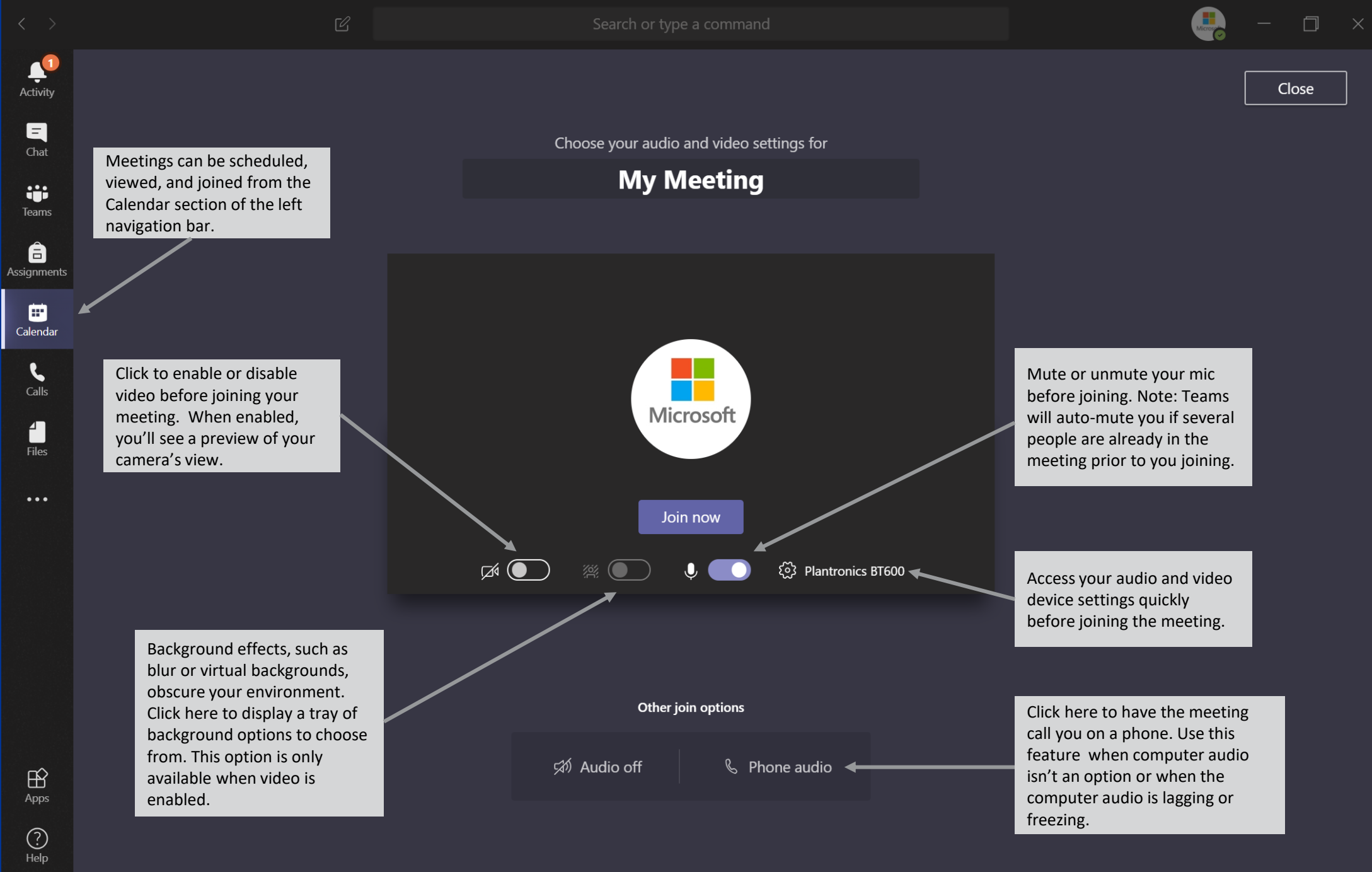


Meetings



Close

Choose your audio and video settings for

My Meeting

Meetings can be scheduled, viewed, and joined from the Calendar section of the left navigation bar.

Click to enable or disable video before joining your meeting. When enabled, you'll see a preview of your camera's view.

Mute or unmute your mic before joining. Note: Teams will auto-mute you if several people are already in the meeting prior to you joining.

Access your audio and video device settings quickly before joining the meeting.

Background effects, such as blur or virtual backgrounds, obscure your environment. Click here to display a tray of background options to choose from. This option is only available when video is enabled.

Click here to have the meeting call you on a phone. Use this feature when computer audio isn't an option or when the computer audio is lagging or freezing.

