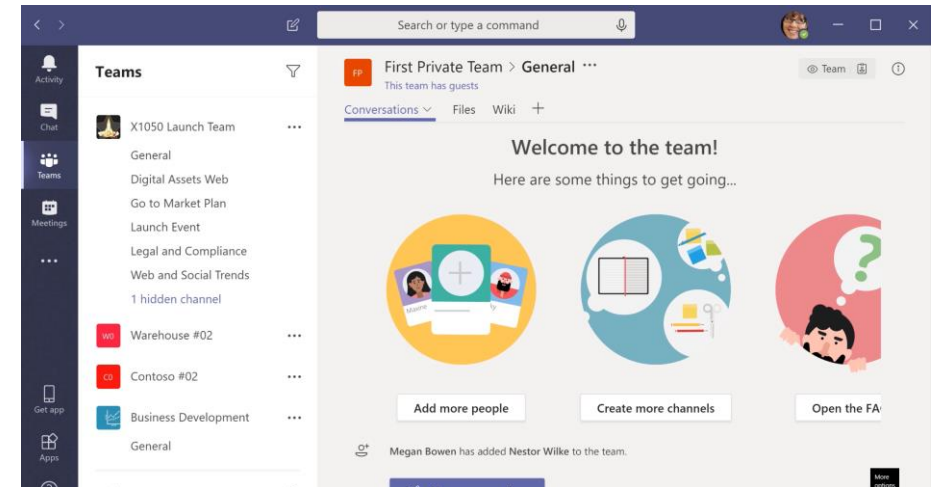


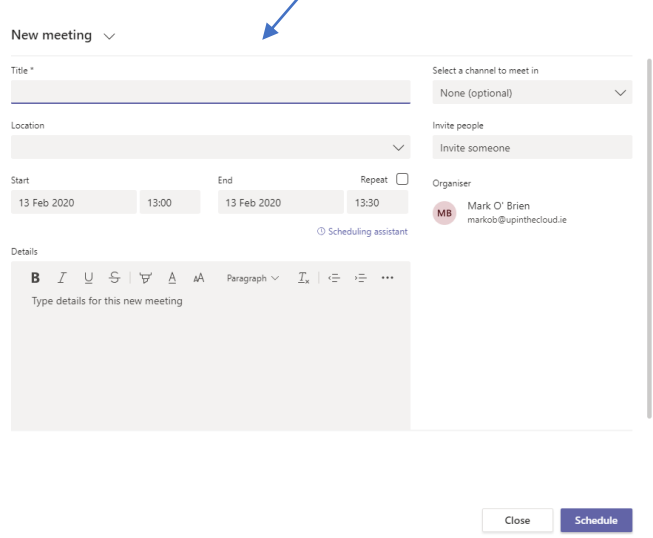
### What is Microsoft Teams ?

- Microsoft Teams is hub that easily facilitates teamwork.
- It's a app that helps you pull together a team, and work together using chat instead of email, and channels instead of just file folders.
- Teams is a workspace where you and your team can securely edit files simultaneously, see likes, at mentions and replies.
- It is a place where your team can make its own by adding notes, websites, and apps and because it's in the cloud, it let's everyone work together no matter where they are. It's a solution that understands that having fun doesn't just make you and your team more productive, it makes you all more creative.
- This is a quick start guide specifically on how to create and attend a meeting within Teams but you can learn more on how to use Teams to connect and create in brand new ways at the following link: [office.com/training](https://office.com/training)



## How To Schedule A Meeting ?

- In Calendar you can see everything you've got lined up for the week, or schedule meeting. *(This calendar syncs with your outlook calendar)*
- To Schedule a meeting select new meeting
- Then enter, title, location , start time/date , details , place, and select who you would like to invite,
- Then press Schedule and it will be added to all attendees calendars
- To get to an online Teams Meeting already scheduled select join



