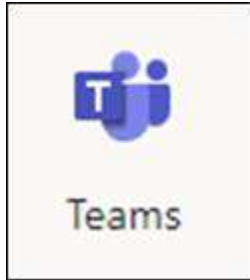


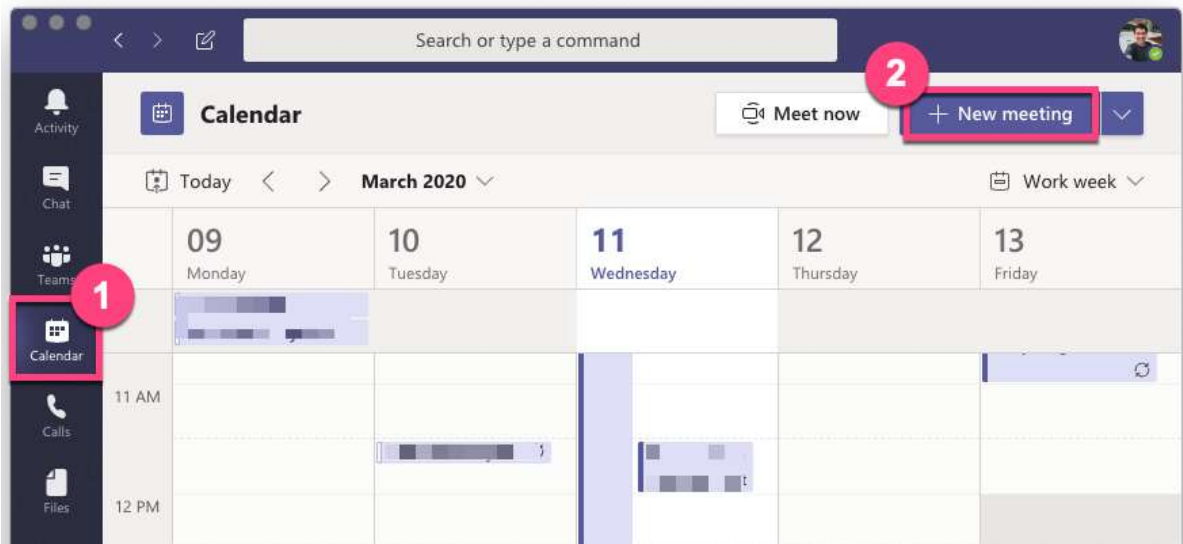
Using MS TEAMS for Scheduling a Virtual Meeting

1. Log into Office 365 (same place where district email is)
<https://login.microsoftonline.com/>
2. On the Office 365 screen – click **Teams**



3. Watch this 3 min video on how to schedule a meeting in Teams
FYI: All students have access.
<https://www.youtube.com/watch?v=Es5-vrlsm5s>

In the Teams application, select the Calendar tab from the sidebar, then click the New Meeting button

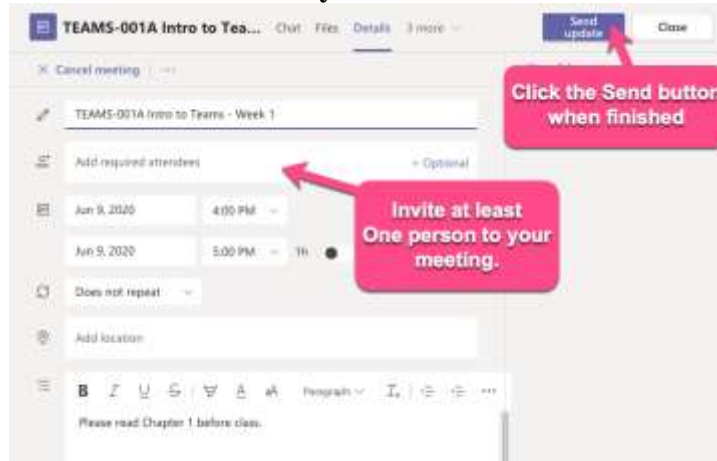


Continue to next page

The New Meeting Details page will pop up.

