

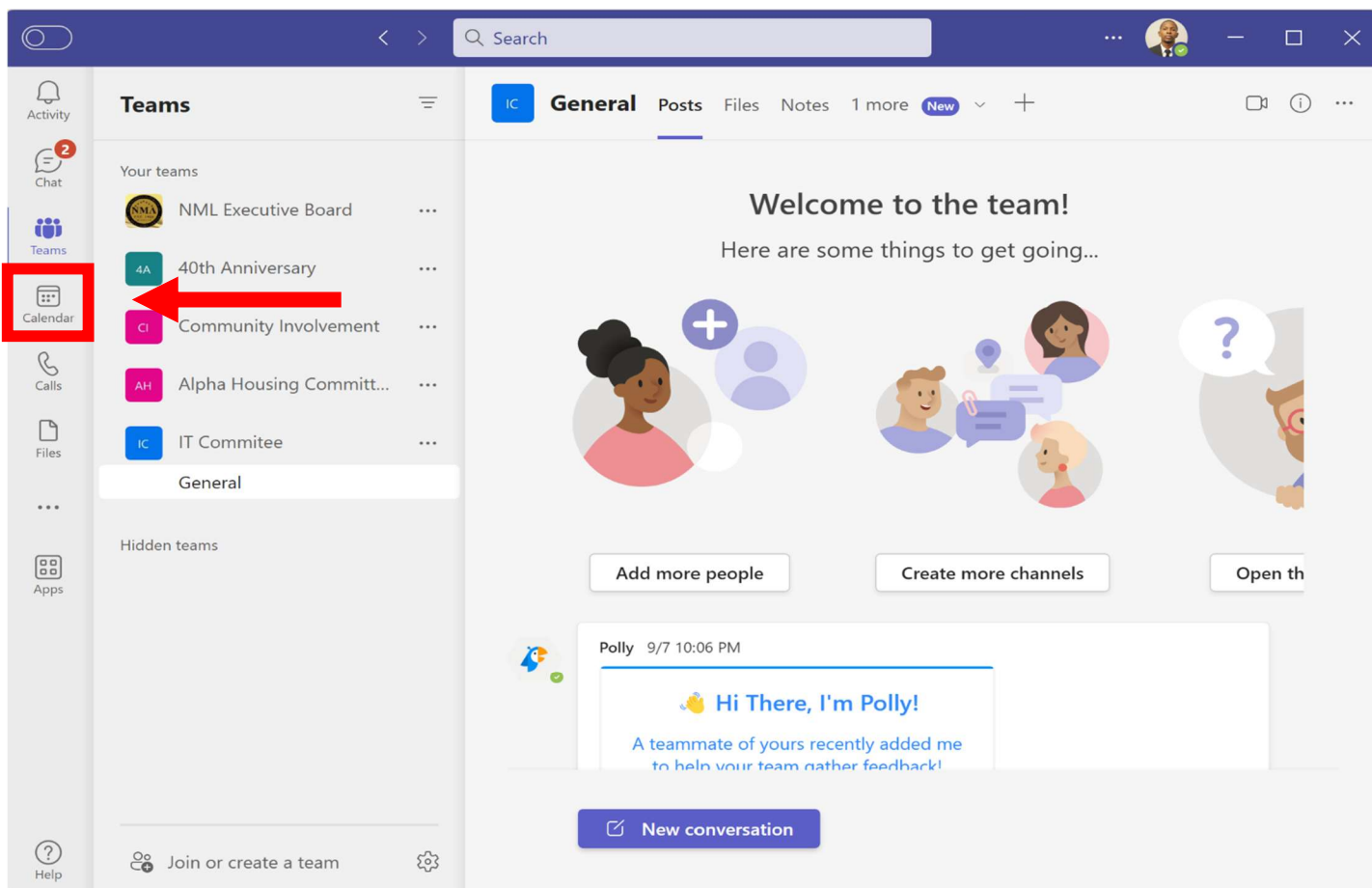


HOW TO SETUP TEAMS MEETINGS

3 STEP PROCESS

Step #1

- After logging into Teams, select “Calendar”





HOW TO SETUP TEAMS MEETINGS

Step #2

➤ Select "New meeting"

The screenshot shows the Microsoft Teams interface. At the top, there is a search bar and a user profile icon. Below this, the 'Calendar' tab is active. In the top right corner of the calendar area, there are three buttons: '# Join with an ID', 'Meet now', and '+ New meeting'. The '+ New meeting' button is highlighted with a red box, and a red arrow points to it from the left. The main area of the screenshot is a calendar grid for September 2023, showing days from Monday to Friday. A meeting is visible on Wednesday, September 13th, from 12 AM to 1 AM, with the title '[DeKalb Alphas] Bro. Zachary McGowan OOO IT Zachary McGowan - (DeKalb Alphas)'. The time slots on the left range from 12 AM to 5 AM.





