

# Teams

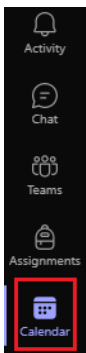
Teams is a Microsoft collaboration app that helps your team stay organized and have conversations—all in one place. You can set up meetings, place video conferences and calls, and talk through chat.

- [How to schedule a meeting within Teams.](#)
- [How to schedule Teams meetings in Outlook.](#)
- [How to set up Breakout Rooms in Teams](#)
- [How to set up Microphone/Speakers in Teams.](#)
- [Sharing Teams Recordings](#)

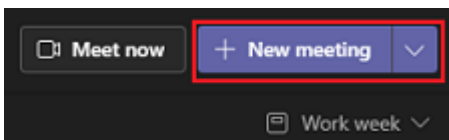
# How to schedule a meeting within Teams.

When you want to schedule a meeting within the Teams app.

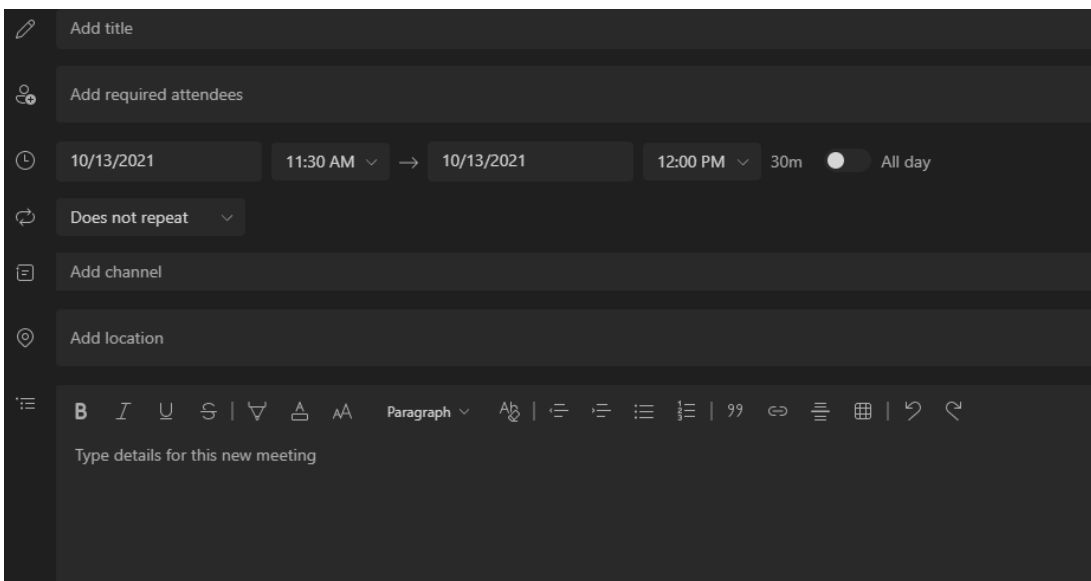
1) In Teams, select **Calendar**  view.



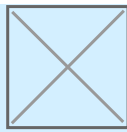
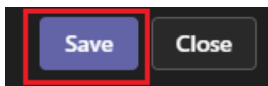
2) In the top right corner, select **+New Meeting**

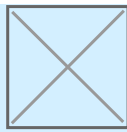


3) Fill out all information that is needed such as attendees and date.

A screenshot of the 'New Meeting' form in Microsoft Teams. The form is dark-themed and contains several input fields and options. At the top is a text input field labeled 'Add title'. Below it is a section for 'Add required attendees' with a plus icon. The next section is for scheduling, with fields for the date '10/13/2021', start time '11:30 AM', end time '12:00 PM', duration '30m', and an 'All day' toggle. Below this is a dropdown menu for 'Does not repeat'. The next section is for 'Add channel' and 'Add location'. At the bottom is a rich text editor with a toolbar containing various formatting options like bold, italic, underline, link, unlink, list, and more. The text area of the editor contains the placeholder text 'Type details for this new meeting'.

4) Select **Save** in the top right corner.



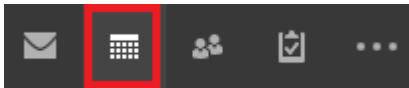
You can also choose  if you want to start a meeting right away instead of scheduling it for later.