Join now

Other join options

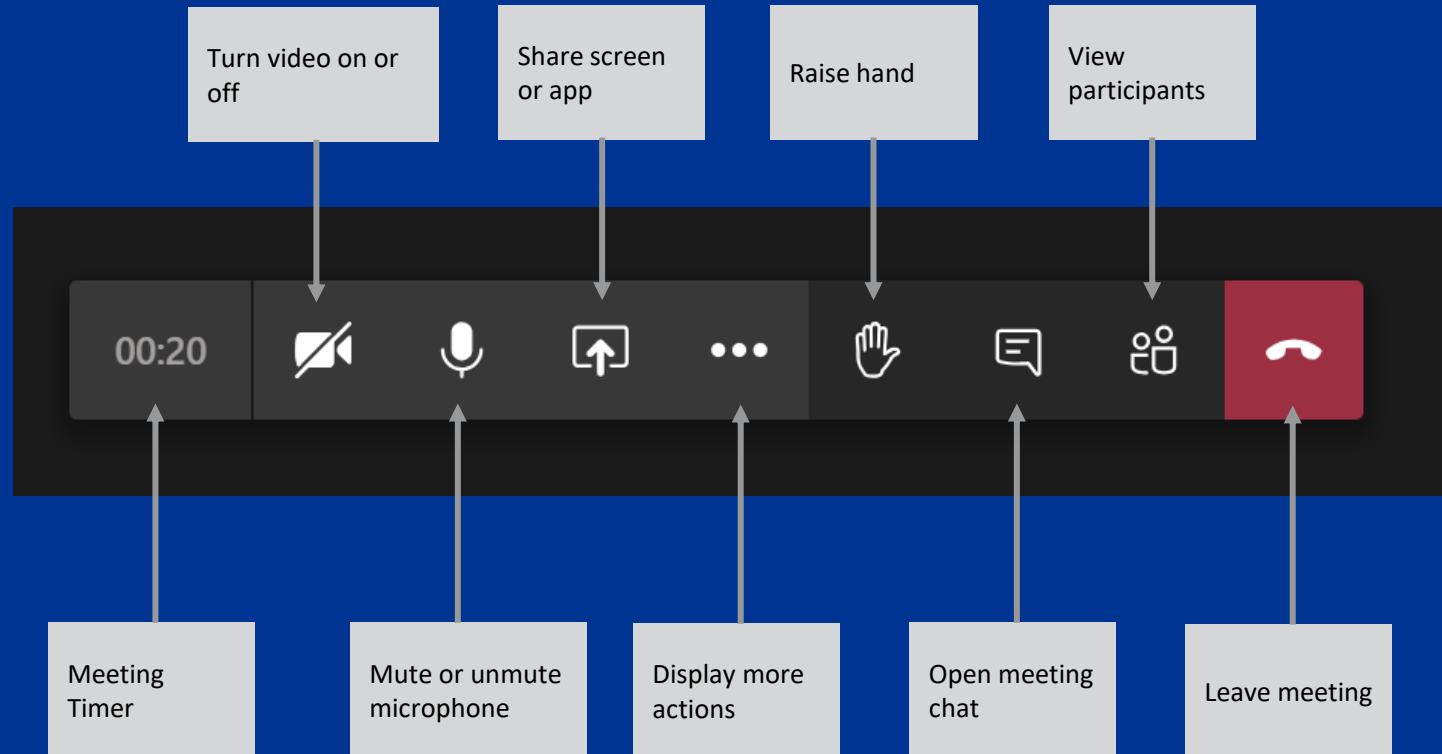
Audio off

Phone audio

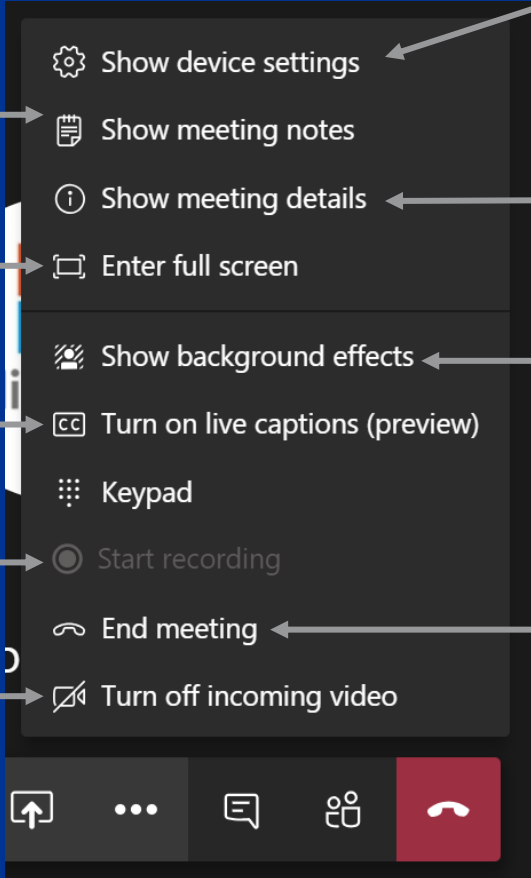
Plantronics BT600

Meeting Control Bar

The meeting bar will automatically hide to prevent blocking meeting content. To bring it back, simply move your cursor into the Teams meeting window.



More Meeting Actions



The image shows a meeting control panel with the following actions and callouts:

- Show meeting notes, a text-based notepad accessible by all meeting participants during and after the meeting.** (Callout pointing to 'Show meeting notes')
- Enter full screen mode.** (Callout pointing to 'Enter full screen')
- Enable live captions for yourself. Note: this will not enable for all participants.** (Callout pointing to 'Turn on live captions (preview)')
- Record the meeting.** (Callout pointing to 'Start recording')
- Disable all incoming video feeds from other meeting participants' cameras to save on bandwidth.** (Callout pointing to 'Turn off incoming video')
- Access audio and video device settings while in a meeting.** (Callout pointing to 'Show device settings')
- Show meeting details, such as phone bridge information, conference ID, and invite details.** (Callout pointing to 'Show meeting details')
- Enable background effects, such as blur or virtual backgrounds. Clicking here displays a tray of background options.** (Callout pointing to 'Show background effects')
- Meeting hosts can click here to end the meeting for everyone, instead of waiting for all participants to leave.** (Callout pointing to 'End meeting')

The control panel includes the following items from top to bottom:

- Show device settings (gear icon)
- Show meeting notes (notepad icon)
- Show meeting details (info icon)
- Enter full screen (full screen icon)
- Show background effects (background effects icon)
- Turn on live captions (preview) (CC icon)
- Keypad (keypad icon)
- Start recording (record icon)
- End meeting (phone icon)
- Turn off incoming video (video off icon)

At the bottom of the panel are icons for: Share screen, More options (three dots), Chat, Participants, and End meeting (red button).

Meeting Participant Actions

The image shows a 'People' panel from a meeting interface. It includes an 'Invite someone or dial a number' button, a 'Mute all' button, and a list of participants: 'Sboss1 Organizer', 'Peck, Anthony', and 'Rhoades, Jeffrey A'. Callout boxes provide instructions for each element.

Invite someone or dial a number
Add others to your meeting. You can search for people by name or type a phone number to call to conference that person into your meeting.

Mute all
Mute all participants in the meeting. Note: you must have three or more people joined for this option to appear.

