Use Microsoft Teams to hold online video meetings or audio calls

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Overview:

Microsoft Teams is a powerful collaboration tool that keeps all communication and files for your projects and group activities together in one place. This article provides you instructions on how to use the chat and call features to remain connected with your team when you cannot meet in person.

**Pre-requisites:**         If using a tablet or laptop, you can use the built-in camera (optional), microphone, and speakers or headphones to participate in the meeting. You can also use a USB headset.

                                  If using a desktop PC, you would need to connect a USB headset, or headphones with a microphone, into the audio jack at the front of the PC.

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**Applies to:**               Windows 8.1, 10

                                  Outlook 2013, 2016, 2019

Instructions:

**Step 1 - Login to Microsoft Teams**

**Click**on the Windows Start button on the lower left corner of your screen to display the list of installed applications. **Type** the word *Teams* and select Microsoft Teams from the results window.

Sign in with your complete JCCA email address and password.

**Step 2 - Create the meeting invite from Microsoft Outlook**

Microsoft Teams includes the Outlook add-in, which lets you create new Teams meetings directly from Outlook. It also lets people view, accept, or join meetings in either app.

To schedule a meeting, open Outlook and switch to the calendar view. Click **New Teams Meeting**at the top of the view.



Add your invitees to the **To** field. Add your meeting subject, location, start time, and end time. Then click **Send**. You can also invite people from outside your organization from Outlook. They do not have to have Microsoft Teams to join the call.

**Step 3 - Join the meeting**

When it is time to meet open the Outlook invite and click on the link

