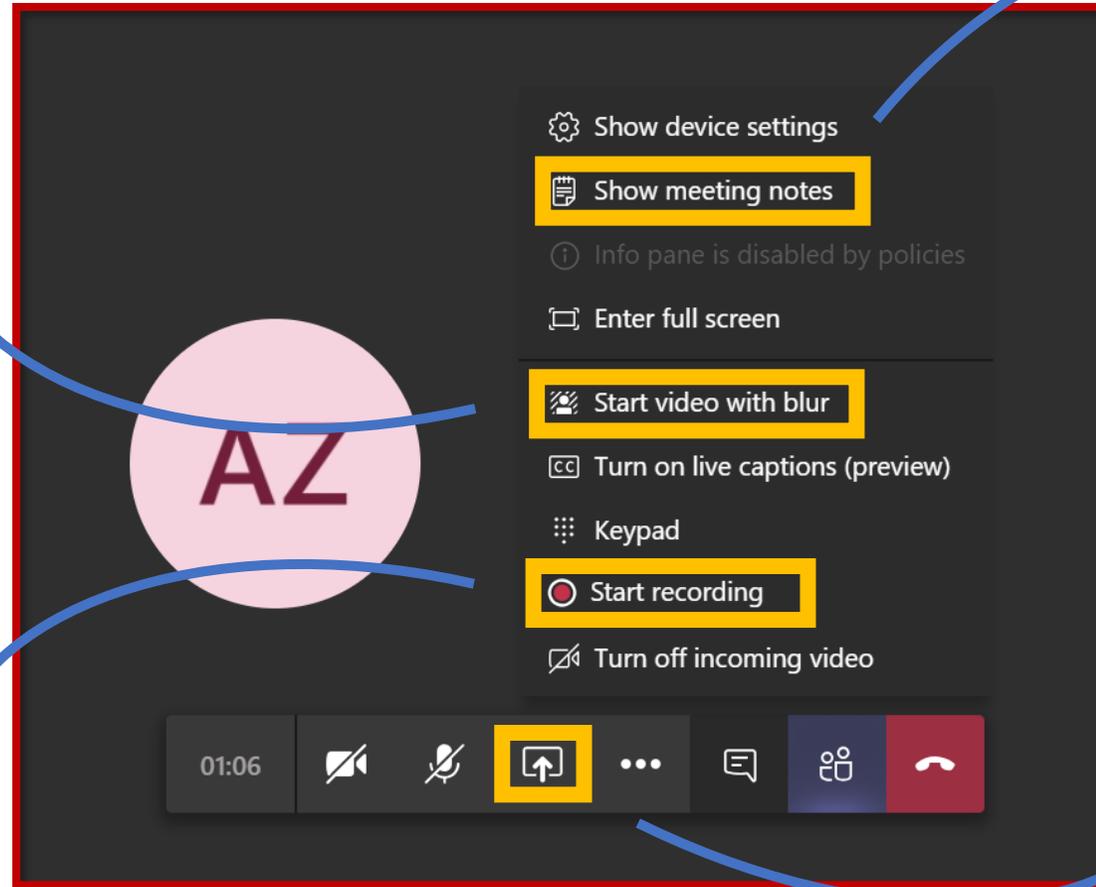
While in a meeting, click the ellipses (°°°) to access the **meeting operative menu**

5. Meeting menu: in-app call features

During a call, you can leverage very interesting features:

Click here to **blur** your background during a call. This is a useful feature if you're working remotely from home or from a co-working space

Click here to **record the call**. It could be useful to record the last 5 minutes in order to collect the main take-aways and share them after the call



Click here to open a Wiki document. You can real-time edit this document with the other attendees