1. On the new meeting page, do the following:

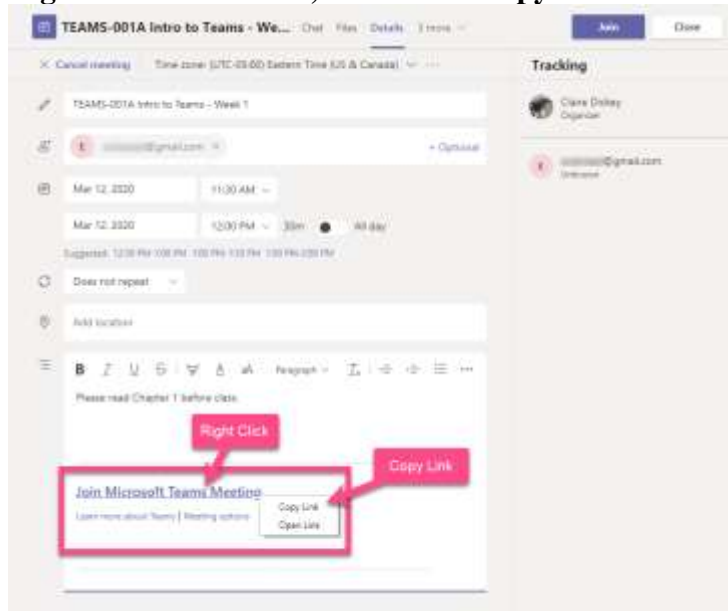
- Enter a clear title for your meeting.
- Enter any email address in the Add required attendees box. At least one address needs to be invited to your meeting to create a shareable link to the meeting. Add your district email address as an attendee.
- Set the date and time for the meeting.
- Enter a brief description for the meeting.
- Click Send once all necessary information has been filled out.



2. After sending the meeting, click on it on your calendar in Teams (from page 1) and open the meeting details.

This will open the meeting details page.

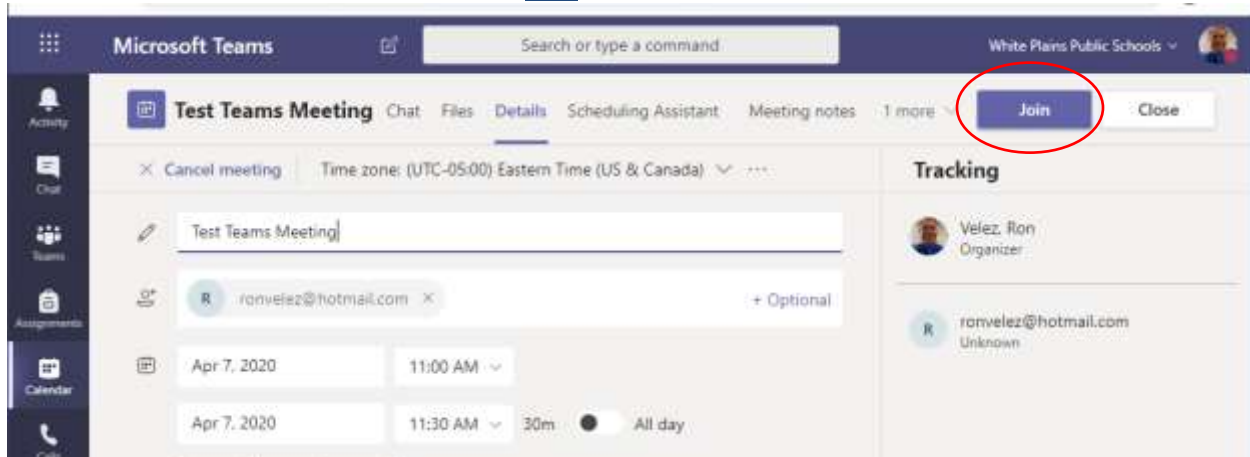
3. In the description field, there will now be a Join Microsoft Teams Meeting link. Right click on the link, then select Copy Link.



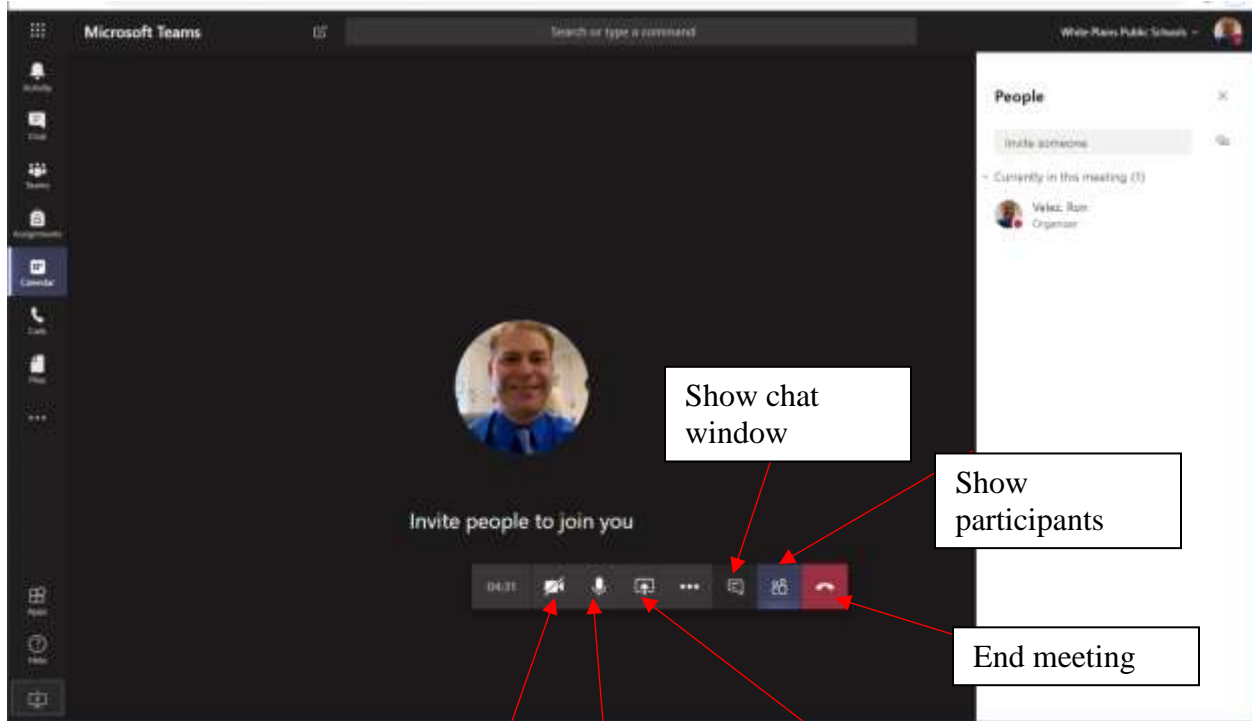
This link can now be emailed or posted in Clever, SeeSaw, Schoology or Infinite Campus, etc.

