Microsoft Teams Meetings

Quick Start Guide for Educators
Creating Teams meetings links from Outlook

How to create Teams meetings to share from Outlook.
How do I sign in and access Outlook in Office 365?

1. Visit Office.com on your web browser of choice.
2. Sign in using your DOE credentials.
   Example: username@school.nyc.gov
3. At the NYC Department of Education landing page, enter your password and select Sign in.
4. Select Outlook from the O365 landing page.
How do I create an event in Outlook?

In order to create a Teams meeting link to add to another application like Google Classroom, start from the Outlook app.

1. Once in Outlook, select the Calendar icon in the lower left corner to get to the calendar view.

2. In the calendar view, select the New event button.
How do I add a Teams meeting to an event?

1. Complete adding the details for the meeting.
2. Select the Teams meeting toggle to create the link for this meeting event.
3. Select Save.

**Note:** You do not need to invite attendees because this process is only for the purpose of creating a Teams meeting link to share.
How do I get to Meeting options for a meeting?

Meeting options in Teams enables teachers to have more control over who can enter a meeting and what roles students can have in a meeting.

To get to the Meeting options menu, you will first need to open the meeting invite to see the link information.

1. Select the meeting from your Outlook.
2. Select the full-screen icon △ to open the meeting details.
How do I open the Meeting options menu?

Once you open the meeting details of the meeting you have created, the Join Microsoft Teams Meeting link will be in the message of the invite.

1. Locate **Meeting options** below the link and select it.
2. A new window will open enabling you to edit your Meeting options.
What is a lobby and why does it matter?

The lobby is a virtual lobby feature that enables teachers to admit students (attendees) who are waiting to join the meeting.

This feature enables teachers to control who is admitted to a meeting and ensure they are using the appropriate name.

Students will wait in the meeting lobby until the teacher admits them into the meeting.
How can I control who can bypass the lobby?

- **Choosing Everyone** will allow students and anyone with the meeting link (parents, guests, etc.) to bypass the lobby and enter your meeting.

- **Choosing People in my organization and trusted organizations** will allow students and anyone else from a trusted organization with the meeting link to bypass the lobby and enter your meeting.

- **Choosing People in my organization** will allow students and other users with a NYC DOE login (teachers, employees, etc.) with the meeting link to enter the meeting. This option is best if a student forwards the meeting link to an outside guest. The outside guest will be forced to wait in the lobby and the meeting presenter has control over whether to admit them or not.
Why do I want to control who can present in a meeting?

The **Who can present?** option enables teachers to choose who can present in the meeting when the meeting starts.

Teachers can adjust roles during the meeting if they want specific students to present.

Teachers should be presenters in class meetings to control over the capabilities students have in meetings.

Students will **not** be able to:

- Share content
- Take control of someone else’s PowerPoint presentation
- Mute other students
- Admit people from the lobby
- Change meeting roles for other students
- Start or stop the meeting recording
How do I control who can present in a meeting?

1. Select the dropdown menu next to **Who can present?** to set your preferences.
2. Choose the **Only me** option to ensure only the teacher will present to start the meeting.
3. Select **Save**.

**Who can present?** menu options:

- **Choosing Everyone** or **People in my organization** will allow all students to share their screen at any time.
- **Choosing Specific people** will allow the teacher to identify which student(s) can share their screen(s).
- **Choosing Only me** will prevent any students from sharing their screens. This option will provide the teachers with the most control.
Where do I go after I set my meeting options?

After setting your meeting options, return to the meeting information and locate your meeting details.

1. Select the Calendar tab in the browser to return to your meeting details.
2. Copy the meeting information. Make sure to include the dial-in information for students that may need to call into the meeting.
How do I add the copied Teams meeting information into my Google Classrooms Calendar?

Once you’ve copied the Teams meeting link, it needs to be pasted in the Google Calendar of your Google Classroom application so students can access it.

1. Open Google Classroom and select Google Calendar.
2. Create the details of your meeting and invite the appropriate class.
3. Paste in the Join Microsoft Teams Meeting information that you copied from the meeting event in Outlook.
4. Send the invitation to students you invited.
Option 1: How do I access the meeting when it is time for class?

There are three options to access the meeting:

**Option 1**
Use the link shared in your Google Classroom calendar.
Option 2: How do I access the meeting when it is time for class?

There are three options to access the meeting:

Option 2
Select the Join Microsoft Teams Meeting link in the Outlook Calendar application.
Option 3: How do I access the meeting when it is time for class?

