Using Microsoft Teams for Windows

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Sign into Microsoft Teams

Sign-in to MS Teams using the Desktop app

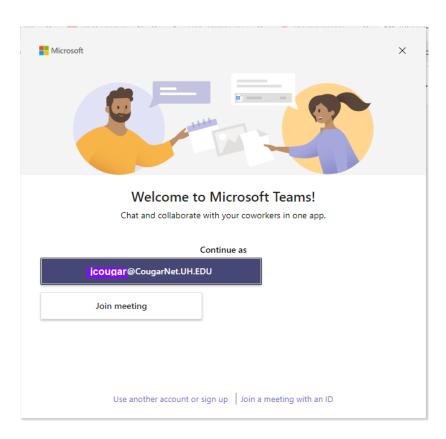
To open Microsoft Teams:

- 1. Locate the **Start** menu option.
- 2. Type **Microsoft Teams** in the search bar.
- 3. Select Microsoft Teams.

Sign-in using CougarNet credentials

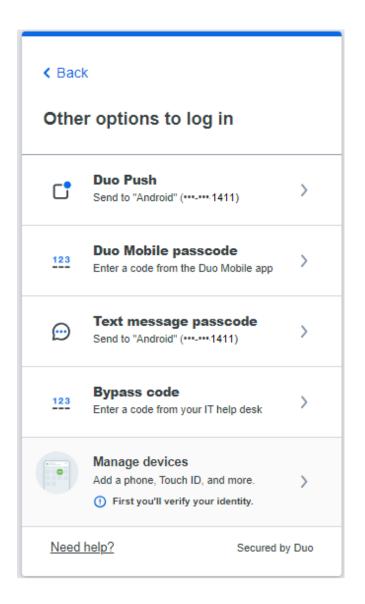
- 1. In the Sign-in Address field, enter **CougarnetID@cougarnet.uh.edu**.
- 2. Click Next.
- 3. In the Password field, enter your **CougarNet password**.
- 4. Click Sign in.

Note: Your CougarNet username and password will be automatically saved after the first successful login.



Sign-in to MS Teams using the Web Version

- 1. Go here: login.microsoft.com
- 2. In the Sign-in Address field, enter CougarNetID@cougarnet.uh.edu.
- 3. Click Next.
- 4. In the Password field, enter your **CougarNet password**.
- 5. Click Sign in.
- 6. You will be prompted to authenticate based on your default authentication method. Click **Other options** to select one of the following to authenticate:



Microsoft Teams Main Window

Microsoft Teams is the digital hub that brings conversations, content, and apps together in one place.

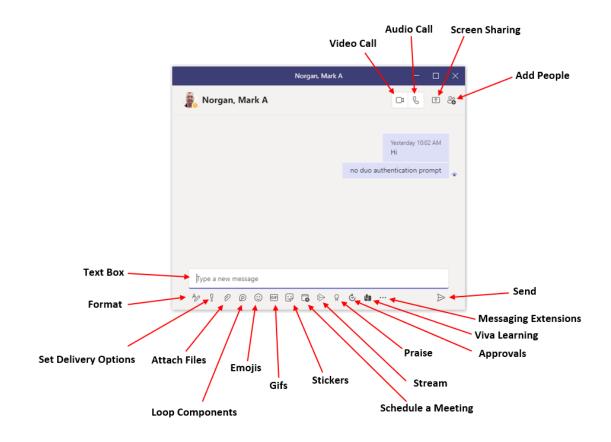
View and organize teams Select to see your teams. In the teams list, drag a team name to reorder it.	E Control Cont	C see C	PNW	Coffee Social Campaign Posts Files A Constructions 25 Mar 218 AM PWW Coffee MickCofff Hi, PWW Coffee MickCofff Hi, PWW Coffee MickCoff duranel to keep us on task. Twe created folders for drannel to keep us on task. Twe created	job all around getting things org from this group. The client expre this channel so we can organize Reply to a message	arvized with our dia rested how excited and collect assets @ Manage @ Teams f	Megan Bowen Magané comoción Nadatire - Set sata mesiage e account for personal use
See your calendar	wenter Monthly	Reports					for personal use
Select to see your schedule	General	marketing		Christe Cine: 25-Mar 739 AM MPGRTANT Before if forget, attached is the brand brief. Let me l PNWCoffeeHouseBrandBrief.pptx er Testy	Your message is attact to a specific conversa know if you have any questions	sign out	e or
	PNW Cot 500 J Gen p U.S. 1 Gen 0	Design words The Social Campaign Doin or create a team Find the team you're looking for, join with a code, or make one of your own.		Contract Close 25 AM 2239 AM AMPORTANE POINT (Concepts) Trans the Contract responded with additional freebase can see trans this around for them before noon toos two trans this around for them before noon toos two trans the Anglies transition Contract			essage at it here.

The Benefits of using Microsoft Teams

- Create a small group chat with colleagues you work with most closely, a great way to communicate in the moment. Name and pin the chat for easy reference.
- Download the Microsoft Teams desktop and mobile apps on your home devices to enable teamwork from anywhere.
- Join teams for your department and projects to organize larger conversations and files. Better to have fewer, larger teams with more channels than many, small teams with few channels.
- Streamline collaboration and improve teamwork with searchable content and built-in Microsoft 365 apps.

Microsoft Teams Chat Window

Microsoft Teams chat is at the center of whatever you do in Teams. From individual chats with just one other person to group chats and conversations in channels.