HOW TO SETUP TEAMS MEETINGS

Step #3

- Fill in all meeting details and select **“Send”** to save the meetings
 - All required fields are highlighted in **“Red”**

The screenshot shows the 'New meeting' interface in Microsoft Teams. Several elements are highlighted in red to indicate required fields:

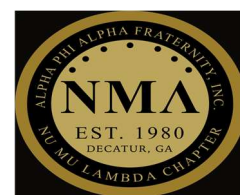
- The meeting title: "IT Committee Meeting"
- The date and time: "9/20/2023 7:00 PM" to "9/20/2023 8:00 PM"
- The recurrence: "Does not repeat"

Callouts provide additional instructions:

- Attendees/Participants do not need to have Dekalb Alphas email account to join meetings.** (Points to the participant list)
- When you select “SEND”, the link invite will be emailed to all users that you input in the “Add Participants” section highlighted in green.** (Points to the "Send" button)
- If you want to set a “Recurring meeting”, you can adjust it here.** (Points to the recurrence dropdown)
- You can set the meeting to last as long as you need. The meeting does not close when you exceed that time.** (Points to the duration and "All day" options)

The interface also shows a "Send" button, "Options" menu, and a "Discussion Points" section with the following text:

Discussion Points:
 - Last meeting minutes
 - Upcoming events





HOW TO SETUP TEAMS MEETINGS

Step #3 Continued..

- To locate the Teams meeting link
 - Select the meeting
 - The link will be listed at the bottom of the page

The screenshot shows a Microsoft Teams meeting page for "IT Committee Retreat Workshop Planning". The meeting is scheduled for 9/12/2023 at 6:00 PM to 7:30 PM. The meeting details section includes a "Microsoft Teams Meeting" link. A red box highlights the following information:

Microsoft Teams meeting
Join on your computer, mobile app or room device
[Click here to join the meeting](#)
Meeting ID: 273 615 043 995
Passcode: qYBokm
[Download Teams](#) | [Join on the web](#)
[Learn More](#) | [Meeting options](#)

A red arrow points to the "Click here to join the meeting" link.

Congratulations, you have successfully setup a meeting in Teams!





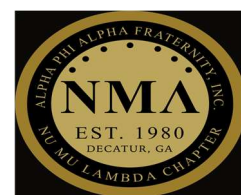
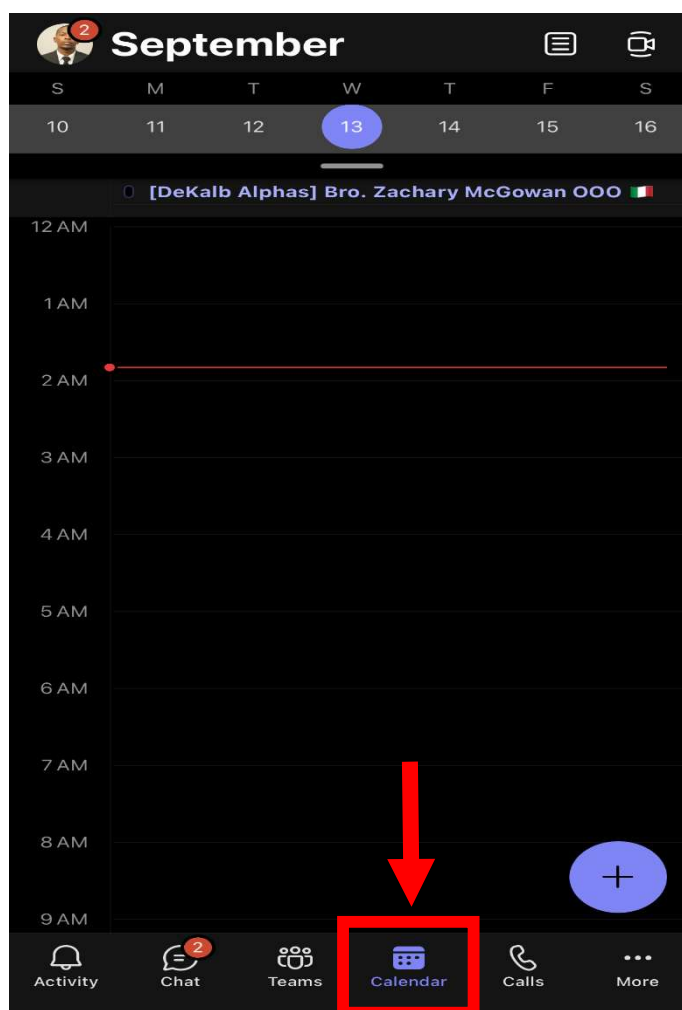
HOW TO SETUP TEAMS MEETINGS

Mobile Application

3 STEP PROCESS

Step #1

- After accessing the Teams app, select “Calendar”

