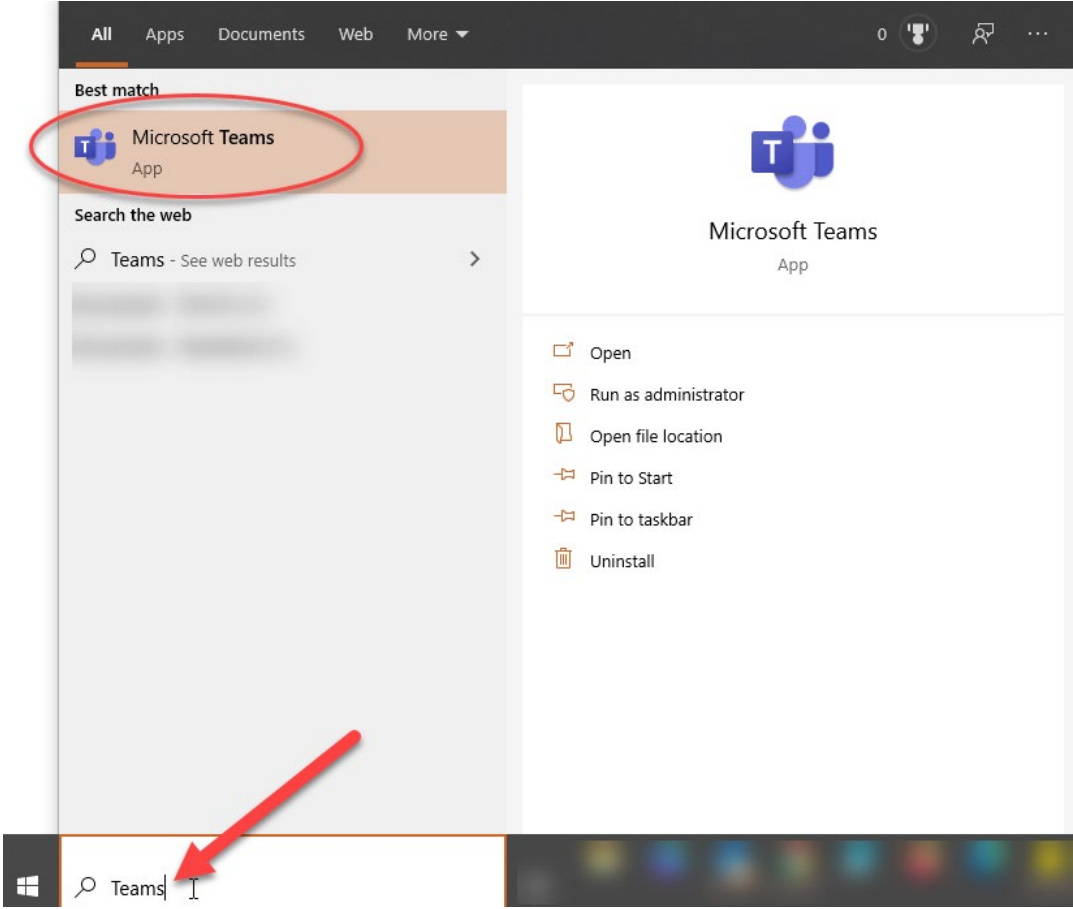
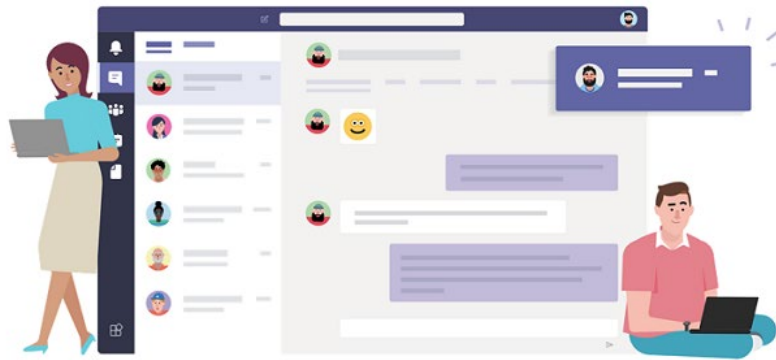


How to schedule a Teams meeting

Section 1 - Launching TEAMS

When your account is migrated from Skype for Business (S4b) to TEAMS you will notice that a new window will show up after you login. If you don't have this window automatically popping up, you can start TEAMS by searching it and launching it manually (only the first time)





Your organization is now using Microsoft Teams!

We'll help you find your contacts, chats, and more once you go to Teams.