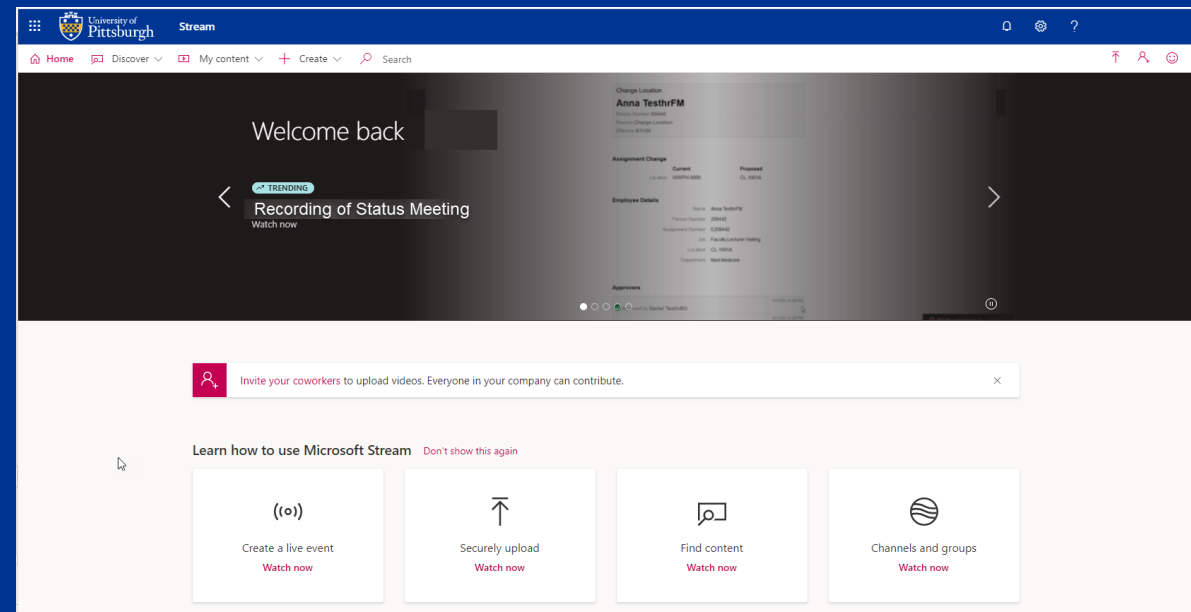
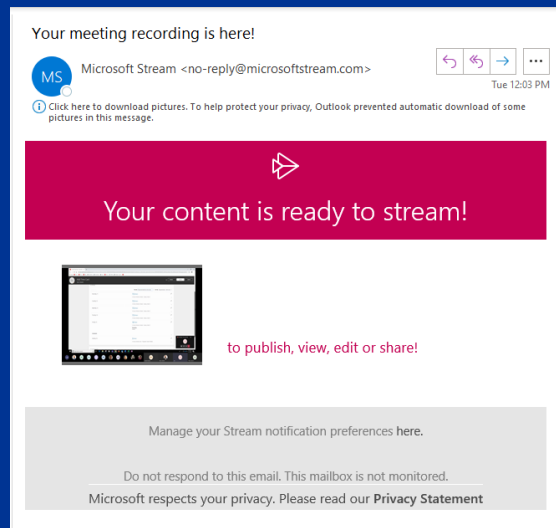
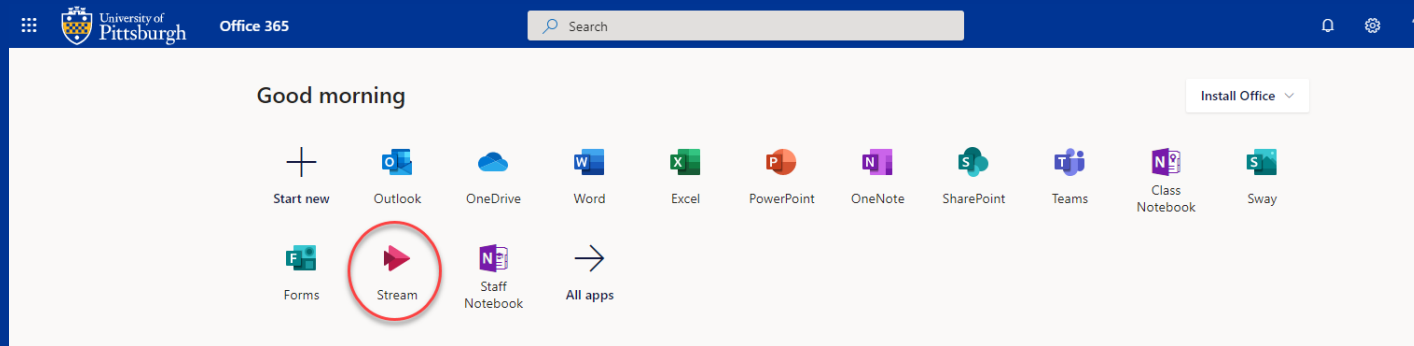
Icon (link)
Click here to copy meeting information to send to someone else.

Icon (muted)
Icon indicates this person is muted.

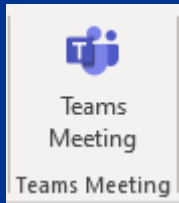
Participant: Rhoades, Jeffrey A
A purple ring around a participant indicates they are currently talking.

Meeting Recording

Meetings are recorded and uploaded to Microsoft Stream. Permissions in Stream are based on the meeting invitation: if someone was invited to the meeting, they can view the recording. All recording is cloud-based; no local recording is available.



Scheduling a Meeting (Using Outlook)



Click this button in Outlook to make any meeting a Teams meeting.

Missing this button? Install the Teams app on your computer.

[Join Microsoft Teams Meeting](#)

+1 412-648-8888 United States, Pittsburgh (Toll)
(866) 588-4789 United States (Toll-free)

Conference ID: 139 098 836#

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

After clicking the Teams Meeting button, this text is added to your invite.

Click here to modify the meeting options. The Meeting Options page loads in a web browser.

Decide if you want an audible announcement when dial-in users join and leave your meeting.

Control who can present during your meeting.

Control who is placed into a lobby when joining the meeting with these options. Dial-in callers are phone-bridge connected.