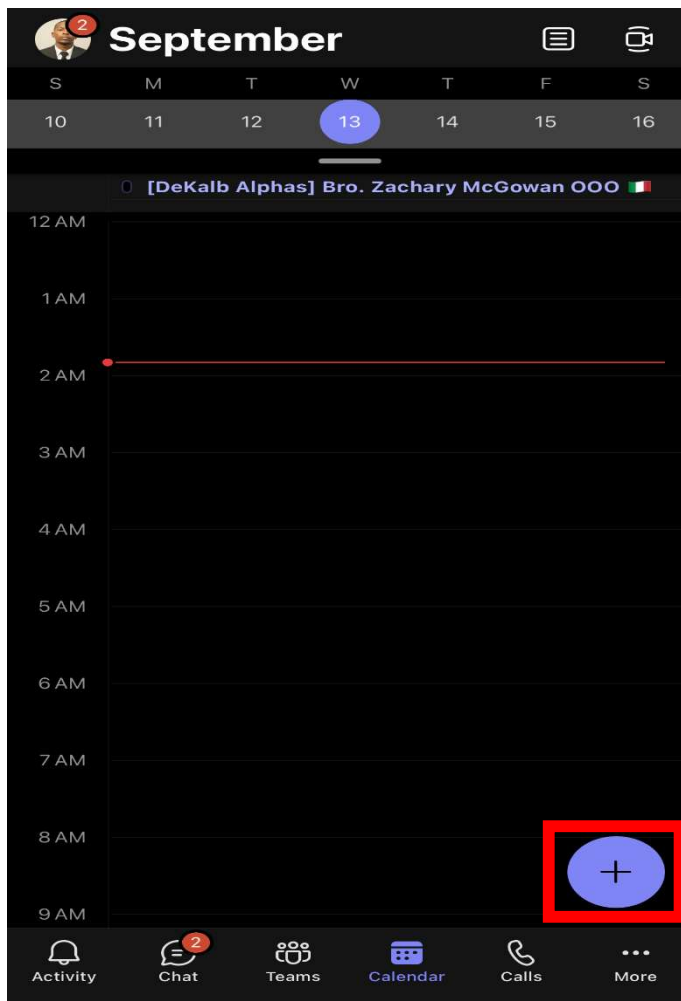




HOW TO SETUP TEAMS MEETINGS

Step #2

- Select the “Plus sign”





HOW TO SETUP TEAMS MEETINGS

Step #3

- Fill in all meeting details and select **“Send”** to save the meetings
 - All required fields are highlighted in **“Red”**

Cancel New event Done

Title

Add participants >

Mark Ellison - (DeKalb Alphas)
Tentative

Share to a channel >

All day

Start Sep 13 at 2:00 AM

End Sep 13 at 2:30 AM

Repeat Never >

Location

Show as Busy >

Description >

This is a Microsoft Teams online meeting.
Everyone can join online.

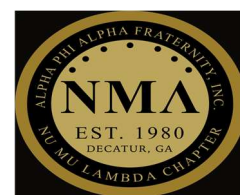
Attendees/Participants do not need to have Dekalb Alphas email accounts to join meetings.

When you select “DONE”, the invite will be emailed to all users that you input in the “Add Participants” section.

You can set the meeting to last as long as you need. The meeting does not timeout when you exceed your limit.

If you want to set a “Recurring meeting”, you can adjust it here.

Congratulations, you have successfully setup a meeting in Teams!





HOW TO SETUP TEAMS MEETINGS

Additional Information:

➤ *To Cancel a meeting*

- You need to select the meeting of your choice in the “Calendar”
- Select “Cancel Meeting”
- Afterwards, a cancellation email will be sent to all attendees/participants that you added while setting up the meeting

The screenshot displays the Microsoft Teams meeting setup page for a meeting titled "IT Committee Meeting". At the top, there is a search bar and navigation tabs for "Chat", "Details", "Scheduling Assistant", "Attendance", "Meeting Whiteboard", and "Q&A". Below the tabs, a red box highlights the "Cancel meeting" button, with a red arrow pointing to it. To the right of this button are options for "Copy link", "Show as: Busy", "Time zone: (UTC-05:00) Eastern Time (US & Canada)", "Meeting options", "Response options", "Require registration: None", and "Sensitivity: None". The main content area shows the meeting title "IT Committee Meeting" with an edit icon, a field to "Add required attendees" with a "+ Optional" button, and a date/time selector set to "9/20/2023" from "7:00 PM" to "8:00 PM" for "1h". Below this, it says "Does not repeat" and "IT Committee > General". A "Microsoft Teams Meeting" link is also visible. At the bottom, there is a rich text editor with "Discussion Points" listed as "- Last meeting minutes" and "- Upcoming events". Further down, it says "Microsoft Teams meeting" and provides instructions to "Join on your computer, mobile app or room device" with a link to "Click here to join the meeting". The meeting ID "297 073 588 006" and passcode "s3U5oY" are also displayed, along with links for "Download Teams", "Join on the web", "Learn More", and "Meeting options".