If you need to join a Skype for Business meeting or see past conversations, go ahead and start Skype for Business. [Learn more](#)

Start Skype for Business

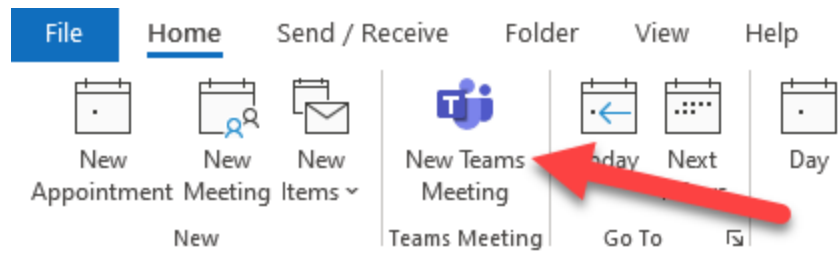
Go to Teams

After TEAMS is launched, click on "Go to Teams" and login using your full email address. Be aware that during the transition you may have both, S4b and TEAMS installed, however, S4b will not have many of its features available. Those features (and more) are available in TEAMS.

Section 2 - Schedule a Teams meeting from Outlook

You can use Outlook for Windows or Outlook on the web to schedule an online meeting. Only if your account is configured for dial-in conferencing, the meeting request will automatically include the phone number and conference ID at the bottom of the invitation.

- Open Outlook and go to the calendar.
- On the Home tab, select New Teams Meeting to open a new meeting invitation



If you are not running Teams, you may receive an error. Be sure Teams is running before trying to schedule a meeting. You can also invite people from outside your organization from Outlook. Just be sure to add them as guests before the meeting starts or they will have to join anonymously.

Send	Title			
	Required			
	Optional			
Start time	Tue 7/28/2020	12:00 AM	<input type="checkbox"/> All day	<input type="checkbox"/> Time zones
End time	Wed 7/29/2020	12:00 AM	Make Recurring	
Location	Microsoft Teams Meeting			

[Join Microsoft Teams Meeting](#)

+1 323- [redacted] United States, Los Angeles (Toll)

Conference ID: [redacted] 680#

[Local numbers](#) | [Reset PIN](#) | [Learn more about Teams](#) | [Meeting options](#)

- Add the attendees and select the date and time for the meeting.

- (Optionally) You can control certain permissions for this and subsequent invitations by clicking on the Meeting Options button.


Section 3 - Join a scheduled Teams meeting

There are two options to join a Teams meeting:


- Join a Teams meeting from your computer or laptop using Teams. Click on Join Teams Meeting on your meeting invitation in your Outlook calendar.

Note: To join a Teams meeting from your computer with full audio capabilities, a headset/speaker and microphone are required. No additional equipment is needed if you are using a County issued laptop.

- Join a meeting by phone, call the number included at the bottom of the Teams meeting invitation and then enter the "Conference ID" number.


 Accepted on [redacted] 2020 8:17 AM.

[redacted] Training - PART 2

Organizer  [redacted] na


Time Wednesday, [redacted] 2020 2:00 PM-4:00 PM


Location Teams Meeting

Response  Accepted [Change Response](#)

|
Thank you,


[Join Microsoft Teams Meeting](#)

+1 323-[redacted] United States, Los Angeles (Toll) 

Conference ID [redacted] 506# 

[Local numbers](#) | [Reset PIN](#) | [Learn more about Teams](#) | [Meeting options](#)

Section 4 - Share your desktop

In Microsoft Teams, you can show your desktop, a specific app, presentation, or any file while in a meeting. Click **Share**  in your meeting controls and select what you want to share:

- Desktop lets you show everything on your screen.
- Window lets you show a specific app.
- PowerPoint lets you show a presentation.
- Browse lets you find the file you want to show.

After you select what you want to show, a red border surrounds what you're sharing.


Select **Stop sharing** to stop showing your screen.

Share PowerPoint slides in a meeting

If you choose to share a PowerPoint file in a meeting, rather than your desktop, meeting participants will get some special capabilities:

They'll be able to move around to different slides without interrupting the main presentation.

They can sync their view back to the presenter's view with one click.

1. Click **Share**  in your meeting controls.
2. In the **PowerPoint** section, click the file you want. Click **Browse** to look for a different file.

Notes:

- If you select **Browse** and choose to present a PowerPoint file that hasn't been uploaded to Teams before, it will get uploaded as part of the meeting. The file is uploaded to your OneDrive, where only the meeting participants will be able to access it.

Important Reminder: Always remember to stop desktop sharing when you are no longer presenting or hang up a call when you leave your meeting.

If you need assistance, please contact your local ITTSA or the Technical Support Center at (562) 345-9955.