# How to schedule Teams meetings in Outlook.

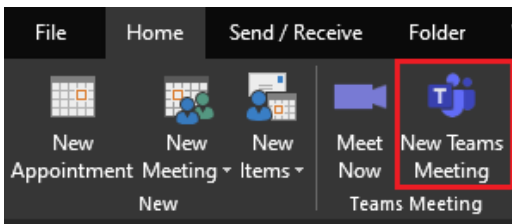
When you need to create Team meetings in your Outlook calendar.

## Outlook on the Desktop

1) Open Outlook and switch to the **Calendar** Meetings buttonview.



2) Select **New Teams Meeting** at the top of the view.



**Note:** Even if you begin by selecting **New Meeting** or **New Appointment**, you can make it a Teams meeting by selecting **Teams Meeting** at the top of the new event form.

3) Add your invitees to the **Required** or **Optional** field(s)—you can even invite entire contact groups (formerly known as distribution lists).

4) Add your meeting subject, location (if applicable), start time, and end time.

5) Create your message.

3

4

5

Send

To...

Subject

Location

Microsoft Teams Meeting

Start time

Wed 10/13/2021 12:00 AM

End time

Thu 10/14/2021 12:00 AM

All day event

Microsoft Teams meeting

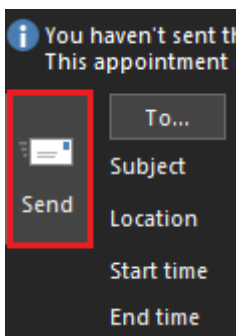
Join on your computer or mobile app

[Click here to join the meeting](#)

[Learn More](#) | [Meeting options](#)

6) Select **Send**.

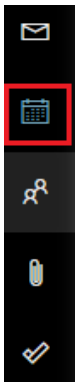
**Note:** The Teams meeting join details are added to the meeting invite automatically.



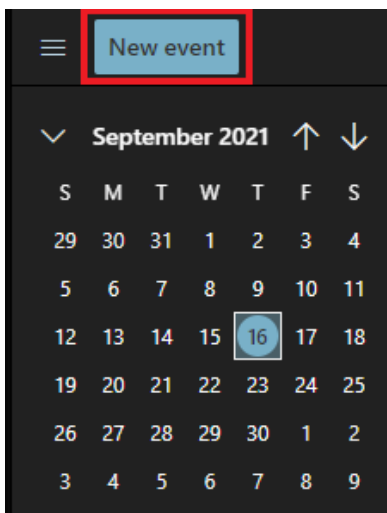
If you don't see the **New Teams Meeting** icon in the desktop version of Outlook, the Teams add-in for Outlook might not be installed properly. Please submit a ticket in the Helpdesk.

## Outlook on the Web

1) Open Outlook webpage and switch to the **Calendar** Meetings buttonview.



2) Click on **New event**



3) In the new event form, select the **Teams meeting** toggle to turn it on.

4) Fill out information as needed

A screenshot of a 'New event' form. The form has a dark background. At the top, it says 'Calendar' with a dropdown arrow. Below that is a section titled 'Add a title' with a blue dot icon. Underneath is a section for 'Invite attendees' with a person icon and the word 'Optional'. Then there are two rows for event dates and times. The first row shows '9/16/2021' at '11:00 AM' with an 'All day' toggle. The second row shows '9/16/2021' at '11:30 AM' with a 'Repeat: Never' dropdown. Below these is a section for 'Search for a room or location' with a location pin icon. To the right of this section is a toggle switch labeled 'Teams meeting', which is currently turned on (blue) and is highlighted with a red rectangle. Below that is a 'Remind me: 15 minutes before' dropdown. At the bottom is a large text area for 'Add a description or attach documents' with a list icon on the left and a toolbar with various icons (link, image, emoji, etc.) at the bottom.

5) Click **Save**



# How to set up Breakout Rooms in Teams

When you need to create smaller rooms inside a Teams meeting

Breakout rooms are a great way for an organizer of a Teams meeting to split attendees into multiple online rooms for discussion and collaboration in small groups.

This **How to use breakout rooms in Teams meetings** guide goes over how to create a breakout room and join one.