There are three options to access the meeting:

Option 3
Select the Calendar icon in Teams and join the meeting from your Teams desktop app.
Access Teams meetings: How do I access the meeting when it is time for class?

Best practice
Launch the PC/Mac Teams app for better functionality and control of the meeting.
Classroom management in a Teams Meeting

How to manage settings during a meeting
How to admit someone waiting in the lobby?

Once you’ve joined the meeting, you will need to admit students to the meeting from the lobby.

1. Select the Participants icon 🕵️‍♂️ to view students who are waiting to join the meeting.

   **Note:** You can also select the view lobby options to see the lobby.

2. Select the checkmark icon ✔️ to admit the student and the cancel icon ❌ to deny them access to the meeting.
What will the teacher (presenter) see while in a Teams meeting?

Presenters can:

- Control others’ audio & video
- Participate in the chat
- Share their screen
- Mute participants individually and all at once
- Remove participants
- Promote participants (attendees) to presenters
- Start and stop recordings
What will the students (attendees) see when in a Teams meeting?

Attendees are notified of their status as attendees. Attendees can:
- Control their mic & video
- Blur background
- Participate in the chat

Attendees cannot:
- Mute others
- Remove others
- Share their screen
- Start or stop recording
What is the function of each icon on the meeting menu bar?

- **Turn your video feed on and off.**
- **Mute and unmute yourself.**
- **Share your screen and sounds from your computer.**
- **Start a recording of the meeting, change your device settings, and additional call controls.**
- **Send chat messages, share links, add a file, and more. Resources you share will be available after the meeting.**
- **Leave the meeting. The meeting will continue even after you have left.**
- **Add participants to the meeting.**
How do I record a meeting?

1. Once the meeting has started, go to More options ⋮ ⋮ > Start recording. You can stop the recording using More options as well.

2. After the meeting is over, you’ll receive an email with a link to the recording. The recording will be available in the chat or the channel for seven days.
How do I share my screen in a meeting?

To share your screen in a meeting, select the Share icon in your meeting controls.
How do I share my **desktop** in a meeting?

To share your entire screen, including notifications and other desktop activity, select the **Share** icon in your meeting controls and choose **Desktop**.

**Great when:** You need to seamlessly share multiple windows.
How do I share my window in a meeting?

To show just one window, and no notifications or other desktop activity, select the Share icon 📹 in your meeting controls and choose Window.

Great when: You only need to show one thing and want to keep the rest of your screen to yourself.
How do I share my **PowerPoint** in a meeting?

To present a PowerPoint file others can interact with, select the **Share** icon in your meeting controls and choose **PowerPoint**.

**Great when:** You need to share a presentation and want others to be able to move through it at their own pace.
How do I share my whiteboard in a meeting?

To collaborate with others in real-time, select the **Share** icon in your meeting controls and choose **Whiteboard**.

**Great when:** You want to sketch with others and have your notes attached to the meeting.
What can I do to troubleshoot device issues?

If students are joining a Teams meeting on an iOS device, they should download the Microsoft Teams app from the App Store.

Adjust device settings if needed after plugging in headphones or a web cam.

Private viewing allows meeting attendees to scroll through a shared presentation at their own speed.

Tip: Toggle private viewing off if you don’t want students to jump ahead during your lesson.
How do I allow students in a meeting to present their screens?

Students will join meetings as attendees. They cannot change recording settings or share their screens unless the teacher (meeting organizer) promotes them to a presenter. They can mute themselves, but they cannot mute other people.

Teachers can promote meeting attendees to presenter status. Promoted attendees can then share their screens or applications, mute attendees, or remove attendees from the meeting.

1. Select the student and the More options icon ⋮ next to their name to see the menu options.
   - Pin will present that student’s screen to the other students (attendees) in the meeting.
   - Remove participant will remove the student from the meeting.
   - Make a presenter will promote the student to the presenter role and allow them to share their screen.
Will students have access to chat in meetings?

Students will have access to chat within a meeting.

Private chat is disabled for students.

Teachers will have access to past chats, but students will not because the private chat icon does not appear in their menu.
More resources
Microsoft Teams Resources

Getting started in Teams
This site provides a solid foundation on Microsoft Teams and how to get started using it in your classroom.

Teams basics
These quick tutorials give teachers an overview of important aspects of Microsoft Teams and how to get started quickly and drive instruction efficiently.

Microsoft Teams help center
Need to know more about getting started, working with meetings, managing your team, or troubleshooting? This Education help & learning site can address your questions.