**New meeting** ▾


Title \*

Select a channel to meet in  
None (optional) ▾

















Location

Invite people  
Invite someone

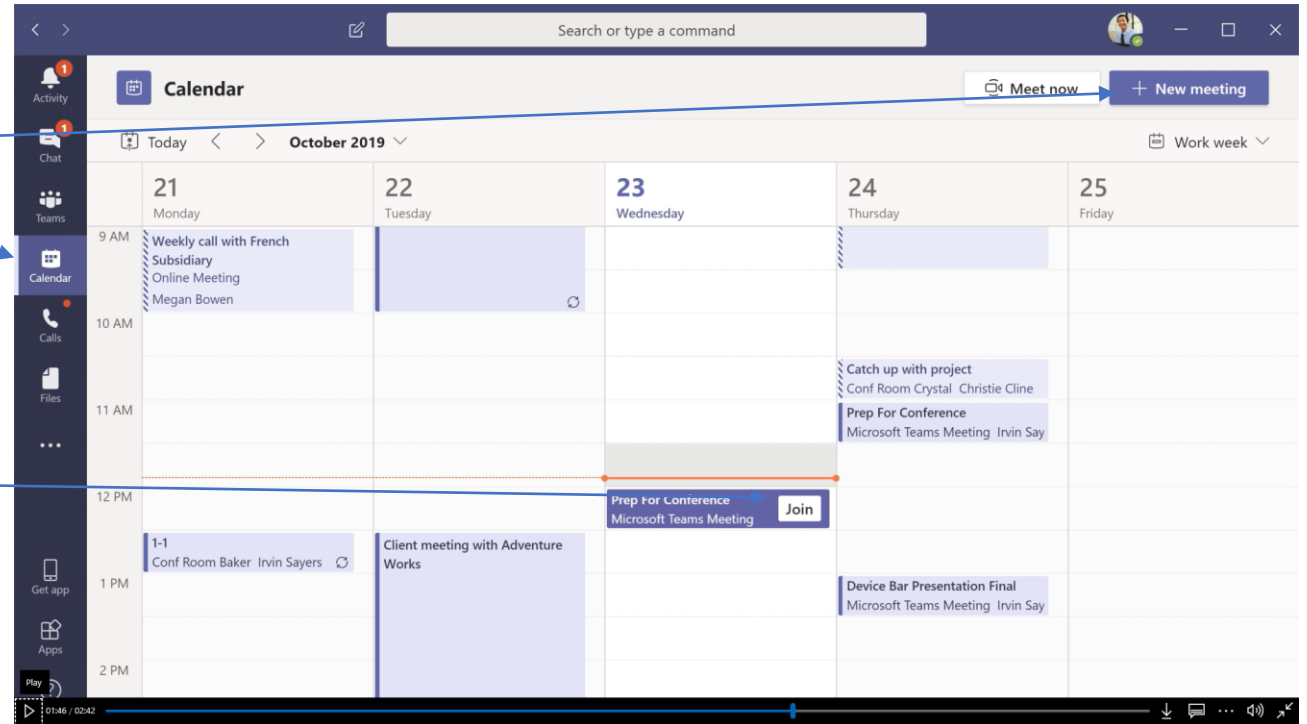
Start  13:00 End  13:30 Repeat

Organiser  Mark O'Brien  
markob@upinthecloud.ie

Details

**B** *I* U ~~S~~   Paragraph ▾              

Type details for this new meeting