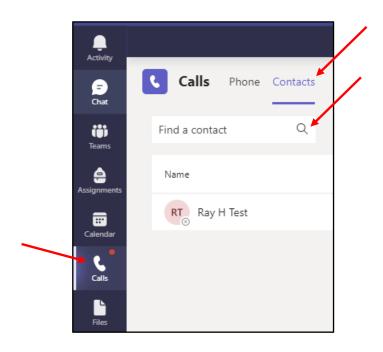


Add a Contact

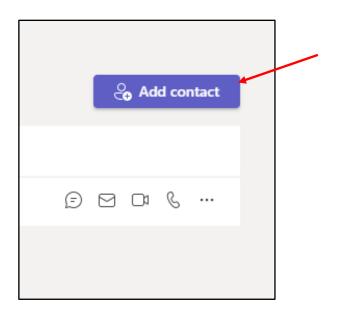
Create a Contact entry for people that you communicate with often; it makes communicating easy.

To add a Contact:

- 1. To view your Teams contacts, select Calls.
- 2. Choose **Contacts** on the left. Here you'll find an A-Z list of all your contacts and a search bar that you can use to find someone specific.



3. If you want to add a new contact to your list, click **Add contact** at the top of your list to get started.

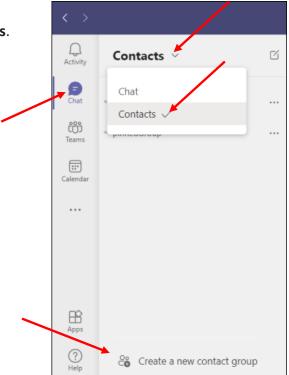


Create a Contact Group

Create groups to help you organize your Contacts. Create as many groups as you need for college, department, project team, students, family or friends.

To create a new contact group:

- 1. Go to **Chat** on the left side of Teams. Then select the **Chat** dropdown at the top and select **Contacts**.
- 2. Next, choose **Create a new contact group** at the bottom.



3. Enter a new contact group name and click **Create**.

Create a new contact group			
Organize your contacts into groups to find them	more easily.		
Contact group name			
Type a contact group name			
	Cancel	Create	

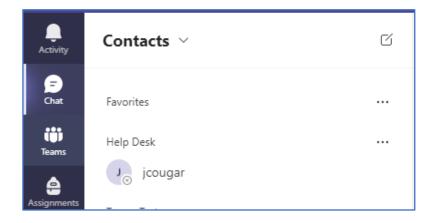
Adding a Contact to a group:

- 1. Click More Options and select Add a contact to this group.
- 2. Type a **name**, select it, and click **Add**.

Help Desk	
Other Contacts	Add a contact to this group
	① Rename this group ⑪ Delete this group

Add to contacts			
Type a name			
	Cancel	Add	

Note: the person is now added to the Contact Group.



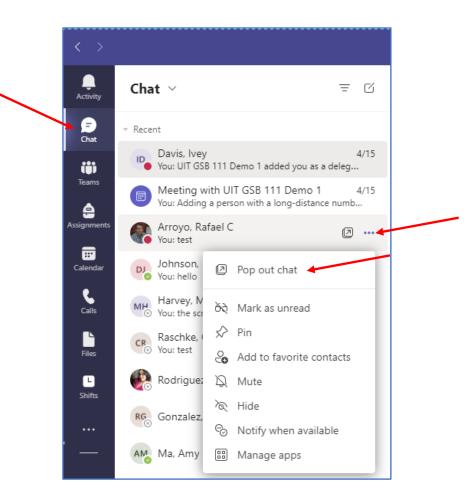
Pop out a Chat in Teams

It's simple and quick to pop out your one-on-one or group chat into a separate window. Then, resize, reposition, or close the window if you want to. It's a good way to get more done when you're in a meeting or in a call. (**Note:** that you can pop out multiple conversations, but not the same chat twice.)

There are a few options to pop out a chat in Teams. Here are a few different methods:

From the chat list

- 1. On the left side of Teams, select **Chat** to open the chat list.
- 2. Find the **chat** you want.
- 3. Select **More options** > **Pop-out chat**. Or double-click the chat name and you'll see a new pop-out chat window.



From the chat itself

Go to the upper-right corner of the chat and select **Pop-out chat.**

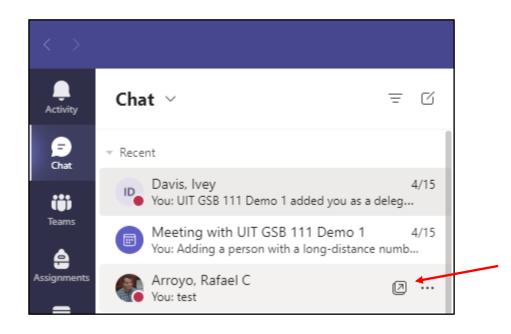


From a profile picture

Double-click the **profile** picture of the person you want to have a conversation with to pop out a new window.

By hovering over a chat

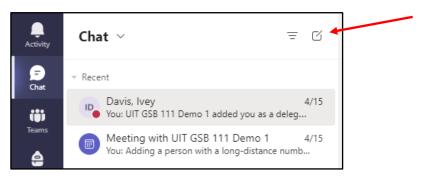
When you hover over a chat, you'll see the **pop-out chat** icon. Select it to open a new pop-out chat window.



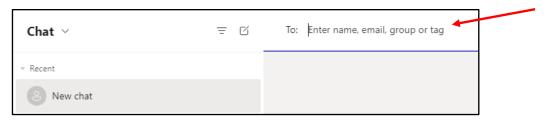
Send an Instant Message

To send an Instant Message (IM):

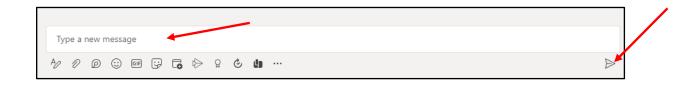
1. Select **New chat** at the top of the app to start a new conversation.