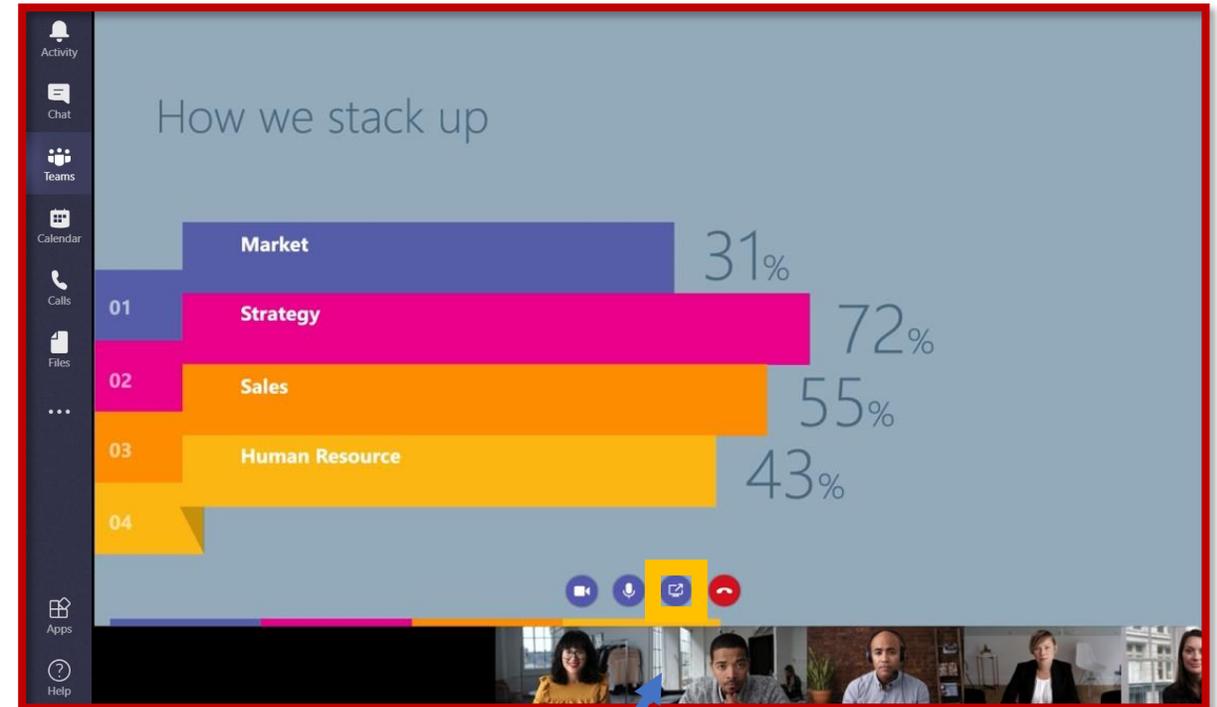
Click here to **share your whole screen**, or just a window. This way, all attendees will see what you see

6. How to share your Desktop

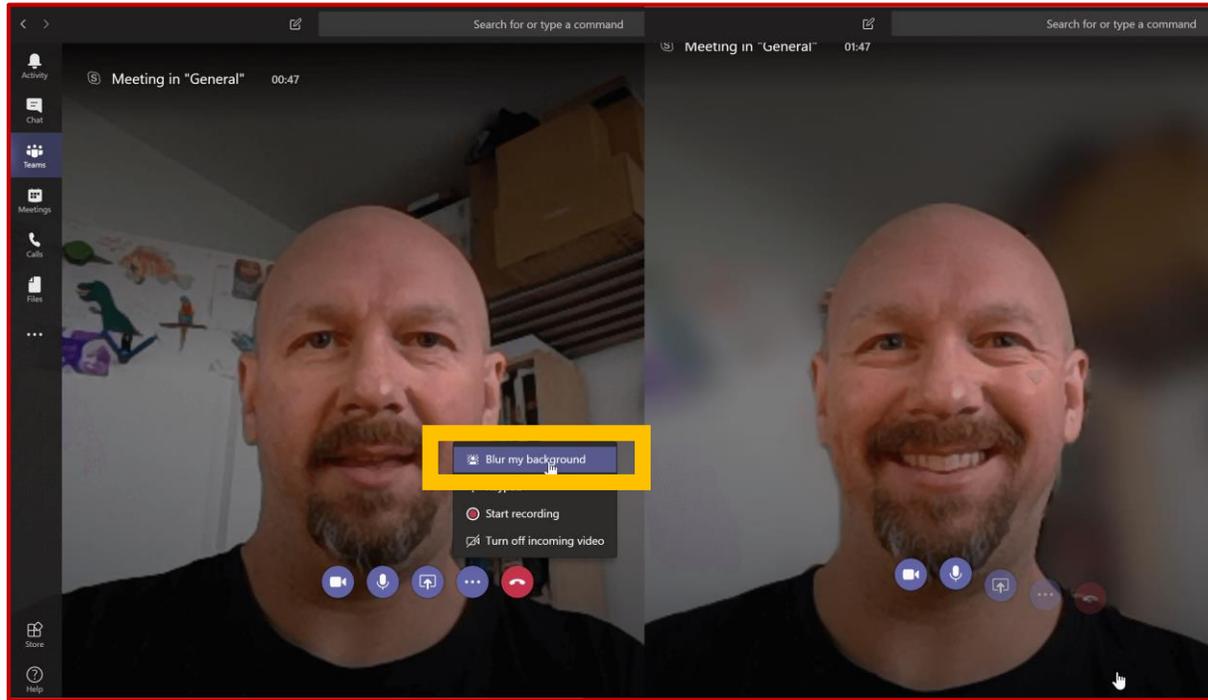
Desktop sharing lets you present your screen as you see it, or the app you're using during a meeting in Teams.

