In some of your classes, you may be asked to join a meeting or have a meeting with other students in your class. Below are the instructions on how to use meetings and the features that are included within this program.

Pre-Scheduled Meetings

1. Log on to Teams.

2. Click on the calendar button on the left side of your screen.

3. Locate the date of the meeting in your calendar. You should see the pre-scheduled meeting as an item on your calendar.

4. Click on join meeting button.

Scheduling a Meeting

1. Log on to Teams.
2. Go to the team for which you wish to schedule a meeting.
3. From the **Post** tab, click on the arrow beside the **Meet** button and select schedule a meeting.
4. Enter the title of your meeting, select the required attendees, and set the date and time for the meeting.
5. When all the info has been entered you can click **send** and the attendees will be notified of the invitation.
6. When the meeting time approaches, go into your calendar and join the meeting.

*Note: If you wish to meet right away, you can click on the **meet** button and begin your meeting. Other students in the channel can see your meeting in progress and join in on your meeting at that time.*

Functions Within a Meeting

While a meeting is in progress, you can click on different icons on the toolbar to interact with the other members in the meeting and adjust your settings. Below is a list of the icons and their function.
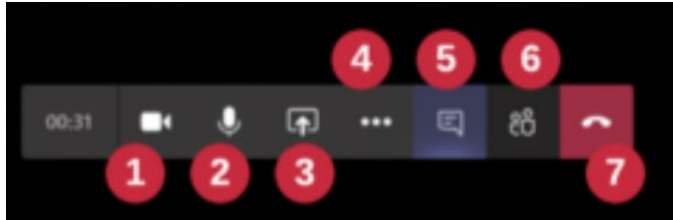
1. Enable and disable your camera.

2. Mute and unmute your own audio.

3. Bring up the sharing panel (for screen sharing).

4. Bring up the settings menu.

5. Show the meeting chat. You can ask questions, make comments, or share files in this section while the meeting is in progress.

6. Show people who are in or have been invited to the meeting.

7. Disconnect and close the meeting.

Note: There is a hand icon, not pictured above that is used to indicate you are raising your hand. This will notify the members of the meeting that you have a question.

Sharing a Screen

When sharing a screen, you can share the following:
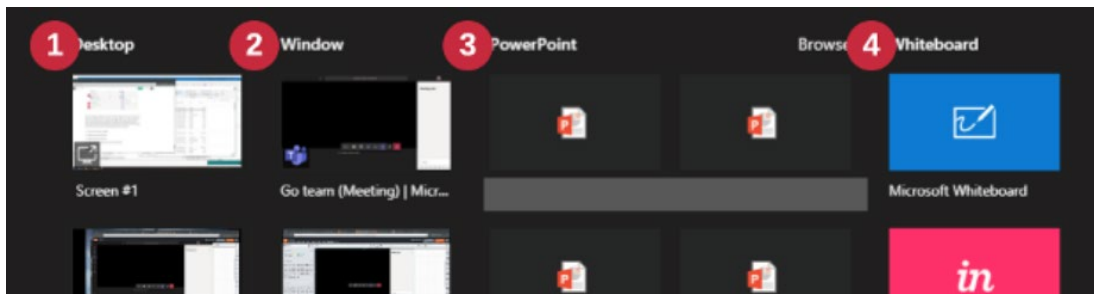
1. Share your whole screen. You can pick the monitor to share if you have more than one.

2. Share a window to share an individual application, not the whole screen.

3. Run a PowerPoint slideshow in the meeting.

4. Share a whiteboard allows a collaborative drawing space for all the participants.

The Settings Menu
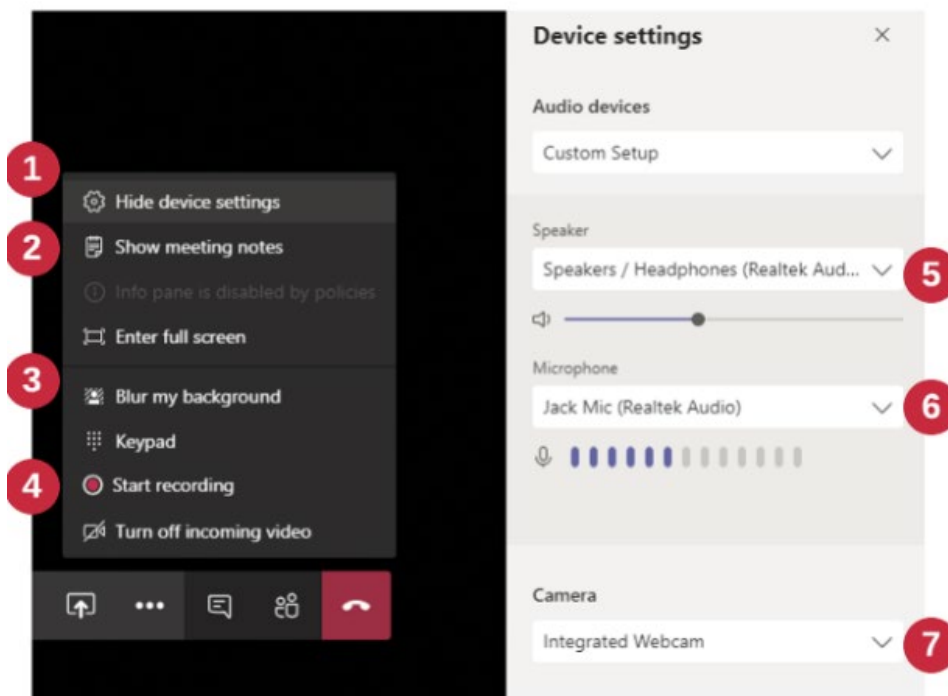
1. Show and hide device settings (shown)

2. Show and hide meeting notes (a way to take notes during the meeting)

3. Blur the background of your camera so people can't see what's behind you or select a wallpaper background to replace your actual background.

4. Start recording, this is available in scheduled meetings and meet now. It records the meeting as a video file that is made available after the meeting.

5. Select the audio output device.

6. Select the microphone device.

7. Select the camera you are using for video.

https://www.youtube.com/watch?v=-1PR9FrWfIA&list=PLni1JlcV35kZFhjEduk0bd5GDm6DKSe5Z&index=6