2. Type the name or names into the **To** field at the top of your new chat.



3. Compose your message in the box at the bottom of the chat. To open your <u>formatting</u> <u>options</u>, select **Format** beneath the box.

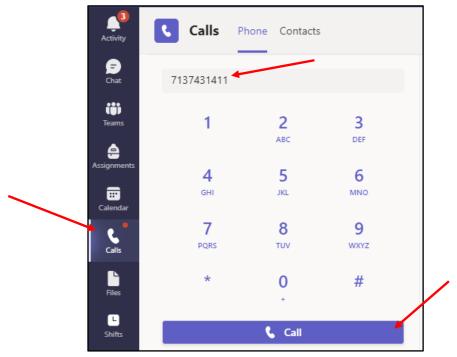


When you're ready, click **Send**. Everyone who has access to the chat can see your message.

How to Make Calls

Dial a number

- 1. Click on the **Calls** icon.
- 2. Enter the **number** (or **contact** name) of the person you want to reach by using the dial pad.
- 3. Then click Call.



Call a contact

- 1. Click on the **Calls** icon.
- 2. Under the Calls section, click on Contacts.
- 3. Click on the **call** icon next to the contact of the person you want to reach.



Answer a Call

When someone calls you, an alert pops up in the lower-right of your screen.

To answer the call, click anywhere on the photo area.

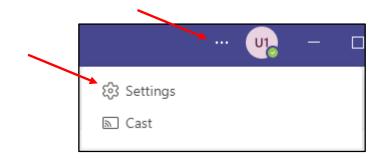
- Select Access with **audio** to answer with audio only.
- Select **Decline Call** to decline the call and go on with your day.



Set-up Voice Mail

To set-up voice mail:

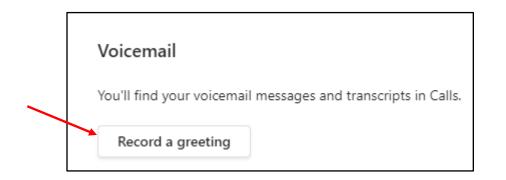
1. In the Teams app, click the **Settings and more** icon (the three dots next your profile picture) and click **Settings**.



2. In the Calls section, click **Configure voicemail**.

없3 General	Call answering ru	les t to handle incoming calls.	
€ Accounts	Calls ring me	O Forward my calls	
	Also ring	No one else	\sim
မှ Devices			
 App permissions 	If unanswered	Voicemail	\sim
Captions and transcripts Files		Ring for this many seconds before redire	ecting
🖌 🖁 Calls		10 seconds	\sim
	Voicemail Voicemails will show i Configure voice	n the calling app with audio playback and tr	ranscript.

3. To record a new voicemail greeting, click **Record a greeting** and follow the **prompts** to record your message.



Listen to Voice Mail in Outlook

When you receive a voicemail, the message the appears in your Outlook inbox.

To listen to your voice mail in Outlook:

- 1. Go to your Outlook Inbox.
- 2. Open any email with Voicemail in the subject.
- 3. Click the blue **play button** to listen to a message.

🖸 Play 🔮 Play on Phone 😽 Edit Notes
Tue 4/5/2022 3:36 PM
ं UIT GSB 111 Demo 1
Voice Mail (10 seconds)
To 🖉 Rodriguez, Maricela
Testing, testing 123. You received a voice mail from <u>UIT GSB 111 Demo 1</u> .
Thank you for using Transcription! If you don't see a transcript above, it's because the audio quality was not clear enough to transcribe.
Set Up Voice Mail

Listen to Voice Mail in Microsoft Teams

To listen to voice mail in Microsoft Teams:

- 1. On the left side menu, click **Calls**.
- 2. Click Voicemail.
- 3. Click a **message** in your list and use the **playback controls** to listen to the recording or read a transcript (if it's available).



View Missed Calls in Outlook

When you have a missed call, a missed call notification appears in your Outlook Inbox.

To view missed calls in Outlook:

- 1. Go to your Outlook Inbox.
- 2. Open any **email** with Missed Call in the subject.

 UIT GSB 111 Demo 1
 Image: Second call state of the second call state of the second call from +1 713-743-6391 <tel:+17137436391> . < end>

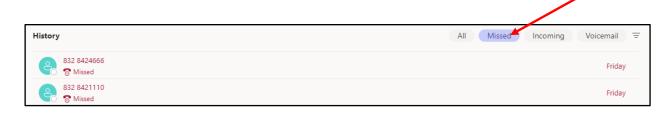
 You missed a call from +1 713-743-6391 <tel:+17137436391> . < end>



View Missed Calls in Microsoft Teams

To view missed calls:

- 1. On the left side menu, click **Calls**.
- 2. Click Missed.

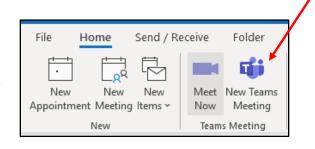


Schedule a Microsoft Teams Conference Call Meeting in Outlook

A Microsoft Teams add-on is installed in Outlook that allows you to invite others to a phone conference or Microsoft Teams meeting. You can even invite people who are not affiliated with UH and are not a Microsoft Teams user.