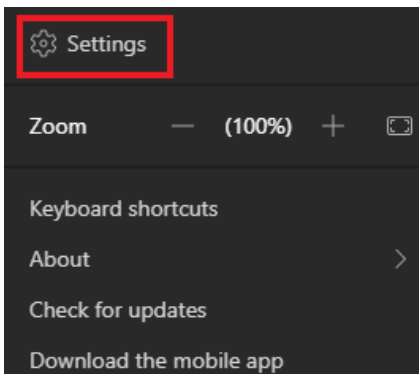


# How to set up Microphone/Speakers in Teams.

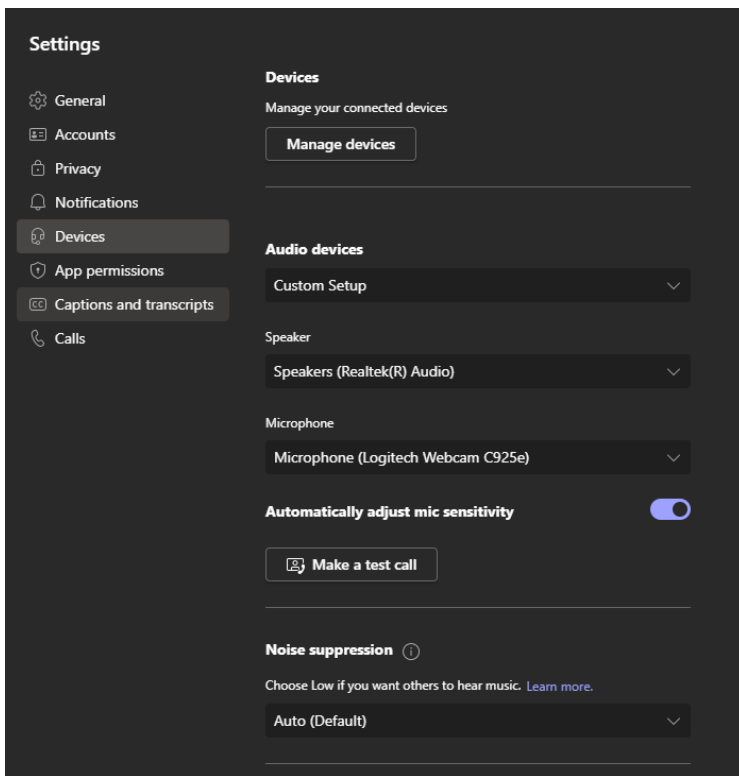
To setup or change how you talk and listen in Teams.

## Pre-Call Set Up

1) Select **Settings and more** Teams more icon to the left of your profile picture at the top of the app, then select **Settings>Devices**.

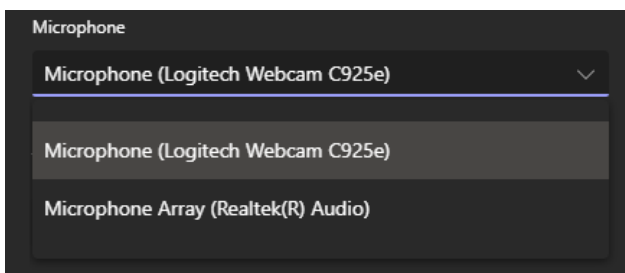


2) You will see a several options with drop down selections.

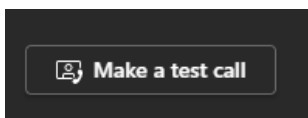


3) Click on the drop down menu for the device you wish to change.

4) Select your choice.

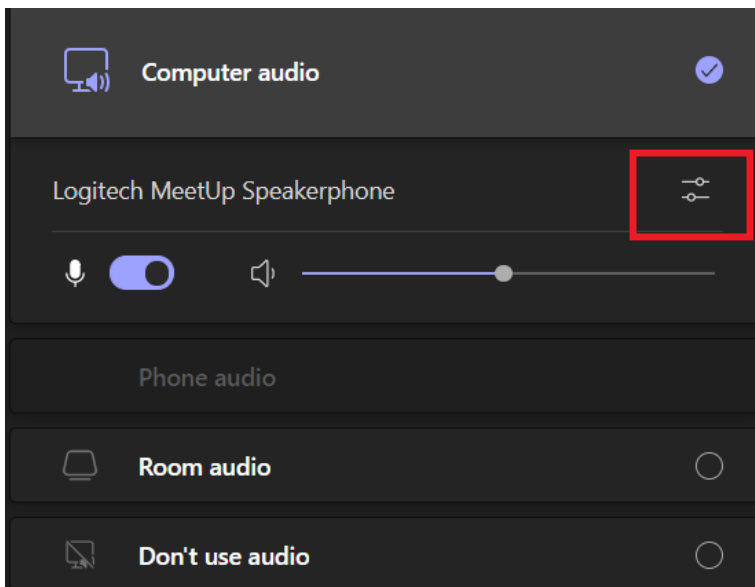


5) **Optional:** Make a test call to hear how your devices sound.