1. To share your screen in a meeting, click **Share** in your meeting settings.
2. You can choose to present your entire desktop, a specific app, or a file.

Once you are in the meeting, you can **share your whole screen**. The content layout lets everyone see what's being shared. Along with people's facial expressions.



7. How to blur your background

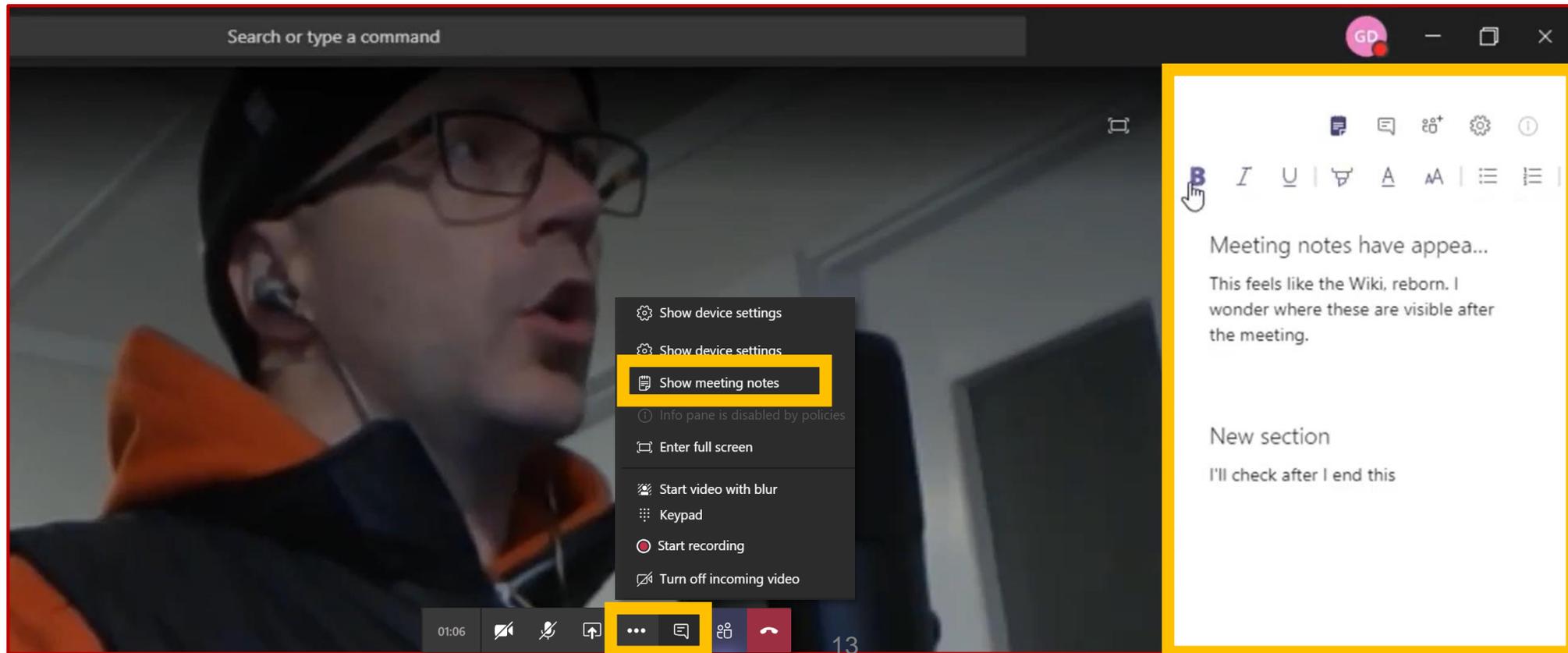


Click **More options** button in a meeting, then select **Blur my background**.