Organizer (Getting ready for the meeting)

- Log into Office 365 (same place where district email is)
<https://login.microsoftonline.com/>
- On the Office 365 screen – click **Teams**
- Click Calendar and click the meeting on the calendar
- Meeting details will open – click **Join** (at top right)

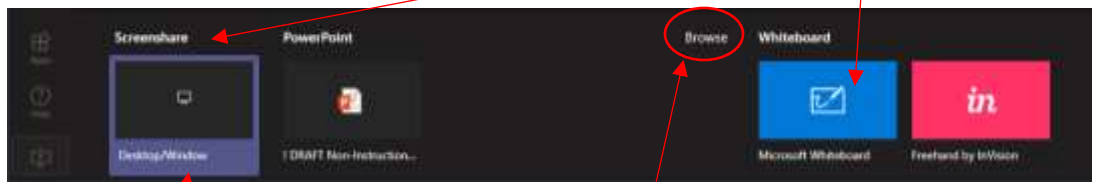


Meeting screen will open (PC/Mac)



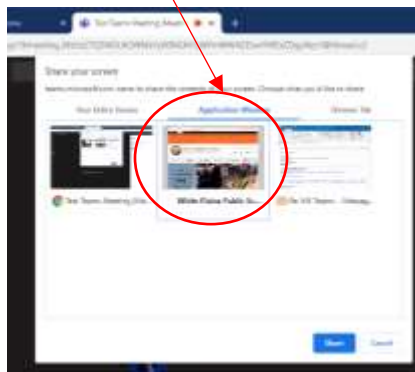
Meeting controls

- Turn video on/off
- Turn mute on/off
- Advanced Features
Share screen, file or use whiteboard.



Share screen on your desktop. Recommend to select application window.

Click Browse to share a file on your computer.

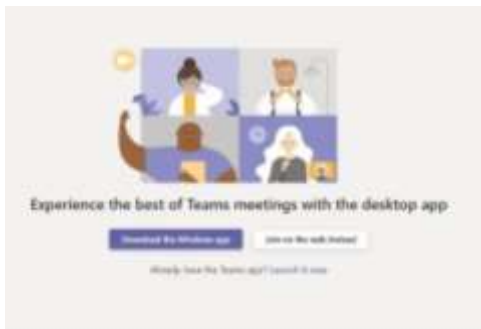


Participants

- Meeting link will be in an email or will be posted inside one of the instructional software systems such as Clever, SeeSaw, Schoology, Infinite Campus, etc.
(you as the organizer will have this link in your Office 365 and Teams calendar)
 - Meeting link will be at the bottom of the email or in the meeting invite

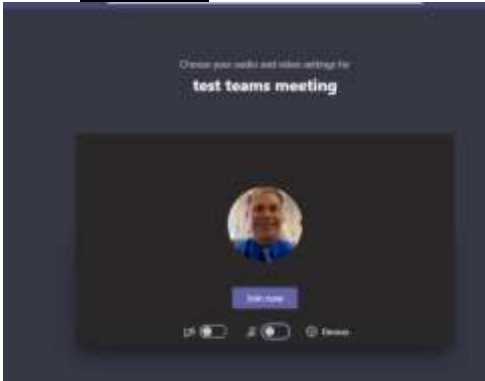


- If the link is posted inside one of the instructional software systems such as Clever, SeeSaw, Schoology, Infinite Campus, etc. – the participant would just click the link.
 - The participants can login with their district email account or they can join the meeting as a guest (if they can't remember their district email or password).
- If using a PC or Mac – select Join on the Web instead.
Highly recommended to use the Chrome browser on a PC or Mac.