Meeting options

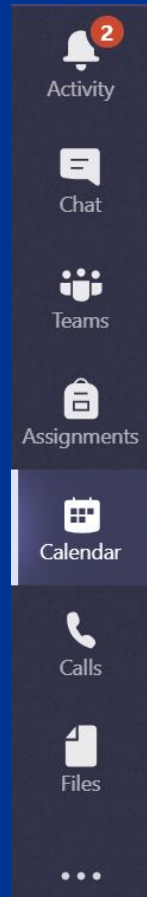
Who can bypass the lobby? People in my organization

Always let callers bypass the lobby No

Announce when callers join or leave Yes

Who can present? Everyone

Scheduling a Meeting (Using Teams)



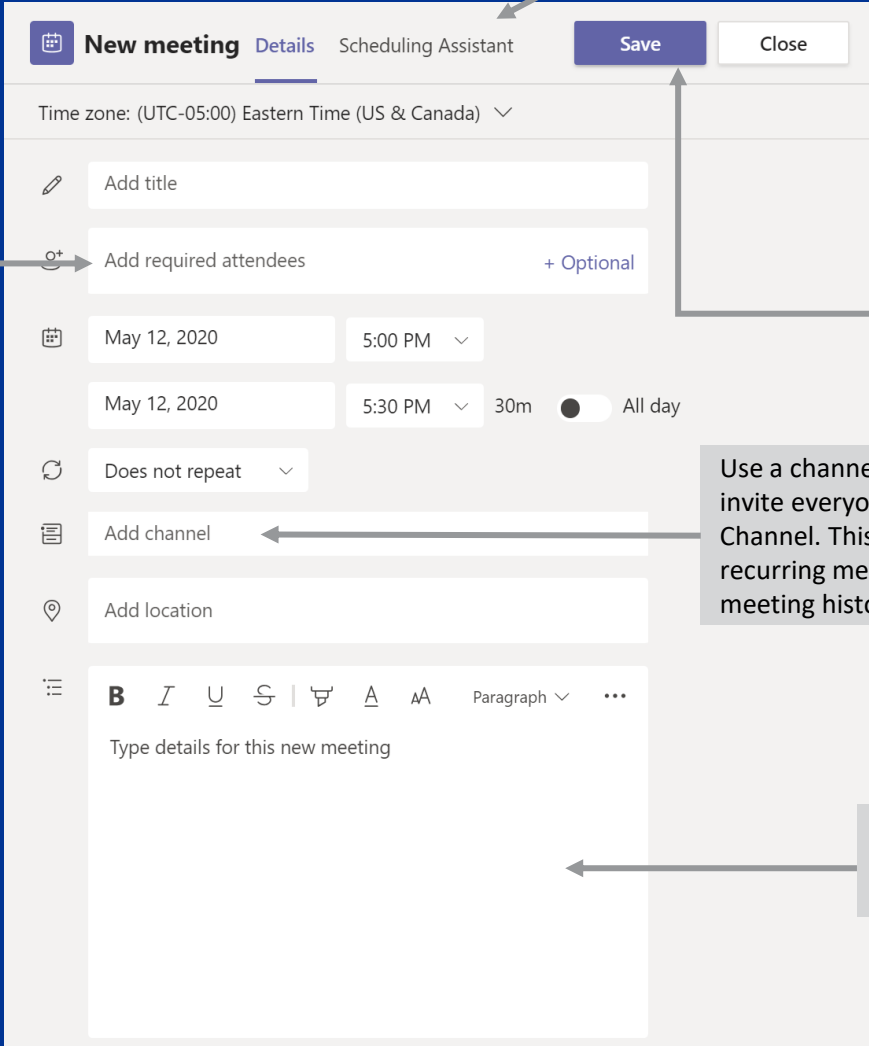
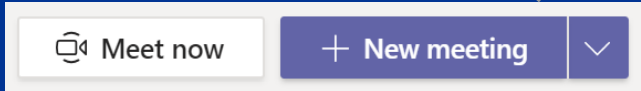
Click here to view your full Outlook calendar, to join an existing meeting, and to schedule a new meeting.

Add required attendees one at a time. You can enter their names or usernames.

Click +Optional to invite participants who may attend, but are not required to.

Meet Now starts an ad-hoc meeting immediately. You can add people to the meeting using search.

New Meeting brings up the New Meeting window.



Scheduling Assistant helps you identify when people are available to meet.

Use a channel meeting to invite everyone in a Team Channel. This is useful for recurring meetings, as the meeting history is saved.

The meeting information will be added here AFTER you hit the Save button.