The blur setting might not be available depending on your camera hardware.

8. How to show meeting notes

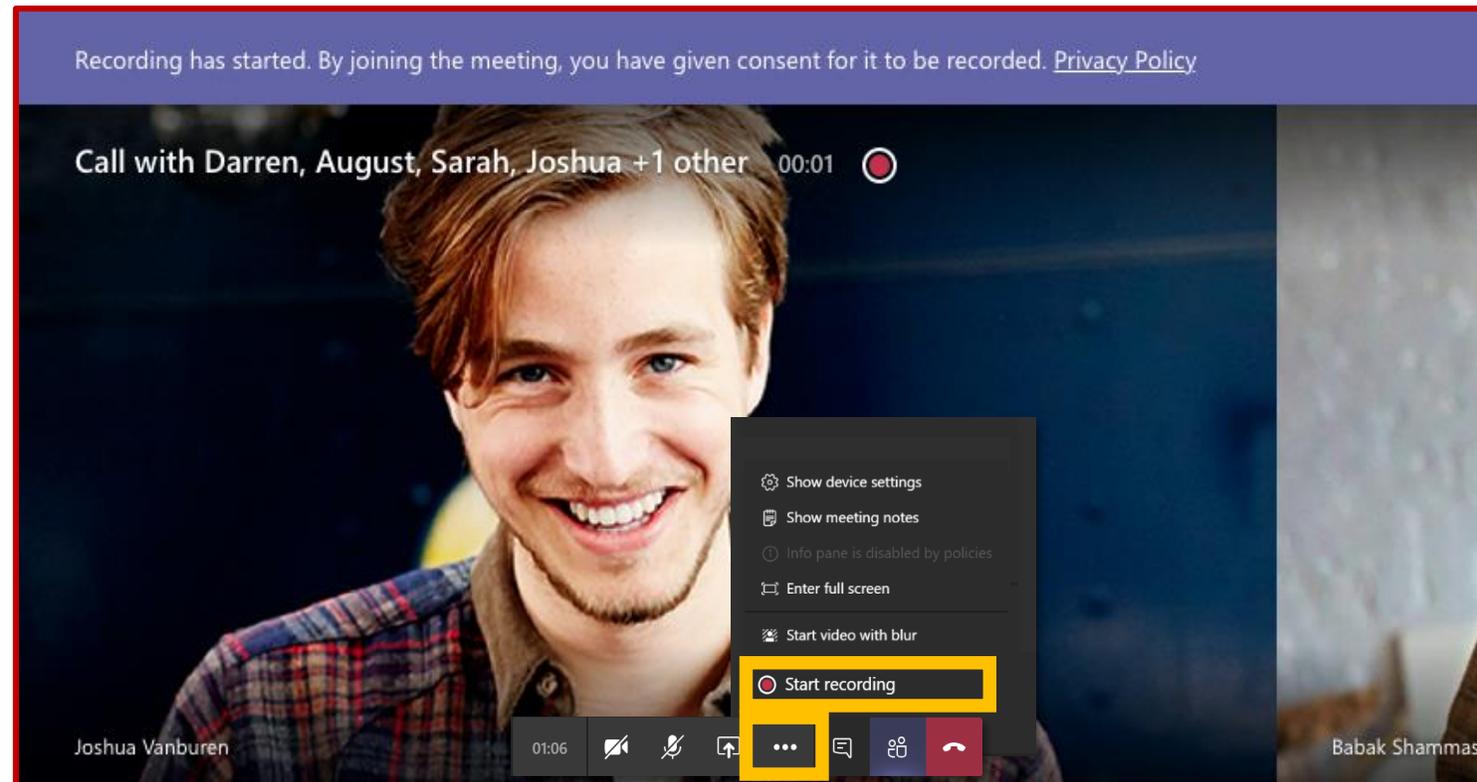
To add "Meeting notes" to your meeting, select the ellipses (⋮) and choose **Show meeting notes**. These can be taken down collectively, and will remain available within the channel for all participants - and even for those who didn't manage to join your call.



