



## Meeting in Microsoft Teams

### Overview

Microsoft Teams is the ultimate messaging app for your organization—a workspace for real-time collaboration and communication, meetings, file and app sharing, and all in one place. In this webinar we will get you started with creating meetings with your classroom. We will discuss different methods to set up a meeting and share with your class. Finally, we will explore settings within Teams to facilitate classroom management during a Teams Meeting.

### Webinar Agenda

00:00 – 00:05 **Welcome:** Introductions, Meeting Controls, Attendance, Objectives  
(05-minute duration)

#### 00:05-0:015 **Teams Meeting Basics- Before the Meeting**

- Setting up a Meeting
  - From Outlook in Office 365 Online Version
  - From Teams Calendar
- Meeting Options for Classroom Management
  - Lobby settings
  - Presenter settings
- Sharing the Meeting Link

(10-minute duration)

#### 00:15-00::30 **Conducting an Effective Teams Meeting- During the Meeting**

- Accessing and Navigating the Teams Control Task Bar
- Admitting external or non-authenticated attendees from Lobby
- Muting participants
- Removing participants
- Sharing Screen
- Promoting attendees to presenters
- Recording Meetings Best Practices
- Cancelling a meeting to ensure students can't return to the meeting

(15-minute duration)

#### 00:30-00:40 **Utilizing Class, Staff, PLC or Other Teams for Meetings**

- Adding Google Classroom to a Team

- Meet Now
- Scheduling a Meeting in a Channel
- Removing Participants and then Cancelling a meeting to ensure students can't return to the meeting
- Benefits of Meetings Conducted within a Team Channel

(10-minute duration)

00:40-00:50 **Teams for Every Environment**

- Live Captions available in Teams app rather than online if you have a student who would benefit from this feature.
- If you record a Teams meeting, it will be available in Office 365 Stream and have closed captioning and transcript capabilities for replay.

(10-minute duration)

00:50-00:60 **Closing Questions & Answers**

(10-minute duration)

## Resources

- 1) [Creating, attending, and running meetings while using Teams for distance learning](#)
- 2) [Aka.ms/classroomteams](https://aka.ms/classroomteams)
- 3) [Microsoft Education Support Site](#)
- 4) [Education.microsoft.com](https://education.microsoft.com): The Microsoft Educator Center, a one stop shop for educator resources and training focused on Microsoft educational tools and classroom application.