Getting the most for teams

How to Setup a Microsoft Teams Meeting for First-Time Users

You can set up your Microsoft Teams meeting either through the Teams app or Microsoft Outlook.

The meeting looks the same both ways.

You can decide which you want to use based on what makes the most sense to your company.

Microsoft is all about making meetings flexible so there are 3 ways that you can launch a discussion with your team:
•Ad-hoc meetings: Created by clicking the "Meet Now" button to get everyone involved in a conversation as quickly as possible.
•Private meetings: 1-on-1 conversations with specific colleagues or employees.
•Channel meetings: Group conversations with an entire team or group of people.

How to Meet Now in Microsoft Teams

You can schedule Microsoft Teams meetings using your Exchange calendar.

Your calendar in Teams is automatically synced to your Exchange calendar.

Every meeting scheduled in Teams automatically becomes an online meeting.

To schedule a meeting in a chat window, select the icon that looks like a calendar in the chat below the box where you usually type your messages.

You can also go to the Calendar tab on the left-hand side of the app and click on New Meeting.

Select a range of time within the calendar and Teams will open a scheduling form, where you can give your meeting a title, invite people, and add meeting details.
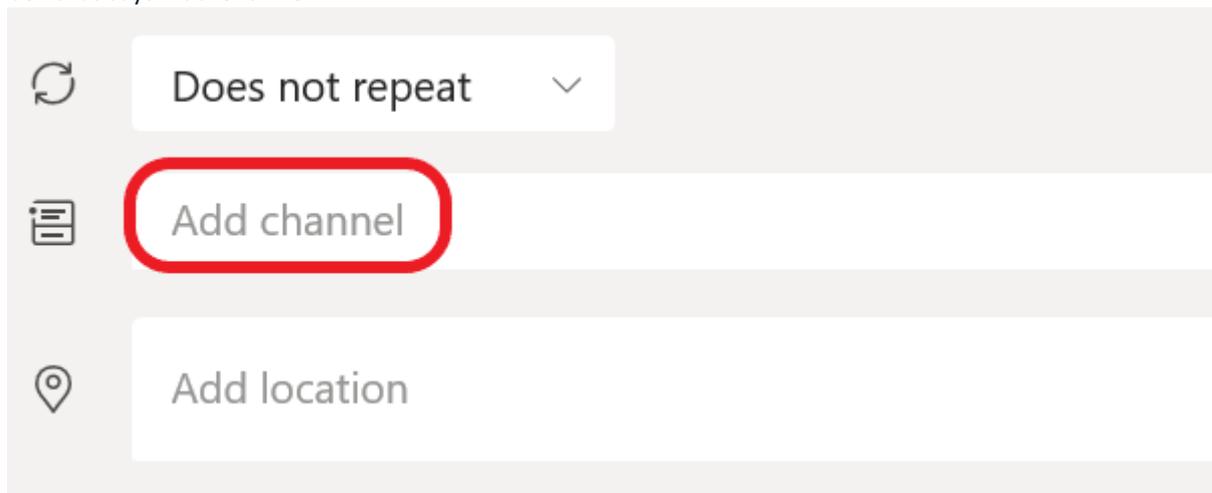
Microsoft Teams also has a Scheduling Assistant you can use to find a time that works for everyone.
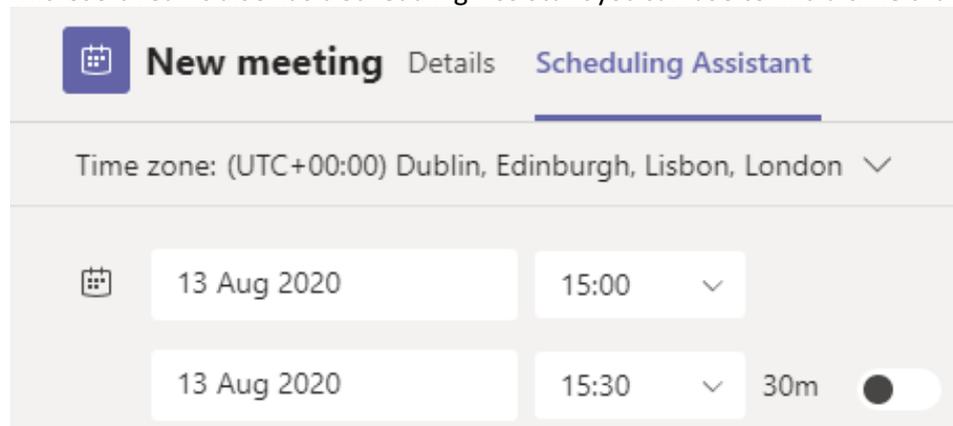
Once you've got all the details ironed out, click **Save.** This closes the scheduling form and sends an invite to everyone's inbox.

To create a channel meeting, click on **New Meeting** and type the name of one or more channels into the box that says **Add Channel.**

Channels can't be added or edited after you've sent your invites.

You'll need to send a new invite if you decide to add extra channels later.

When you have a channel meeting, everyone in the team can see and join that channel.

Once again, you can use the Scheduling Assistant with a channel meeting.

You can also use dropdown boxes on your calendar to add a recurring meeting to everyone's calendar.

Remember, in a Microsoft Exchange calendar, all Microsoft Teams Meetings will show a **Join** button five minutes before a meeting is set to start.
When someone joins a meeting, the event changes colors to let you know that someone's online.