To schedule a phone conference or Microsoft Teams meeting in Outlook:

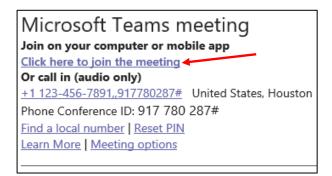
- 1. Open your **Outlook Calendar**.
- 2. Click New Teams Meeting on the toolbar.
- 3. Set the meeting **date** and **time** and add **attendees**.
- 4. Click Send.



89							Unt	titled - Mee	eting					Ŧ	- 6) ×
File N	New Ta	ıb Schedulin	ıg Assistant	Insert	Format Te	ext Rev	view	Help	♀ Tell me	what you want	to do					
Delete →	 Join Teams Me Meeting Op 	teting Don't Host tions Online Meeting	Meeting Notes Meeting Notes	Invitation		Check Respo lames Option	onse	Show As:	Busy 15 minutes Options	• Recurrence	Categorize	 △ Private ↓ High Importance ↓ Low Importance Tags 	Dictate Voice	Viva Insights Add-in		tes
(i) You hav This app	ven't sent this meeting pointment conflicts wi) invitation yet. th another one or	your calendar.													
\triangleright	Title															
Send	Required															
	Optional															
	Start time	Fri 4/8/2022	Ē	2:00 PM	-	All day	🗆 👰 т	ïme zones								
	End time	Fri 4/8/2022	Ē	2:30 PM	- (🕑 Make Rec	curring									
	Location	Microsoft Team	<u>15 Meeting</u>												.o Room	1 Finder

All attendees will receive a **phone number** with a **phone Conference ID number** and a **Click here to join the meeting** hyperlink. Non-Microsoft Teams users may also attend Teams meetings without a Teams account. For more information, see Join a Meeting without a Teams account section in this manual. You can join a Teams meeting anytime, from any device, whether or not you have a Teams account. If you don't have an account, follow these steps to join as a guest.

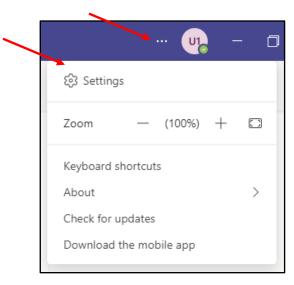
1. Go to the meeting invite and select **Click here to join the meeting**.



- That'll open a web page, where you'll see two choices: Download the Windows app and Join on the web instead. If you join on the web, you can use either Microsoft Edge or Google Chrome. Your browser may ask if it's okay for Teams to use your mic and camera. Be sure to allow it so you'll be seen and heard in your meeting.
- 3. Enter your **name** and choose your **audio and video** settings. If the meeting room (or another device that's connected to the meeting) is nearby, choose **Audio off** to avoid disrupting. Select **Phone audio** if you want to listen to the meeting on your mobile phone.
- 4. When you're ready, hit **Join now**.
- 5. This will bring you into the meeting lobby. It will notify the meeting organizer that you're there, and someone in the meeting can then admit you.

Call Forwarding

1. In the Teams app, click the **Settings and more** icon (the three dots next your profile picture) and click **Settings**.



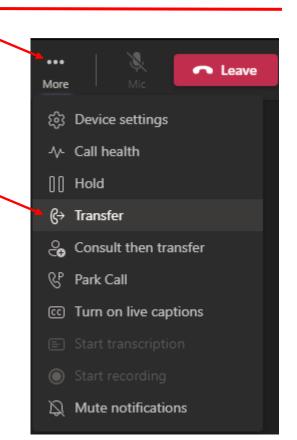
- 2. In the Calls section, click **Forward my calls**.
- 3. In the drop-down list select the **forward** option.

Settings		
🖏 General	Call answering rules	
🖅 Accounts	Choose how you want to	handle incoming calls.
🕆 Privacy	O Calls ring me	Forward my calls
Q Notifications	Forward to:	Voicemail \checkmark
မှ Devices		Voicemail
 App permissions 	Voicemail	New number or contact
© Captions and transcripts	Voicemails will show in th	My delegates
🕒 Files	Configure voicem	Call group
& Calls	Ringtones	+18328320151
	Choose a ringtone for in-	+18328620151
	Calls for you	+18328181111

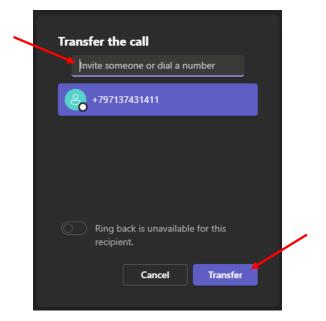
Transfer a Call

To transfer a call:

- 1. In the Conversation window, click **More actions**.
- 2. Click the Transfer option.



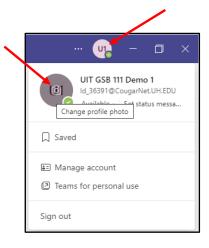
- 3. Enter the contact's **name** or **phone number** in the search field.
- Select either the person's contact information OR the phone number you entered in the area below the Search field.
- 5. Click **Transfer** again.



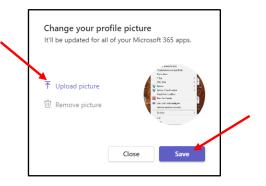
Set a Picture

To set a picture:

- 1. In the main Microsoft Teams window, click the **Profile** picture.
- 2. Click Change profile photo.



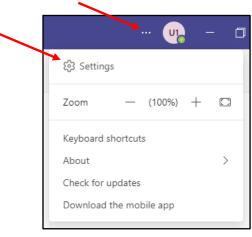
- 3. Select Upload picture.
- 4. Browse and select a **picture**.
- 5. Click Save.



