




# Microsoft Teams Meeting Guide

## Chat Calls

Informal one-to-one or short informal meetings. These calls can be made with anyone in your organisation directly from a chat without having to schedule a team meeting:



You can make one-on-one or group calls with anyone in your organisation directly from a chat without having to host a team meeting. These calls are private and won't appear in and team conversation. Entries for the calls will appear in your chat, though.

- Go to your chat list and **click** New chat  to start a new conversation.
- **Type** the name or names into the "To" field at the top of your new chat.
- Then **Click** "Video Call"  or 'Audio Call'  to start a call.

## Scheduled Meetings

Team meetings and webinars which require multiple attendees to collaborate, contribute and share screens:



There are several ways to schedule a meeting in Teams:

- **Select** "Schedule a meeting"  in a chat (this is below the 'compose box') to book a meeting with the people in the chat.
- Or go to Calendar  on the left side of the app and either select 'New meeting' at the top right of the app, or **select** a range of time in your calendar and it will pop open a scheduling form.

## Meet now

Turning a team conversation into a quick informal meeting. You can 'meet' in any channel of a team.

To start a meeting do one of the following:

- **Select**  in a new conversation, or
- **Select**  in an existing conversation to keep all that conversation's context.


In your video preview, **enter** a name for the meeting, and **select** “Meet now”

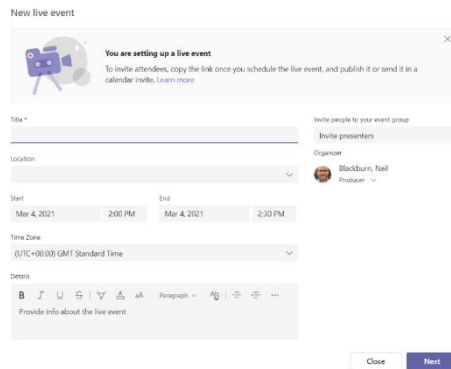
**Select** the names of the team members you want to invite to the meeting. You can also type a phone number, a good way to add people outside your organisation that aren’t using Teams.

### Live Events

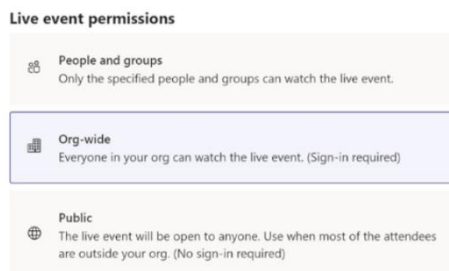
Broadcasting video and meeting content to a large audience online.

Teams provides the ability for the organisers to create an event with the appropriate attendee permission, designate event team members, select a production method, and invite attendees.

- In Teams, select ‘Calendar’  and then ‘New meeting’
- At the top of the scheduler, **select** ‘New meeting’ > ‘New live event’
- Add the meeting title, date and time information, and other details
- In the ‘Invite people to your event’ group box, add the people who’ll be presenting and producing the event. The event group can consist of anyone inside or outside your organisation. Just don’t invite attendees at this point – you’ll get a link to share with them later.



- **Select** ‘Next’
- Under ‘Live event permissions’, choose who can attend your live event



- Make selections under ‘How will you produce your live event?’ This is where you can turn on the ability for the event to be recorded and available to attendees along with turning on the Q&A feature within the live event.


**How will you produce your live event?**

- **Teams**  
You plan to use Teams to share content from presenters' webcams and screens.
  - Recording available to producers and presenters
  - Recording available to attendees ⓘ
  - Captions (preview)
  - Attendee engagement report
  - Q&A

Some of these options have not been enabled by your IT admin

- We need to be sure we aren't giving attendees the wrong link when we are inviting attendees to the live event. Within the scheduled event in Teams, we have a ‘Get attendee link’ option, this copies a weblink that we can send out to attendees. We need to make sure we aren't giving them the link to be a producer or presenter.

**Event Title**



**Invite attendees**  
To invite attendees, copy the link and share it or send it in a calendar invite.

[Get attendee link](#) ⓘ [Learn more](#)

Copy this link to send to attendees. [Learn more](#)

Thursday, 27 February 2020  
12:00-12:30 (30 minutes)

Organiser

[Join](#) [Chat](#)