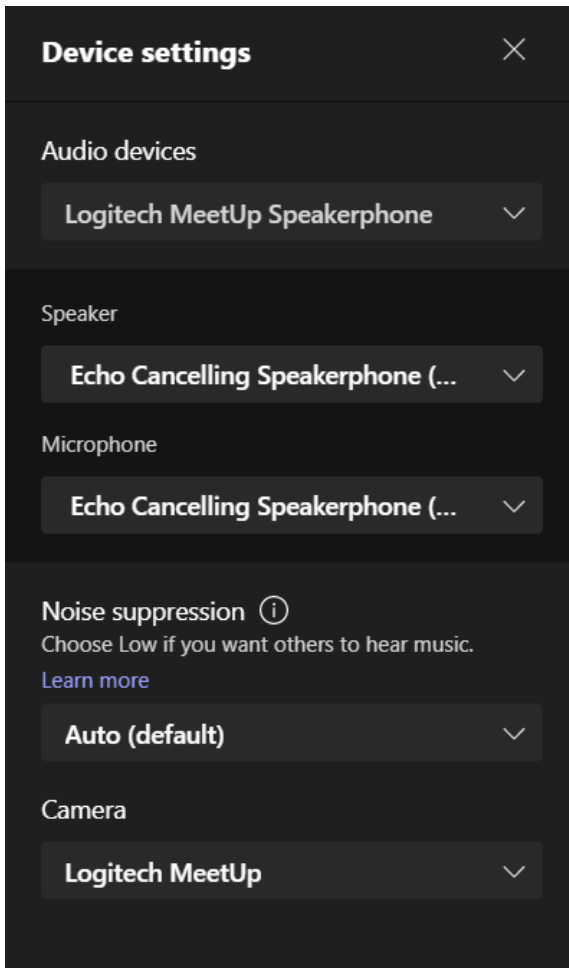


## Set Up When Joining A Call

1) In the waiting room before a call, click on **Open Device Settings**.

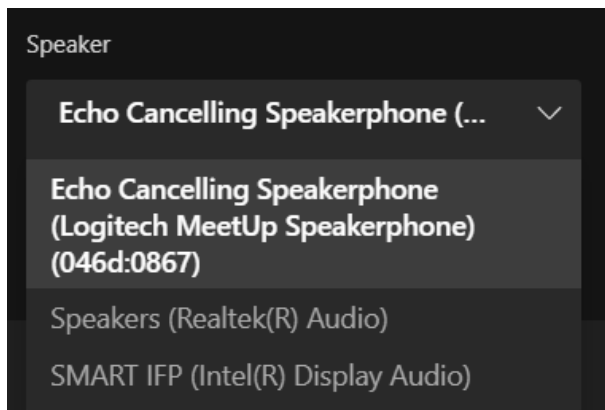


2) You will see various setting options depending on your computer set up.

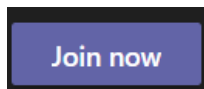


3) Click on the drop down menu for the device you wish to change.

4) Select your choice.



5) Click on **Join now** to enter the call.



Smartboards are labeled as **SMART IFP**. Large cameras in select rooms are **Logitech MeetUp**.

# Sharing Teams Recordings

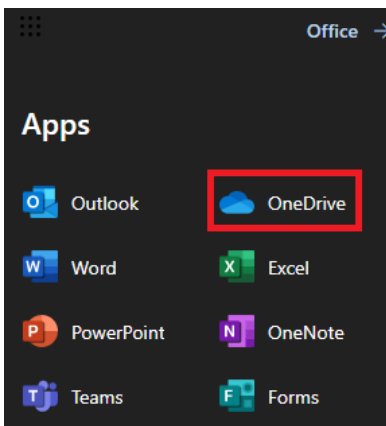
When you want to share your Team recordings.

## To share a recording from Team through OneDrive.

1.) Log into GatorMail like normal and click on the 9 dots at the top of the webpage.



