

How do I start a meeting from a laptop and Classroom?

Laptop

1. Open the Teams client and select the “Calendar” icon from the left-hand navigation bar.
2. At the top right, select “Meet now” then “Start meeting.”
3. Select the video and audio settings then tap “Join Now.” Your meeting will start.

Classroom

1. Select “Meet” on the white touch-panel

For more information: <http://tinyurl.com/3sryhrt8>

Can I share my laptop wirelessly?

YES – Via the “Casting” function.

1. From your laptop, open the Teams desktop client and make sure you are signed in with your Xavier Teams account.
2. On the top menu bar, select “Settings and more” (...) next to your profile picture.
3. Select “Cast” from the dropdown menu.
4. Select a nearby Teams Room from the list. Rooms that have a wireless icon under the name will automatically accept the casting session if casting is enabled on the room device.
5. Select **Next**.
6. If you have a meeting scheduled in that room, you can choose to either **Just cast** or **cast and join** a scheduled meeting. If the user has no meetings scheduled for the remainder of the day, the user will not be presented with these options.
7. Select **Next**.
8. Choose the content you want to cast to the device, then select **Cast**.

End casting

To end the cast session, select End meeting via your computer. This will end the meeting for both the computer and the room. If you select Leave via Teams on your computer, you will need to also end the call via the device you were casting to.

Can I do Breakout Rooms in Teams?

YES – Breakout Rooms can be created when a meeting is scheduled and/or after one has started.

For more information: <http://tinyurl.com/yhyhb8bv> and <http://tinyurl.com/4h3nj7bd>

Can I add closed captioning for a meeting in Teams?

YES – Click on meeting controls, then on “Turn on live captions.” Along with displaying text of what is spoken, Teams will display who is speaking.

For more information: <http://tinyurl.com/49npt22s>

Can I record Teams meetings and where is the recording saved?

YES - Start Recording a Meeting

Start or join meeting. Go to meeting controls and select 'More Actions' then 'Start Recording'

For more information: <http://tinyurl.com/mdh5fhsp> and <http://tinyurl.com/3b4s9cwf>

How do I play, share, and download a recorded meeting?

Teams recordings are stored in OneDrive as .mp4 files and expire after 120 days.

Accessing Recordings:

1. Opening the Teams desktop client
2. Click on “OneDrive” from the options on the left-hand navigation bar
3. Click on “My files”
4. Open the “Recordings” folder
5. Select a recording to Open, Share, Copy link, or Download.

How do I use Microsoft Teams for Office Hours?

Scheduling office hours in Microsoft Teams can be achieved by scheduling a recurring meeting(s) for the designated day(s) and time(s) and sharing the link to those who need it. Alternatively, a single meeting may be scheduled, and the link be used for multiple instances. If

the meeting is started within 60 days of the previous meeting, it will retain any custom preferences for that meeting, e.g., lobby settings, attendee privileges, etc. The URL will never expire, but if the meeting is not started within 60 days, any custom preferences will return to the defaults.

Can a link for a scheduled meeting be used for numerous future meetings?

YES – A meeting link is active and will retain any custom settings for 60 days from the last time the meeting was started. I.e. If you start the scheduled meeting and use the link to start a second instance of that meeting within 60 days, the link will then be active for 60 days from that second meeting. The URL will never expire, but if the link is NOT used within 60 days of the previous meeting, any custom settings will return to the default meeting settings. For example, lobby bypass settings or other attendee settings will be set to default.

Will the Zoom kits be retrofitted to run Teams?

Yes. The free-standing equipment in the classrooms, commonly referred to as “Zoom Carts” will remain and provisioned to run the Microsoft Teams App.

What is the max number of participants in a standard Teams meeting?

Teams meetings allow up to 1000 participants in a standard meeting.

How and when should I create a webinar meeting?

A webinar is a two-way interactive virtual event where the presenters deliver information to attendees. This format provides extra control for an organizer over the conversation and participants. Common scenarios for webinars might include trainings, special events, and company announcements. Webinars can accommodate up to 1,000 attendees and allow organizers to gather registration data from attendees before the event.

Create a webinar

1. In the Teams calendar, select the arrow next to “New meeting” and select “Webinar.”
2. Enter the webinar details.
3. On the New webinar page, enter the title and date of the webinar, its start and end times, and a description. You can also add presenters and co-organizers to the event.

For more information: <http://tinyurl.com/5myee282>