Audio/Video Device Settings

To access audio/video device options:

1. In the Teams app, click the **Settings and more** icon (the three dots next your profile picture) and click **Settings**.



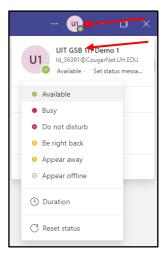
- 2. Click Devices.
- 3. Select the Audio devices drop-down list and choose an option.
- 4. To check audio quality, click the **Make a test call** button.

Settings		
段3 General	Audio devices	
a= Accounts	Jabra EVOLVE 20 MS	/
🕆 Privacy		
Q Notifications	Speaker	
ତ Devices	Headset Earphone (Jabra EVOLVE 20 MS) (0b0e:0302)	\sim
 App permissions 	Microphone	
C Captions and transcripts	Headset Microphone (Jabra EVOLVE 20 MS)	\sim
🗅 Files		
& Calls	Automatically adjust mic sensitivity	
	🕒 Make a test call	

Set Your Presence

To change your status:

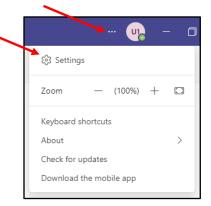
- 1. Click the **profile** picture.
- 2. Click the drop-down list and select your current status.



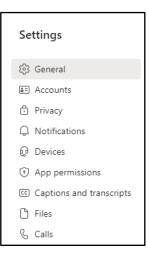
Change Your Personal Options

To change your Personal options:

1. In the Teams app, click the **Settings and more** icon (the three dots next your profile picture) and click **Settings**.



2. In the Settings dialog box, select the **personal** options that you want to change.



Start a Conference Call

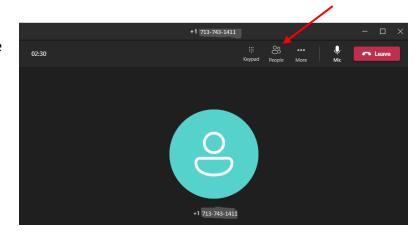
To make a conference call in Microsoft Teams, choose one of two options:

- Escalating a Call to a Conference Call
- Meet Now

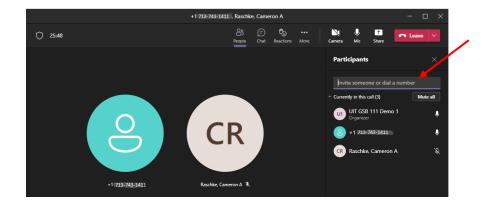
If you are on a call and you decide that you need to have a conference call that includes the person to whom you are speaking and additional participants, this can be done in the Conversation window of the current call.

To escalate a call to a conference call:

 During a call, in the Conversation window, click the **People** options button.

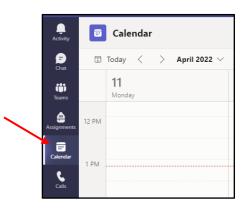


- 2. In the Invite more people dialog box, enter a **Contact** or **number** in the Search field.
- 3. Double click the **contact's name** OR **phone number** that appears in the area below the Search field.
- 4. Once the call is accepted the invitee will show up on the Attendees list.

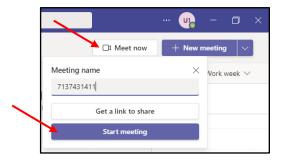


Using Meet Now to create a Conference call:

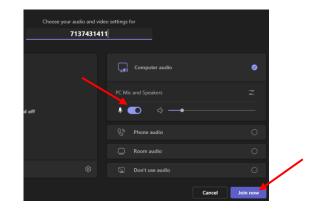
1. On the left side of Teams, select Calendar.



- 2. Click **Meet now**.
- 3. Click Start meeting.



- 4. Select to **mute** your mic or not.
- 5. Click Join now.

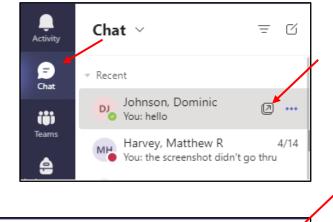


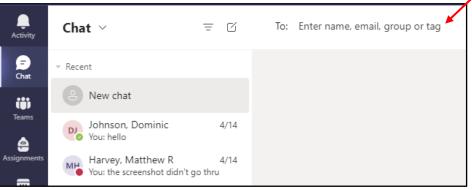
Unfortunately, it is not possible to add a long-distance number to a phone conference or online meeting. If a person with a long-distance number needs to join a phone conference or online meeting already in progress, send the person a meeting invitation or email the dial-in number and conference ID. You cannot add them, but they can dial-in.

Start a Video Call

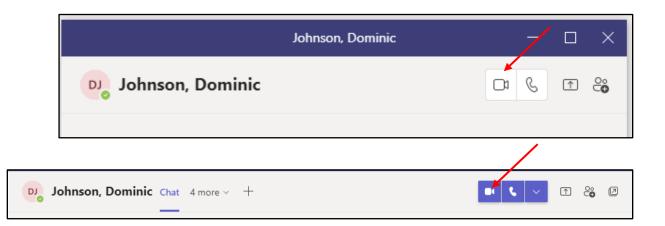
To make a video call:

- 1. On the left side of Teams, select **Chat**.
- 2. Either search for a **person** or pop out a **chat**.