How to schedule a Microsoft Teams meeting from Outlook
You can also schedule your Microsoft Teams Meetings from Outlook**.**

The Microsoft Teams Outlook add-in allows people to view, accept, or enter meetings from Teams, or Outlook.

To schedule a meeting, open Outlook and click on **New Teams Meeting** in the calendar view.
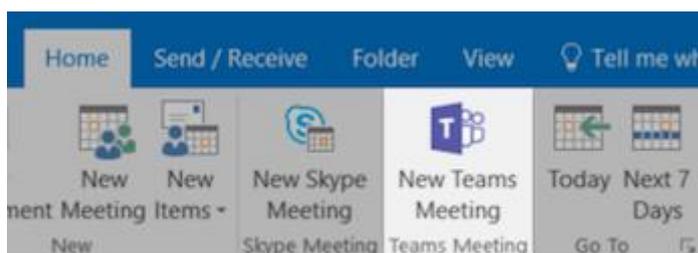
Add the people that you want to include in the meeting to the **To** field.

If you want a bunch of people to join the meeting at once, you can invite entire contact groups.
Add your meeting subject, as well as a location, start time, and end time, then click **Send** to inform your team.

You can also invite people outside of your organization to a Teams Meeting from Outlook.

All you need to do is add them as guests before the meeting starts, so they don't need to join anonymously.

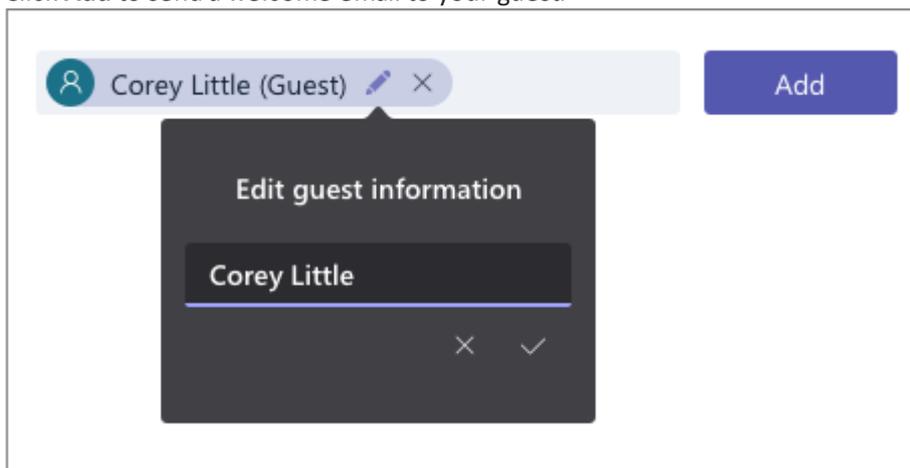Add guests to your team by selecting **Teams** then visiting the team in your list. Click on **… (More Options) > Add member.**
Enter the email address of the guest.

Anyone with a business or consumer account can join your team as a guest.

You can also edit **guest** information to give them a name.

Click **Add** to send a welcome email to your guest.

Customize your Microsoft Teams background

Video conferencing is a great way to bring teams together, regardless of where your users are. However, people may be reluctant to join a video meeting if their environment is messy or distracting.
The good news? *Microsoft Teams changes all that.*
You can blur everything behind you in a video, for absolute privacy.
To do this, simply:

- Click on your audio and video settings screen when you join a meeting
- Choose the ellipses "…" for more options
- Tap on **Blur my background**

You can also add custom backgrounds like an office environment or company logo, rather than blurring out the background.

Microsoft Teams Custom Backgrounds

If you're looking for something a little more exciting than a blur, you can **customize** your video with virtual backgrounds.
Microsoft introduced virtual backgrounds for Microsoft Teams in April 2020. Microsoft said it designed custom backgrounds to let you replace your real meeting background with a "fresh and bright home office."
To find virtual backgrounds, launch a video chat and tap the **…** menu:

Click **Show background effects.**
This will bring up a sidebar with some alternative background options.

You can only use stock photos from Microsoft for now but watch this space.
For something more advanced, and to stand out in front of your boss, colleagues, or clients, you can opt for a third-party background.

In-meeting controls and what you can do with Microsoft Teams

As an admin, you'll be able to use your Meetings settings to control plenty of factors, including whether anonymous people can join teams and more.
You can:

- **Allow audio conferencing:** With an audio conferencing license, people will be able to dial-in to your meetings from over 90 different countries.
- **Set up a virtual lobby:** Any attendees not in your organization will appear in a virtual lobby by default with Microsoft Teams. This allows you to choose who should have access to the conversation.
- **Mute attendees:** In large meetings, you can click on the Mute option on an attendee's profile to stop them from disturbing other people in your group. You can also unmute them later, or mute everyone but yourself.
- **Screen or application sharing:** Click on the screen icon on your Microsoft Teams meeting to share your screen. If you only want to share a specific window or application, you can choose exactly how much to share.
- **Interactive troubleshooting:** Teams will automatically tell you if it detects any problems. For instance, you'll get a notification if you're trying to speak to your team when you're muted.
- **Call analytics and recordings:** Clicking the **… More Options** button on Teams will allow you to record a meeting, which can be sent straight to your inbox after the discussion is finished. Microsoft also offers a range of analytics to help troubleshoot potential issues with your meetings too.