9. How to record your meeting

Record your meetings in Teams to capture audio, video, and screen sharing activity. The recording happens in the cloud, and is saved to **Microsoft Stream**, so you can share it securely across your organization.

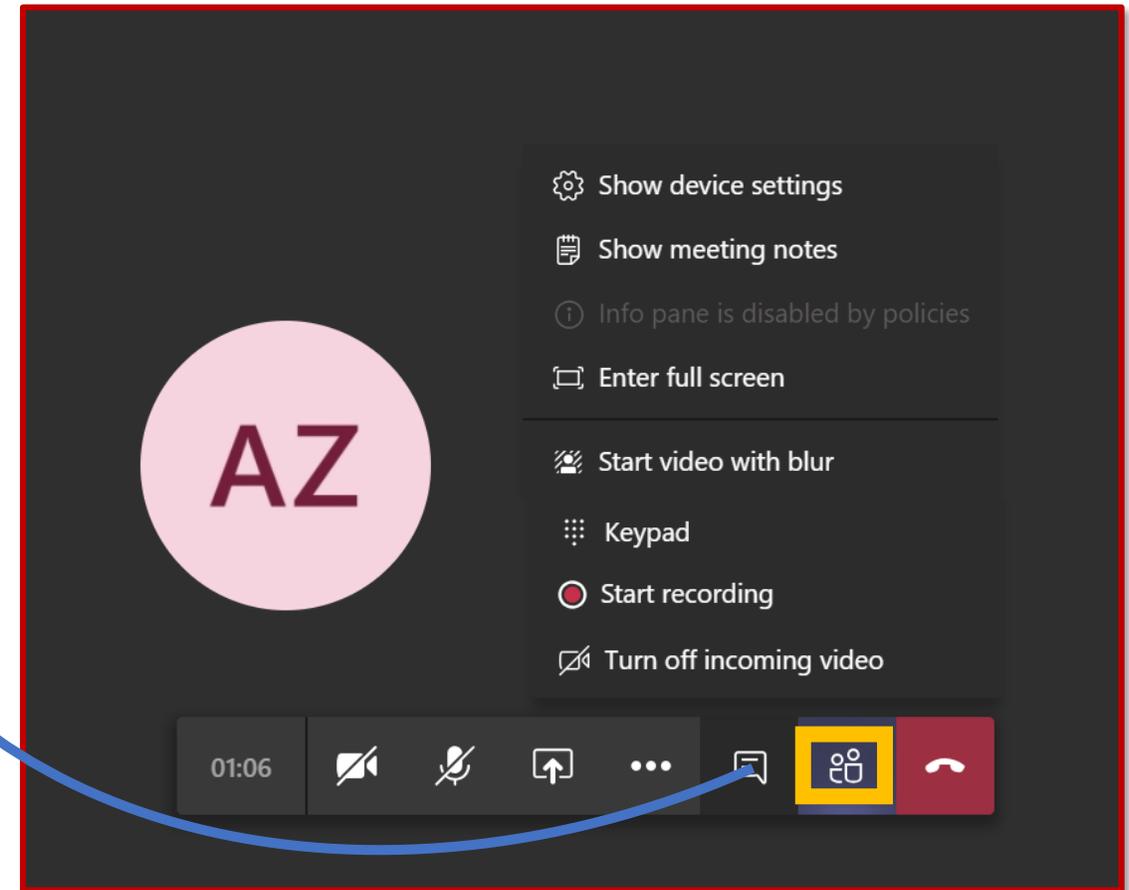
1. Start or join the meeting.
2. To start recording, go to the meeting controls and select **More options button** > **Start recording**.



10. How to see and mute participants

Click here to **see the participants list**.
You can **mute a participant** who might have
a particularly noisy background.

You can decide to mute singularly or all
participants at the same time.



11. How to chat during the meeting

Here you can **communicate with all all the participants.**

The chat will remain available after the meeting to all participants and to those who did not manage to join.