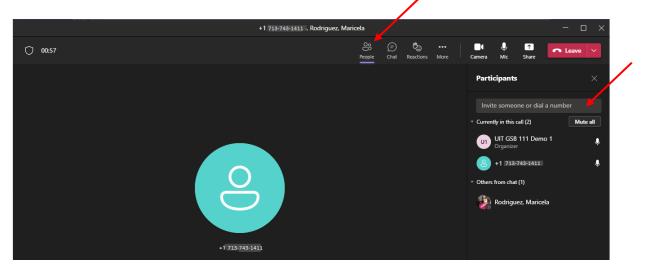
3. Click Video call.



Adding Participants to a Video Conference Call

To add participants:

- 1. Click Show Participants.
- 2. Enter a **number** or a contact **name**.
- 3. Select the search **result** below the textbox.



Ending a Video Conference Call

• To end the entire call, click **Leave**.

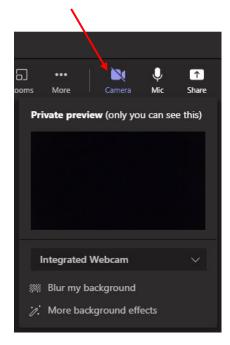


Adding video to a current meeting

If a participant has a video camera connected to their computer, it is possible to add video to the meeting. A participant, who doesn't have a video camera, can see the video image of other participants who do have a video camera.

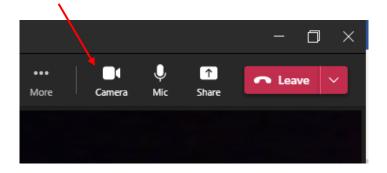
To add video to a meeting:

• In the meeting window, click the **Camera**.



Note: the meeting participants video call will now be available.

• To stop the video, click the **Camera** again.



Sharing a Desktop

To share your desktop:

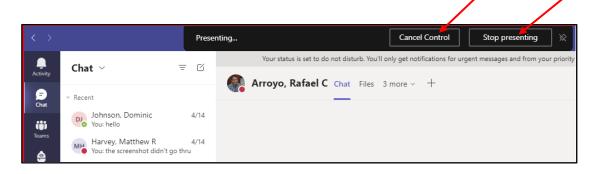
- 1. In the Microsoft Teams window, pop out a **Chat** window.
- 2. Select Screen sharing.



3. To give control while sharing your desktop, click the drop-down list and select a **name**.

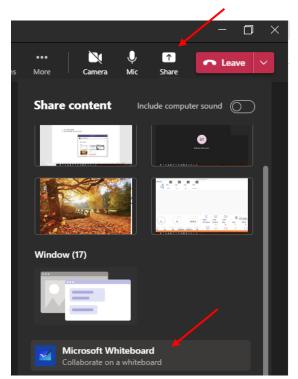
$\langle \rangle$		Pre	senting	Give control 🧳	Stop presenting 🛞
	Chat ~	= C	Your status is set to do not disturb. You	Arroyo, Rafael C	urgent messages and from your priority
Activity	Chat V	- 0	Arroyo, Rafael C Chat Files	3 more ~ +	
F Chat	✓ Recent		·····		
(j)	Johnson, Dominic You: hello	4/14			

- 4. To stop someone from controlling your screen, click **Cancel Control**.
- 5. To stop sharing your desktop, click **Stop presenting**.

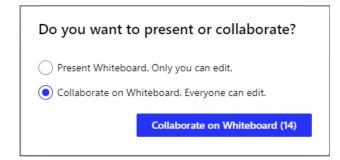


To Share a Whiteboard

- 1. Click Share content.
- 2. Select Microsoft Whiteboard.



3. Select if you want to **present** or **collaborate**.

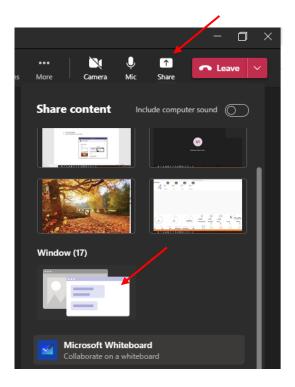


4. Start collaborating.

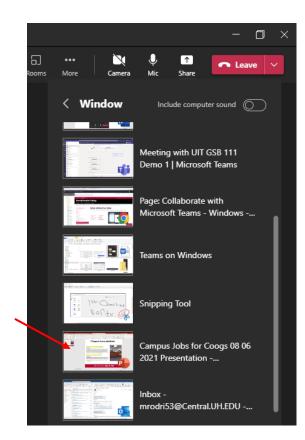


To Share a PowerPoint Presentation

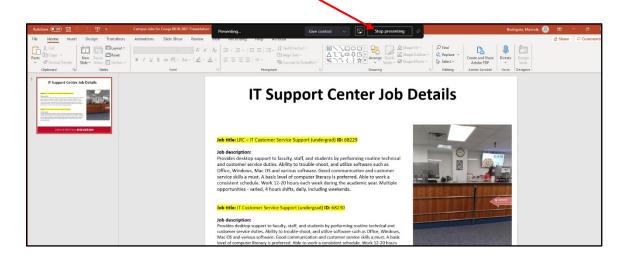
- 1. Click Share content.
- 2. Select Window.



3. Select the **PowerPoint Presentation** that will be presented.



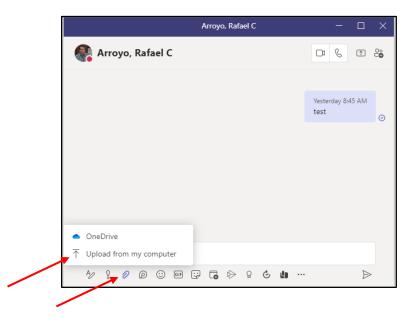
4. To stop showing the presentation, click **Stop presenting**.



