Microsoft Teams Instructions

Teams is Microsoft's all-inclusive video conferencing platform. Warren is implementing Microsoft Teams campus wide beginning with the fall 23 semester. The instructions below will help you set up or join meetings. You may use this to join meetings set up by your professors. You may also use Teams to collaborate with other students or anyone else.

Create a Scheduled Meeting

1) Open your Outlook calendar.
2) Create a new Teams meeting.
   a) Desktop: Click on the 'Teams Meeting" Button (on the home tab at the top).
      i) If you don't see the buttons, quit Outlook, launch Teams, then reopen Outlook (one time only)
   b) Web: Click "New Event". Then enable "Teams meeting" in the lower right corner.
3) Title the meeting.
4) There are two fields, required and optional, that you may fill out with attendees for your meeting.
   a) Required will require attendance from the attendee, whereas optional does not.
   b) All invitees will receive an email notification.
5) Select your meeting's date, time, and length, or "All day".
6) Select "Send" at the top right. Your meeting is now scheduled, and all invitees are notified.
   a) Outlook's spell checker may flag spelling in your meeting URL before it sends. You may ignore this.

Create an Immediate Meeting

Note: this option is not available in webmail. You may use Teams online for this.
1) Open your Outlook calendar.
2) Click on the 'Meet Now" Button (on the home tab at the top).
   a) Teams will open.
3) Change any settings you wish:
   a) Including audio/video
4) Click "Join Now"
5) To add Participants
   a) Click "Add Participants"
   b) On the right, enter the names of people you want to invite. This will search our global address book.
   c) If you want to invite someone outside of Warren by using their email address: click "Share Invite". Then click copy meeting link. Then email or otherwise communicate that URL to your invitees.

Join a Meeting

1) From your Calendar:
   a) Go to your Outlook calendar.
   b) Right-click on the meeting.
   c) Select "Join Teams Meeting".
2) From your email:
   a) Open the corresponding email.

Microsoft Teams Instructions

    b)   Click on the Hyperlink "Click here to join the meeting."

    Note: If you had accepted the invitation, it will be on your calendar, not in your email.

3) With a Meeting ID and passcode:
   a) Open Microsoft Teams on your device.
   b) Open the Calendar (icon on left).
   c) Select "# Join with an ID" at the top.
   d) Enter the Meeting ID and passcode.
   e) Select "Join meeting".

Note: For any joining method above, a menu will appear, select your desired camera/audio settings before clicking on "Join Now".

To find your Meeting ID and Passcode

1) Go to your Outlook calendar.
2) Open (double click) your meeting. The meeting details will appear.
3) You will see the Meeting ID and Passcode.