

Quick Reference Guide

Desktop or Web App

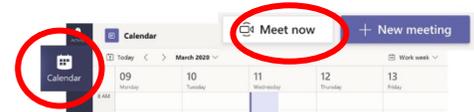
Meetings in Microsoft Teams allows for audio, video, and sharing of documents. Most laptops or tablets have cameras and microphones already installed. If you are using a desktop computer, you will need a webcam, and microphone/speakers to have an audio/visual meeting experience.

You can access Microsoft Teams with the desktop app or with the online web version. If you already have the desktop app installed on your device, simply launch it to get started. If you want to use the online web version, or if you need to download the desktop app, visit: humber.ca/office365 → log in with your Humber credentials → click on the Teams app.

Setting Up a Meeting

Setting up a meeting is the same in both the desktop app and the online web version. Whether you want to schedule a meeting for a future date, or have an impromptu meeting now, you can easily get things started by clicking on the **Calendar** icon on the far left menu.

Meet Now: After you click on **Calendar**, you will see your personal calendar in the main window, along with the options at the top-right of the page. Click on the **Meet Now**.

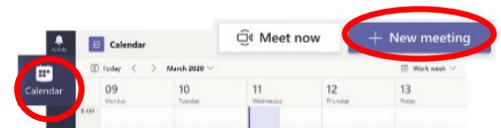


The meeting will pre-load and you can choose whether you want your web camera or microphone on, and also determine your device settings. Click the **Join now** button to start inviting participants.

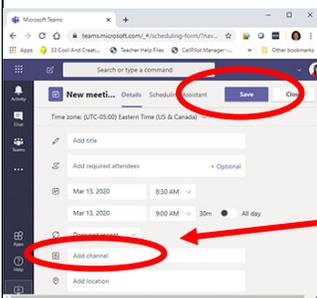
After you click **Join now**, a window will open to allow you to start inviting participants. If the invitees are Humber staff, simply start typing their names, and the window should auto-populate their name. Simply click on the name to add them. You can also have invitees from outside of Humber. Simply invite them using their email address.



Once all your participants are present, you can start your meeting.

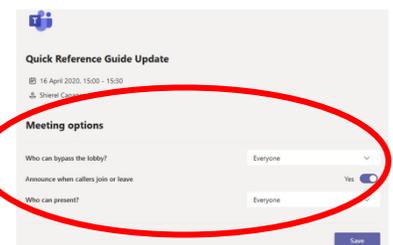


Schedule a Meeting: After you click on **Calendar**, you will click on the **+New meeting**. A window will open for all the particulars of the meeting, including the title of the meeting, attendees (Humber staff or guests, using an email address), date, start and end times, and location. You can use the **Scheduling assistant** to choose the most convenient date and time. You can also schedule a meeting for an existing channel. Click on that box to see all the groups you are a member of and invite the whole team to the meeting. Click on **Save**. It will be in your calendar now as a future meeting.



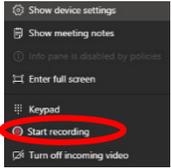
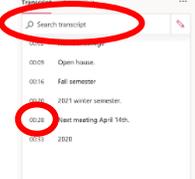
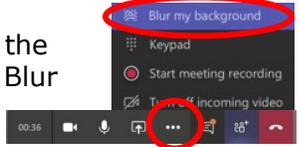
Setting up Roles in Teams Meeting: Once you have sent out the meeting invite you can assign roles. Open the meeting from your **Calendar** and click on the **Meeting options**. Select the roles in the **Meeting options**.

To learn more about roles, visit: <https://support.microsoft.com/en-gb/office/roles-in-a-teams-meeting-c16fa7d0-1666-4dde-8686-0a0bfe16e019>



Here is a quick summary of role definitions:

Who can present?	What happens
Everyone	Anyone who has access to the meeting link will join the meeting as a presenter.
People in my organization	Only people in your org will be presenters. External participants will join as attendees.
Specific people	Only people you choose from the list of invitees will be presenters. Everyone else will join as attendees.
Only me	Only the organizer will be a presenter. All other participants will join as attendees.

<h3>Recording a Meeting</h3> <p>One of the more convenient options of conducting a meeting with Microsoft Teams, is the ability to record the meeting. This allows participants who are unable to attend, the opportunity to watch the meeting at a later date. It also means there is no real need to have someone take notes, and write up minutes of the meeting, since everyone can review the meeting using Microsoft Stream.</p> <p>Record a Meeting: Once you have started your meeting you will see a floating menu bar. You will need to click on the ellipses → Start recording.</p>  <p>There are notifications that your participants should see, but it is still good business practice to advise the participants in the group that you will be recording the meeting.</p>  <p>You will also see a red recording symbol beside the meeting runtime to indicate the meeting is being recorded.</p>	<h3>Sharing Content</h3> <p>You can share a document or your screen during a meeting.</p> <p>Share: Click on the Share icon and a new panel will open at the bottom of your screen with your options.</p>  <p>Desktop/Window gives you various sharing options like:</p> <ul style="list-style-type: none"> - Your entire screen* - An application window - A browser window <p>*if you have multiple monitors, it will give you the opportunity to choose a specific screen.</p>  <p>PowerPoint allows you to share a PowerPoint file. Recently opened files will appear, but you can also browse your computer or OneDrive to choose a file not showing.</p> <p>Whiteboard provides a space for collaboration with your participants. You will need to sign up with your Humber email address with InVision the first time you use this feature.</p>
<h3>Transcribing a Meeting</h3> <p>By default, if a meeting is recorded, the transcription option is automatically turned on. This is another extremely useful feature in Microsoft Teams.</p>  <p>Transcription allows for viewers watching the meeting on MS Stream, to search for a key word and jump directly to that spot in the video. The timestamp is the link, that when clicked, will jump to that part of the video.</p>	<h3>Blurring your Background</h3> <p>If you have a scheduled meeting, you have the option of blurring your background either before you join the meeting or at any time during the meeting.</p> <p>To join the meeting with your background blurred, turn the toggle on and then join the meeting.</p> <p>To blur your background during the meeting, click on the ellipses → Blur my background.</p> 
<h3>Additional Help</h3> <p>Access to video tutorials to learn more about Microsoft Teams is always available, and up to date, by clicking on the Help icon located on every Office365 app page, usually in the bottom-left corner.</p>  <p>Additional video tutorials are available to all Humber staff by visiting the LinkedIn Learning webpage at: humber.ca/linkedinlearning</p>	<h3>Help & Support</h3> <p>Please contact the I.T. Support Centre if you experience any issues.</p> <p>☎ 416.675.6622X8888 💬 humber.ca/techtalk</p> <p>✉ SupportCentre@humber.ca</p> <p>📍 A212 (Lakeshore) or NX210 (North)</p>