Transferring a File

To transfer a file:

- 1. Click Attach files.
- 2. Select Upload from my computer.

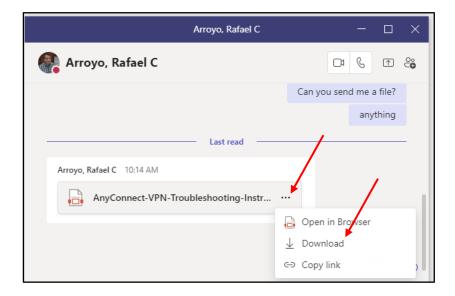


- 3. Browse and select the file.
- 4. Click Open.

🎁 Open		×
← → ✓ ↑ ■ > This PC > Desktop		✓ ♂ Search Desktop ル
Organize 🔻 New folder		III - III 📀
 Quick access Desktop Downloads Documents Occuments Desktop Glias Lozano Mario Alberto Rodriguez Sis pics OneĐrive - Personal This PC 30 Objects Desktop 	*	
File name: Help Desk Ag	ents List 03 30 20	22 V All Files (*.*) V Open Cancel

Saving a file from a chat window

- 1. Click More attachment options (the three dots).
- 2. Select Download.



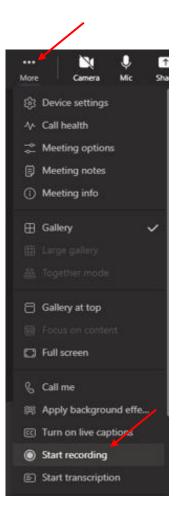
- 3. Browse and look for **folder** to store file in.
- 4. Click Save.

→ × ↑ ↓ > This PC > Dowr	loads	~	ල් Search Downlo	pads ,
Organize 🔻 New folder				
🖈 Ouick access	^	Name	Date modified	Туре
~		eb37635d-3540-4cee-ad6b-4e348846e90e	4/19/2022 10:18 AM	TMP File
Documents	*	pierott_Resume_2022	4/19/2022 8:40 AM	Microsoft Edge P
Pictures	*	Cover+Letter+2022+(final)-1	4/19/2022 8:40 AM	Microsoft Edge P
E Desktop	*	pierott_Resume_2022+(1)	4/19/2022 8:40 AM	Microsoft Edge P
🕂 Downloads	*	Di SharedDocument (27)	4/19/2022 8:39 AM	Microsoft Edge P
Documents	*	😰 b7ddb74b-5add-4288-b53b-194de6adeb	4/19/2022 6:34 AM	Microsoft Excel V
2022 Maricela Rodriguez		💼 how-to-set-up-and-hold-a-conference	4/18/2022 1:55 PM	Microsoft Word I
Preston Pierott		b7ddb74b-5add-4288-b53b-194de6adeb	4/18/2022 6:14 AM	Microsoft Excel V
Teams on Mac		b7ddb74b-5add-4288-b53b-194de6adeb	4/15/2022 7:31 AM	Microsoft Excel V
Teams on Windows		😰 help desk weekly report April 7 to 13, 2022	4/14/2022 6:51 AM	Microsoft Excel V
leams on windows		😰 b7ddb74b-5add-4288-b53b-194de6adeb	4/14/2022 6:45 AM	Microsoft Excel V
📥 OneDrive		😰 b7ddb74b-5add-4288-b53b-194de6adeb	4/13/2022 7:32 AM	Microsoft Excel V
This PC		🛿 b7ddb74b-5add-4288-b53b-194de6adeb	4/12/2022 6:30 AM	Microsoft Excel V
I I ISPC		n h7ddh74h-5add-4288-h53h-194defiadeh	Δ/11/2022 6·24 ΔM	Microsoft Evcel V
File name: AnyConnect-VPN-T	oubleshooting-	Instructions-02-04-2021-MR		
Save as type: All Files (*.*)				

Make a Video Recording of a Meeting

To begin recording during a meeting:

- 1. Click More actions.
- 2. Select Start recording.

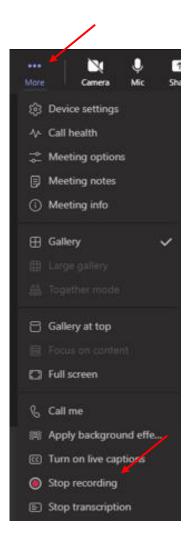


Note: A message that the recording has started will appear at the top.

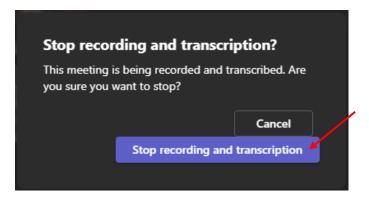


To stop the meeting recording:

- 1. Click More actions.
- 2. Select Stop recording.



3. Click Stop recording and transcription.



Note: A message that the recording has stopped will appear at the top.



To listen to recorded meetings:

- 1. On the left side of Teams, select **Chat**.
- 2. Select the **Chat** that holds the meeting recording.
- 3. Click on the **video** recording listed on the right-hand side.