Search or type a command

Calendar

Meet now

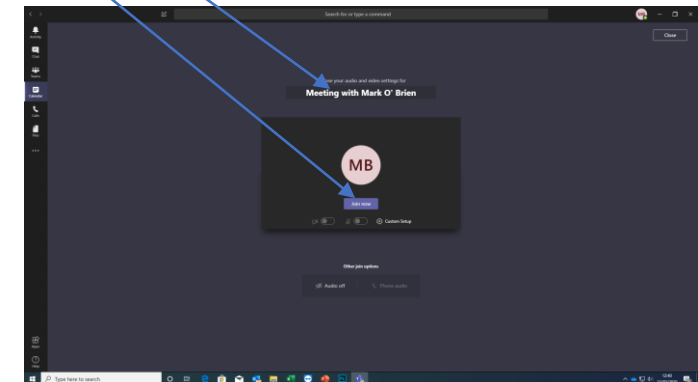
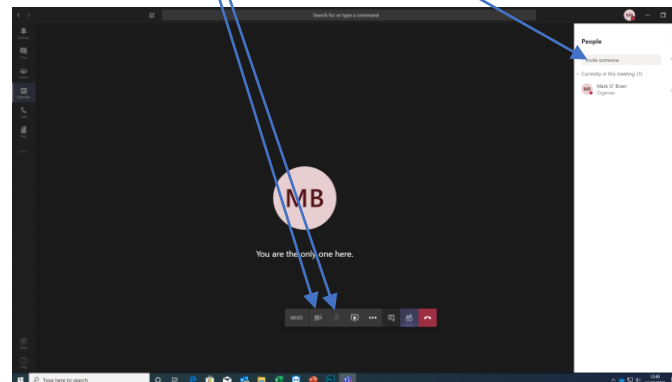
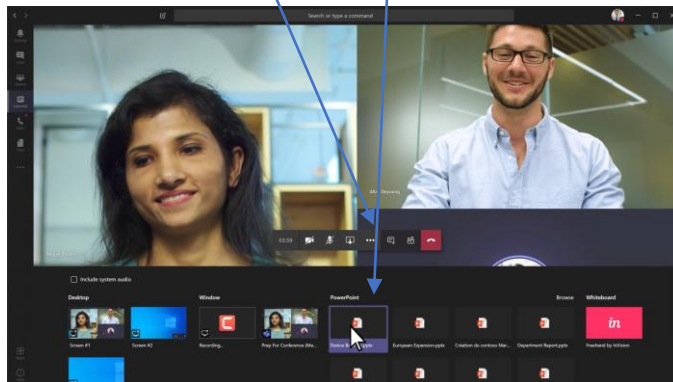
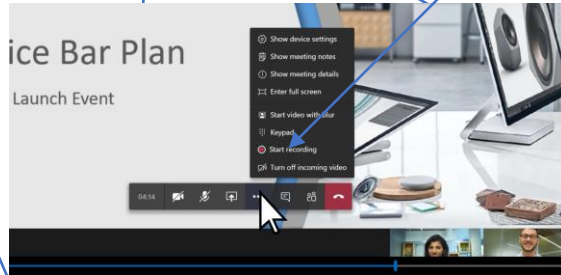
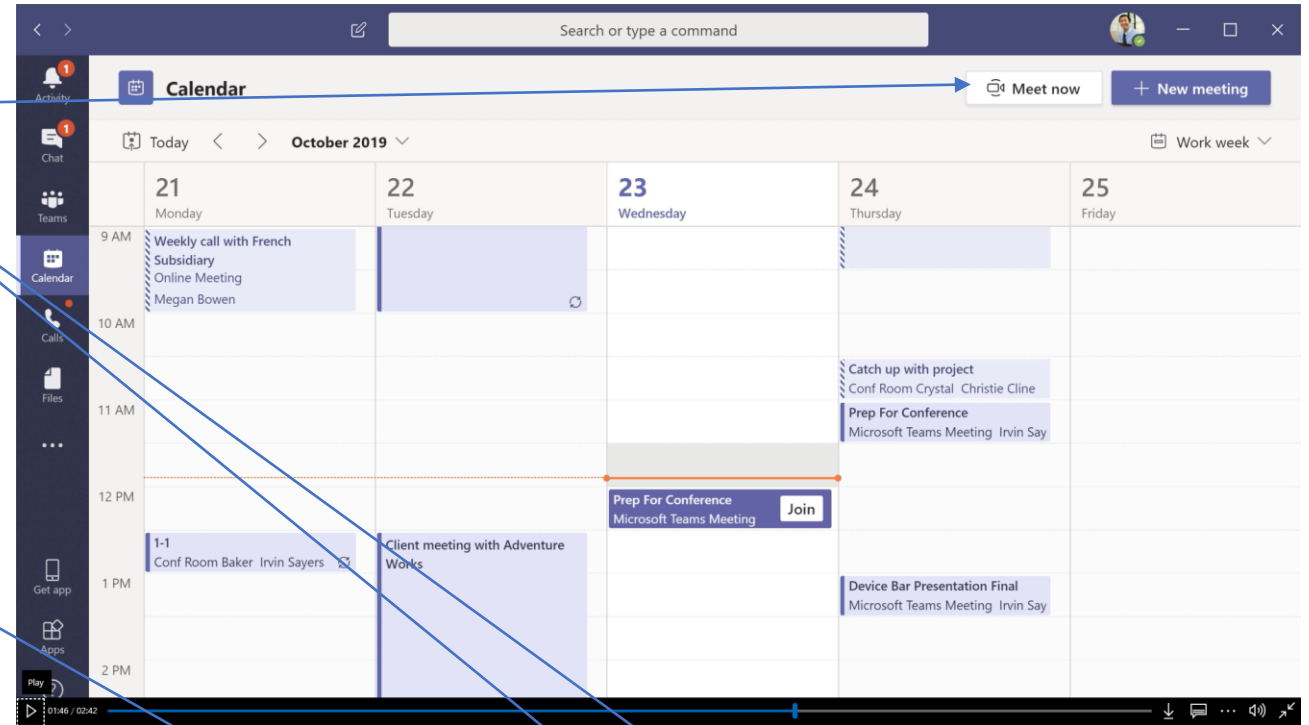
Today < > October 2019

