Running an interactive session using Microsoft Teams

Meet Now

To start a meeting instantly:

1. Go to the team that you want to start the meeting in.
2. At the bottom of the screen, under the textbox, click the Meet Now button.
3. You can add a subject, and choose to have the camera on or off.
Schedule a session using the Calendar

To schedule ahead of time;

1. Open your calendar and click “New Meeting”.

2. In the popup that appears, give the session a Title.

3. Set the time and date you want to have the meeting on.

4. You can leave the participants empty, instead click on the Channel box. You’ll see a list of teams you are a member of. Select the team you want to schedule the meeting with, and the channel within the team you want to use for the meeting.

5. Add a description (optional).

6. Once done, click Send. Members of the channel you specified will be notified of the meeting.

7. When the time for the meeting approaches, a notification will appear for them to Join.
Starting the session

1. When the meeting has started, participants that have joined will appear in a list on the right (if this list is hidden, click the Participants button).

2. From here you can mute participants by right clicking their name, and selecting “Mute”.
3. The floating toolbar will enable you to share your screen, view participants, view the chat and end the call amongst other things. Hover your mouse cursor over an icon to see what it does.