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.

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.

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.

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.

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

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

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

Icon indicates this person is muted.

Click here to copy meeting information to send to someone else.

A purple ring around a participant indicates they are currently talking.
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.

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

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

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.

Meetings options

Who can bypass the lobby?
Always let callers bypass the lobby
Announce when callers join or leave
Who can present?
Everyone

Save
Scheduling a Meeting
(Using Teams)

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

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.

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.

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.