|       | 21 Monday   | 22 Tuesday                          | 23 Wednesday  | 24 Thursday  | 25 Friday   |
|-------|---|-------------------------------------|---|--|---|
| 9 AM  | Weekly call with French Subsidiary Online Meeting Megan Bowen |                                     |   |  |   |
| 10 AM |   |                                     |   |  |   |
| 11 AM |   |                                     |   | Catch up with project Conf Room Crystal Christie Cline |   |
| 12 PM |   |                                     | Prep for Conference Microsoft Teams Meeting <input type="button" value="Join"/> |  |   |
| 1 PM  | 1-1 Conf Room Baker Irvin Sayers                              | Client meeting with Adventure Works |   |  | Device Bar Presentation Final Microsoft Teams Meeting Irvin Say |
| 2 PM  |   |                                     |   |  |   |

01:46 / 02:42

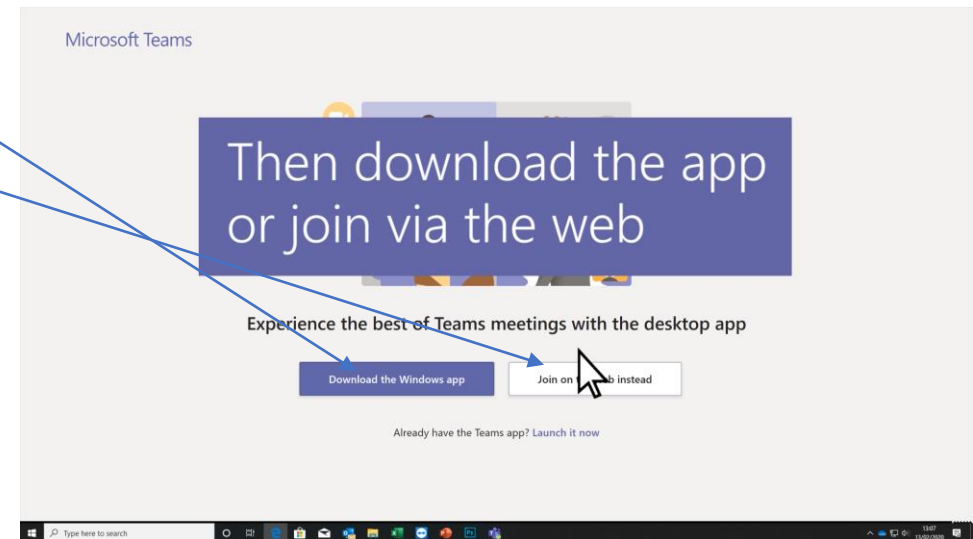
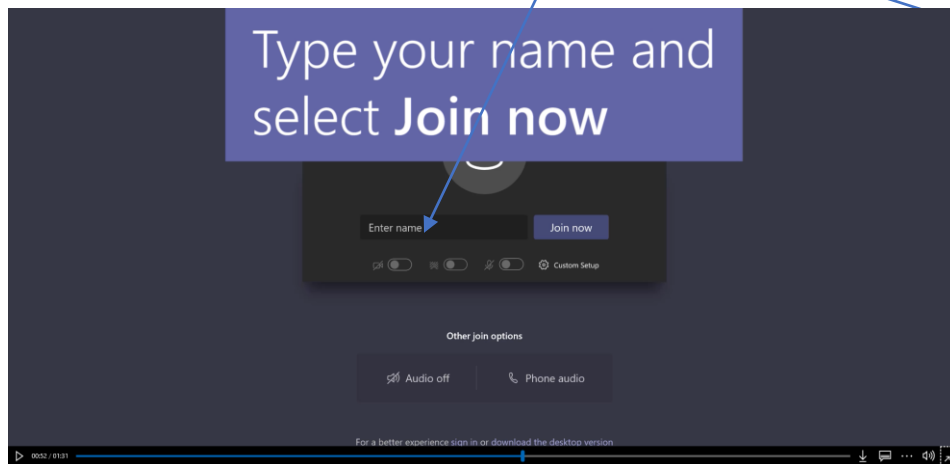
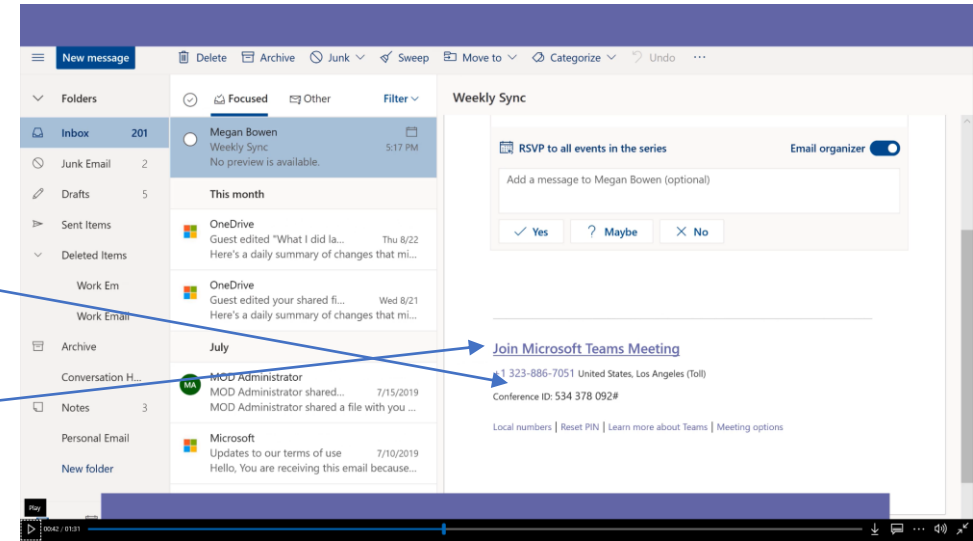
## How To Set up an instant meeting ?

- In Calendar , Click Meet now
- Enter a name for the meeting, select join and then start inviting people.
- Don't forget to select your audio and video settings
- Top Tip : Did you know in a meeting you can show content from your device ...or record your meeting.



## Other ways to join ?

- Ways to join if someone doesn't have MS Teams ?
- In the invite , (Depending On The Meeting Settings), they may see a dial-in-number & conference Id,
- Someone can use these details if they need to dial into a meeting via telephone.
- But if they wish they can also select join with Microsoft Teams (they still don't need the app installed)
- Then they will be prompted to “Download the Windows app” or “Join on the web instead”
- Selecting join on the web instead allows them to simply enter their name and join the meeting.





Learn More

## Online Video Training By Subject

From pdf you may need to select shift key to follow to link  
You may need your office 365 login & password to access content

[Quick start](#)

[Intro to Microsoft Teams](#)

[Set up and customize your team](#)

[Collaborate in teams and channels](#)

[Upload and find files](#)

[Start chats and calls](#)

[Manage meetings](#)

[Set up and attend live events](#)

[Explore apps and tools](#)

[Manage team schedules with Shifts](#)

[Manage your activity feed](#)

[Teams on the go](#)

[Get started with Teams \(free\)](#)

## Further Links

From pdf you may need to select shift key to follow to link  
You may need your office 365 login & password to access content

[www.office.com/training](http://www.office.com/training)