

How to Set up a Teams Meeting

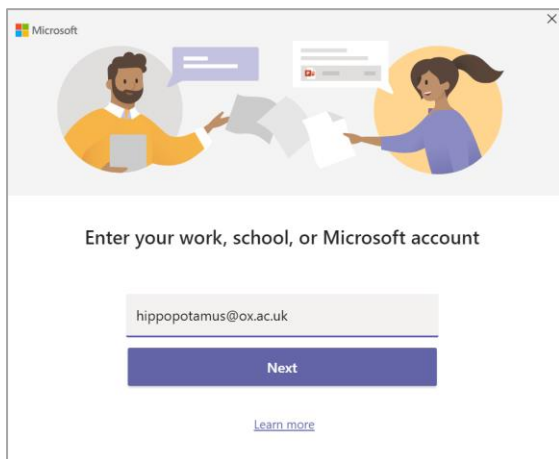
The easiest way to set up a Teams meeting is to use the *Teams* app. Your guests and meeting participants do not need to use the app, they can use a web browser (*Edge* or *Chrome*).

1. Getting the *Teams* App Started – the Chair

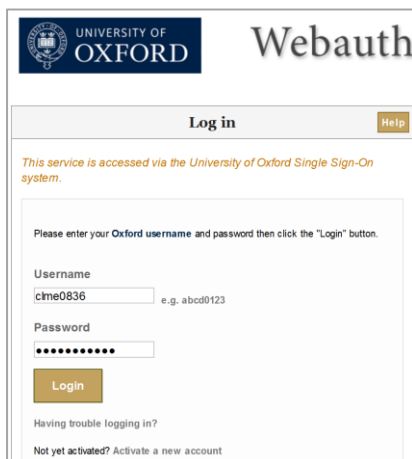
Start *Teams*



If asked to give a sign-in address, type [anything]@ox.ac.uk :




When asked for your single sign-on, give your Oxford username and password:



Now you are in *Teams*.

2. Scheduling a Future Meeting

In the *Teams* app, at the left-hand edge, click  Calendar.

This shows the calendar that is connected to the account you signed in with. Even if you never/rarely use this calendar, this is the easiest place to schedule a Teams meeting.

In the calendar, click  at top right.

Type a **Title** and set the start and end date and time.

On the right, under **Invite people**, make a list of the people who are to participate. For each person, give the email address where you plan to inform them about the meeting. This works for non-Oxford University people, so you can use a non-ox.ac.uk email address.

Under **Details**, type a friendly email message that they will receive. Paste in the instructions to participants (found at the bottom of this document).

Each participant will receive this email informing them about the proposed meeting, including a clickable link that they will use to join the meeting when the time comes.

3. Starting the Meeting – Chair

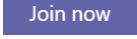
A few minutes before the meeting is to begin, get yourself ready.

Start your computer, make sure the camera, loudspeaker and microphone are switched on.

Start *Teams* and sign in (as described in part 1 above).

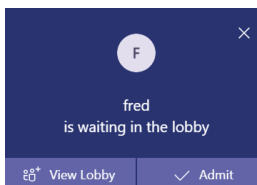
In the Calendar, identify today's meeting and click **Join** .


Extra: If the meeting details windows opens, scroll down through the details, then click [Join Microsoft Teams Meeting](#).

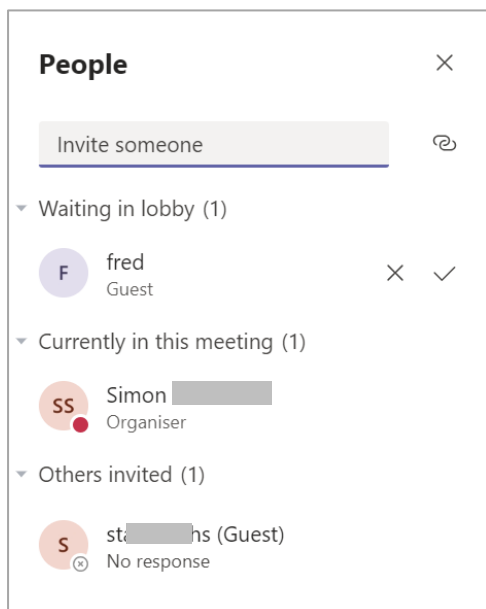
Choose your audio and video settings, adjust your equipment, and when ready click .


When invitees who are members of the University try to join the meeting, they come straight into the meeting, even if they have arrived early.

When external invitees try to join the meeting, they are placed in the lobby. You are informed, and when you are ready you admit each person by name:



Keep track of your participants using the People panel (click ):



Each person decides when to hang up, using .

Advance Text to participants

The chair should copy/paste the following text into the email that they send out in advance, when scheduling the meeting.

Hello all

We are planning a video/audio meeting, using *Teams*. Here are a few notes to help you.

I will get the meeting started a few minutes beforehand. When you are ready to join the meeting, please click "Join Microsoft Teams Meeting" in this email.

You can take part using *Edge* or *Chrome*. You do not need to have or create any account or membership. If invited to download an app, you do not need to do that: choose **Join on the web** instead.

Otherwise, install the *Teams* app.

When you see your picture, choose your settings for Meeting Now (camera on/off, mic on/off etc). When ready, click **Join Now**.

If you have arrived early for the meeting, you may be asked to wait in the lobby. The meeting chair knows you are waiting. When they are ready, they will admit you, and you will join the meeting.

You can leave the meeting at any time, using .