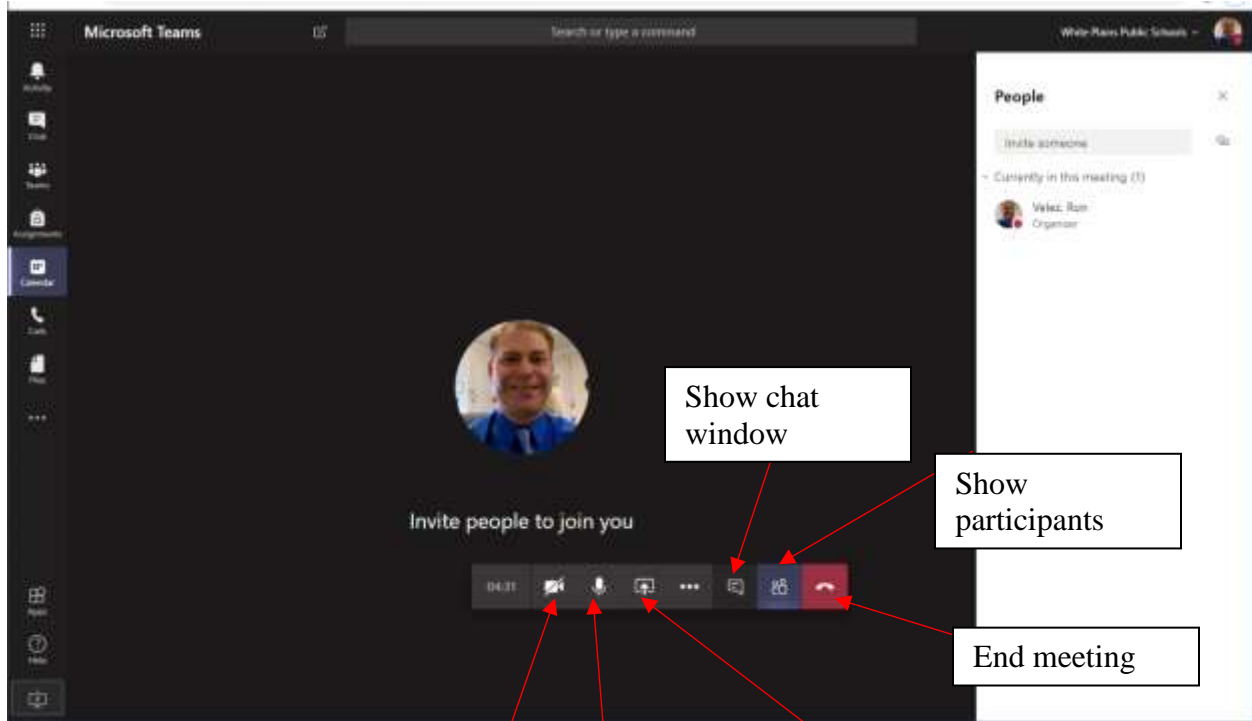


- If using an iPad
 - If it's a district iPad – download MS Teams app from Self Service
 - If it's a personal iPad or Phone – download MS Teams app from the Apple or Google app store.
 - The MS Teams app will automatically open when you tap on the meeting link.
 - Participant can sign in using their District Office 365 email account or sign in as a guest.
- MS Teams Meeting Screen on a PC or Mac
 - Participant can sign in using their District Office 365 email account or sign in as a guest.

Click **Join Now**



Participant Screen on PC/MAC



Show chat window

Show participants

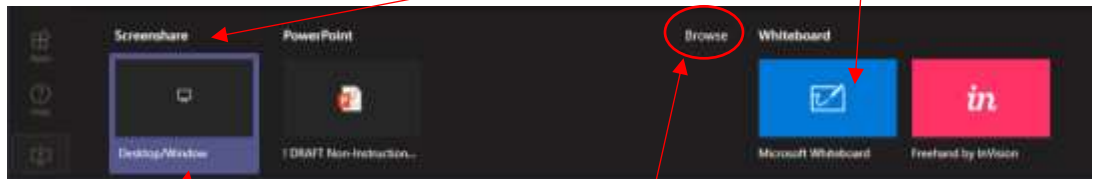
End meeting

Meeting controls

Turn video on/off

Turn mute on/off

Advanced Features
Share screen, file or use whiteboard.



Share screen on your desktop. Recommend to select application window.

Click Browse to share a file on your computer.