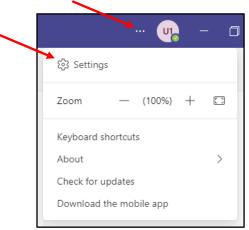
Activity	Chat ∨	Meeting with UIT GSB 111 Demo 1 Chat Files Meeting Notes 2 more ~
Chat	Recent Meeting with UIT GSB 111 D Recording is ready	 UIT GSB 111 Demo 1 joined the conversation. UIT GSB 111 Demo 1 named the meeting to Meeting with UIT GSB 111 Demo 1.
Teams Assignments	Arroyo, Rafael C You: test Johnson, Dominic 4/14	 11:01 AM Meeting started Arroyo, Rafael C was invited to the meeting. 11:07 AM Recording has started
Calendar	Vou: hello Harvey, Matthew R 4/14 You: the screenshot didn't go thru	11:14 AM Recording has stopped. Saving recording Meeting
Calls	Raschke, Cameron A 4/14 You: test	6m 55s

Assign a Delegate

A Delegate is a person with permission to receive calls, messages, and schedule meetings on behalf of another. Deans, directors, and department heads commonly use a Delegate, as well as department phones, where a back-up person is needed to answer the phone. If a phone must be answered at all times, delegation provides a solution by routing incoming calls to multiple phones.

To set-up a Delegate:

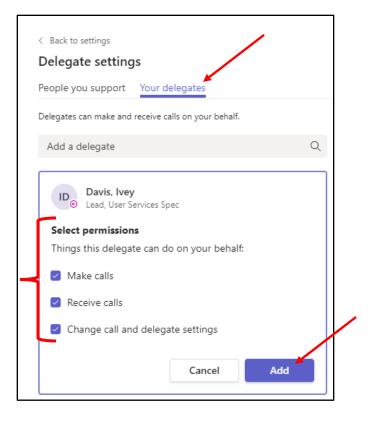
1. In the Teams app, click the **Settings and more** icon (the three dots next your profile picture) and click **Settings**.



2. Scroll down and select Manage delegates.

Settings	
~~ c 1	App language
හි General	English (United States) \checkmark
E Accounts	
🗇 Privacy	Keyboard language overrides keyboard shortcuts.
☐ Notifications	English (United States) 🗸 🗸
č	Enable spell check
မွှေ Devices	— •
 App permissions 	Delegation
© Captions and transcripts	Delegates can make and receive calls on your behalf.
🕒 Files	Manage delegates
& Calls	

- 3. Select Your delegates.
- 4. Enter a **name** in the search field.
- 5. Select the **permissions**.
- 6. Click Add.



Note: A message appears for the person who was added as a delegate.



To make edits to permissions or to remove a delegate:

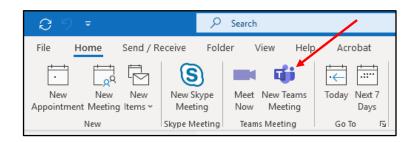
- 1. Click More actions.
- 2. Select either Edit permissions or Remove delegate.

< Back to settings			×
Delegate settings			
People you support Your delegates			
Delegates can make and receive calls on your behalf.			
Add a delegate	Q		
Davis, Ivey Lead, User Services Spec			
U2 UIT GSB 111 Demo 2		ô3 Edit permissions 前 Remove delegate	

Create a Teams Conference Call on Behalf of Another User

Requirements

- Ensure that you have been granted access to Microsoft Teams Teleconferencing.
- Ensure that you have delegate access for the calendar of the person in question.
- Ensure that you are signed into both Microsoft Teams and Outlook.
- 1. Open the person's calendar that you manage. Click the day you wish to schedule the message for and click the **New Teams Meeting** button on the Outlook toolbar.



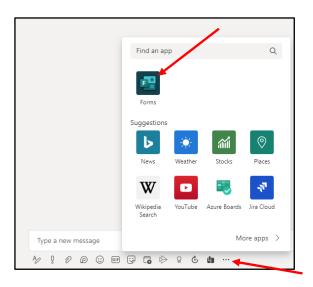
- 2. Fill out all the relevant information for the meeting, including the meeting title and the attendees. You should see the **Join Microsoft Teams Meeting** information in the meeting body, along with the call-in number and the conference ID.
- 3. Click **Send**. This will create the meeting and will notify the attendees.

Note: When the recipients of the invitation view	<u>i</u>		eduling Assistant Insert Format Text Review Help Q Tell me what you want to do Skype Meeting 🗗 Join Teams Meeting 📮 🗸 🖨 🖪 usy 🗸 15 minutes 💙 ing invitation yet.	= • … 🖕
the invitation, it will appear to be from " <your name> on behalf of <other person="">." The</other></your 	∑ Send	From Title	Test Teams Teleconferencing Meeting	
attendees will be notified that you have scheduled this meeting on behalf of the other person.		Required Optional	Inclose Patchase Patchese	
		Start time End time	Mon 1/28/2019 12:00 AM All day © Time zones Tue 1/29/2019 12:00 AM ✓ Make Recurring	
		Location	Microsoft Teams Meeting	Room Finder
	+1 614-427 Conference ID	∋: 526 865 23#	ns Meeting itates, Columbus (Toli) arm more about Teams	

tled - Meetin

Creating a Poll in Microsoft Teams

- 1. In the group conversation window, click **Messaging extensions** (the three dots).
- 2. Select Forms. (Note: If Forms doesn't appear, click in the find an app box and search for it.)



- 3. Enter a question and add options.
- 4. Click Preview.

Multiple answers

5. Click Send.

UIT GSB 111 Demo Poll: Not record name		
Do you like Piz	za?	
⊖ Yes		
O No		
 Maybe 		
Submit Vote		

Note: The poll is now visible for voting.

UIT GSB 111 Demo 1 via Forms 1:54 PM	
UIT GSB 111 Demo 1 created a poll Poll: Not record name ; Results shared	
Do you like Pizza?	
O Yes	
O No	
O Maybe	
Submit Vote	
(i) Your response was sent to the app	
Edited	
Yes	100% (1
No	0% (0
Maybe	0% (0