Microsoft Teams: Meetings

Microsoft Teams is a collaboration platform that combines persistent chat, file collaboration, instant messaging and meetings in a single platform. Teams is part of ODU’s Office 365 and is available to all faculty, staff and students.

**Teams Meetings** allows you to have an instant or scheduled meeting with up to 250 participants.

Teams is installed on all ODU managed machines, and available on Windows, Mac, iOS, and Android.

**Start an instant meeting from a chat**

1. From an existing chat conversation (including a chat with multiple people), click on the **Video Call**, **Audio Call**, or **Screen Sharing** icons.

2. Once you start an instant meeting, you have standard Teams meeting controls, including: Video, Audio, Screen Sharing, More Options, Chat, Participants, and End Meeting (from left to right).

3. You can invite additional attendees from within the **Show Participants** window by typing their name or email in the search box.
Start an instant meeting from a team

1. From an existing Team, click on the Meet Now icon at the bottom of the screen below the chat window.

2. Once you start an instant meeting, you have standard Teams meeting controls, including: Video, Audio, Screen Sharing, More Options, Chat, Participants, and End Meeting (from left to right).

3. You can invite additional attendees from within the Show Participants window by typing their name or email in the search box.
Start an instant meeting using Meet Now

1. From the Teams app, click on the **Calendar** icon on the left, then **Meet now** button.

2. Once you start an instant meeting, you have standard Teams meeting controls, including: Video, Audio, Screen Sharing, More Options, Chat, Participants, and End Meeting (from left to right).

3. You can invite additional attendees from within the **Show Participants** window by typing their name or email in the search box, or by clicking the link button (to the right of the search box) to copy and paste a meeting link into an email.
Schedule a meeting

You can schedule a Teams meeting from the Teams app, from Outlook for Mac, Windows, iOS, Android, or from Webmail.

1. From the Teams app, click on the Calendar icon on the left, then New Meeting > Schedule Meeting.

   From Outlook or Webmail, create a new meeting.

2. Enter the meeting details (date, time, attendees, etc.). Use the scheduling assistant to view other attendees’ availability from their Outlook calendars.

   From the Teams app

   You can associate an existing Team and Channel with the meeting by clicking in the Add channel field and selecting the Team and Channel.
From Outlook for Mac or Windows
Click the Teams button in the ribbon at the top. Outlook will add a Join Microsoft Teams Meeting link in the body of the meeting invite.

![Join Microsoft Teams Meeting](image)

From Webmail, Outlook for iOS or Outlook for Android
Select the Teams meeting slider. (You will not see the Join Microsoft Teams Meeting link in the body of the meeting invite.)

![Teams meeting slider](image)

3. When you send the invitation, the meeting will appear on your Outlook calendar and an invitation will be sent to your attendees.
4. Change who can present and who can bypass the lobby.
   a. Open the meeting options.

   **From Outlook for Mac or Windows**
   Open your meeting and click on the **Meeting options** link in the details area of your meeting.

   ![Meeting options in Outlook](image)

   **Join Microsoft Teams Meeting**
   +1 757-932-5759  United States, Virginia Beach (Toll)
   Conference ID: 911 335 805#

   ![Meeting options in Teams](image)

   **From Teams**
   Click on the **Calendar** icon, then click on your meeting and click the **Meeting options** button.
b. The Meeting Options will open in a web browser where you can change who can bypass the meeting lobby and who can present in the meeting. We recommend you only allow **People in my organization** to bypass the lobby and limit presenters to only those who need to share content.

5. Once you enter the meeting, you have standard Teams meeting controls, including: Video, Audio, Screen Sharing, More Options, Chat, Participants, and End Meeting (from left to right).

6. You can invite additional attendees from within the **Show Participants** window by typing their name or email in the search box, or by clicking the link button (to the right of the search box) to copy and paste a meeting link into an email.
Securing Teams Meetings

• Instant meetings started from a chat or a team are initially limited to attendees included in the chat or the team. The meeting host may invite additional attendees by name, email or phone number.

• If you require a secure meeting, we recommend you schedule a meeting and modify the meeting options to restrict who can bypass the meeting lobby and who can present in the meeting.

• Within any meeting, you have the option to remove or mute any attendee from the participant screen in the Teams meeting.