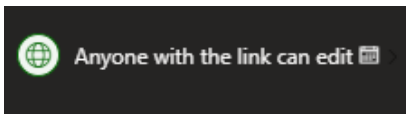
2.) Go to OneDrive



3.) Find the Recording you wish to share. When hovering over the name of the file, click on the curved arrow icon



4.) Click on the **Anyone with the link can edit**.

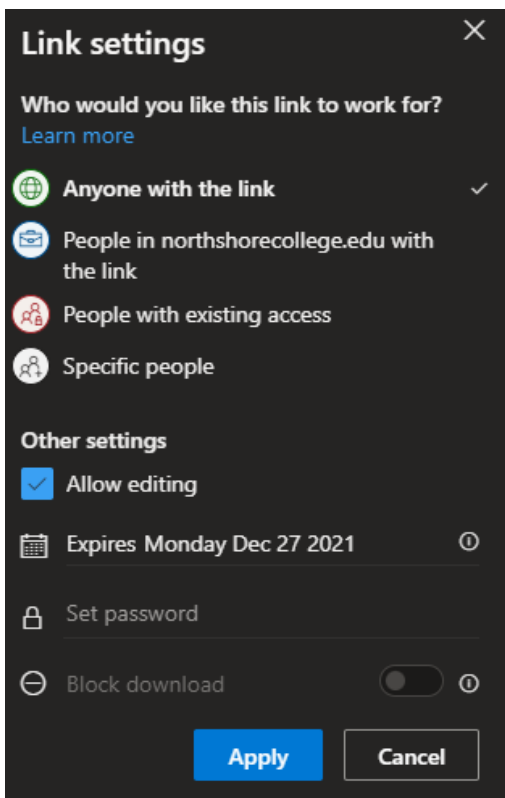


5.) A selection of options will appear. Here you will make your adjustments such as:

- Who will have access to the link.
- When the link will expire.
- Any passwords you wish to have enabled
- If editing is allowed.

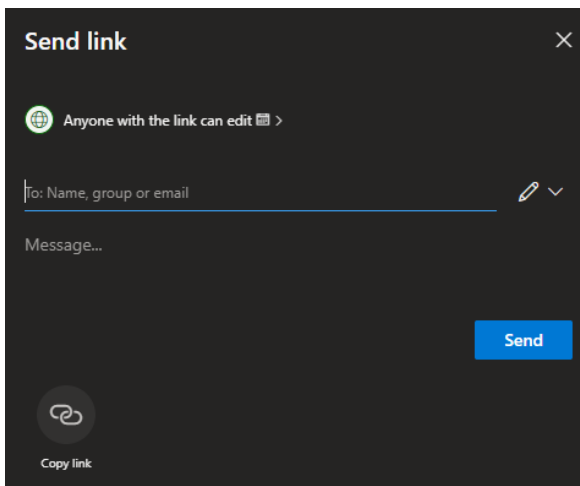
**Note:** Per policy, all links will expire after 90 days if the **Anyone with the link** options is chosen. You will have to resend the link if you wish for someone to continue to have access. This does not apply to the to the other access options.

6.) Select **Apply**.



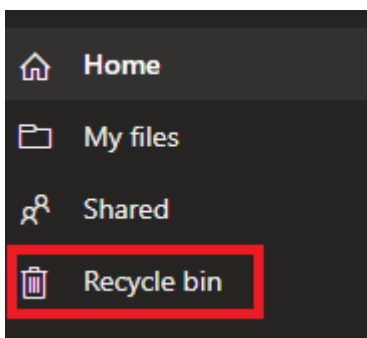
7.) Add the people you wish to send the link too. If they are within the college system then you can search by typing their name, otherwise add their email.

Select **Send**.

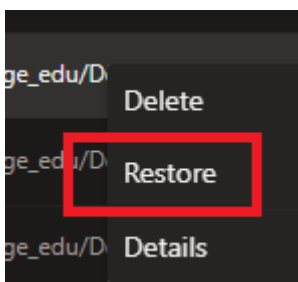


## **Recovering a Recording that appears to be missing.**

- 1.) Go to OneDrive after signing into GatorMail.
- 2.) Click on Recycle Bin.



- 3.) Right click on the item you wish to restore.



- 4.) Your recording or file will be returned to the proper location.