

Getting Started: Microsoft Teams Meetings at VUMC

Bringing people together for
robust communication and
collaboration

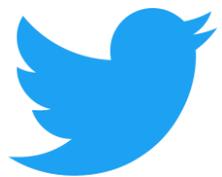
Enhance your work life communication
and collaboration using meetings, chat &
more.



Meet your trainer

Shavonne Smith

Microsoft Learning Consultant



@SmithEducates

@MicrosoftEDU





Teams meeting best practices



Keep your microphone
on mute until needed



Should your video be on? It's up to you!
Consider your background & bandwidth.

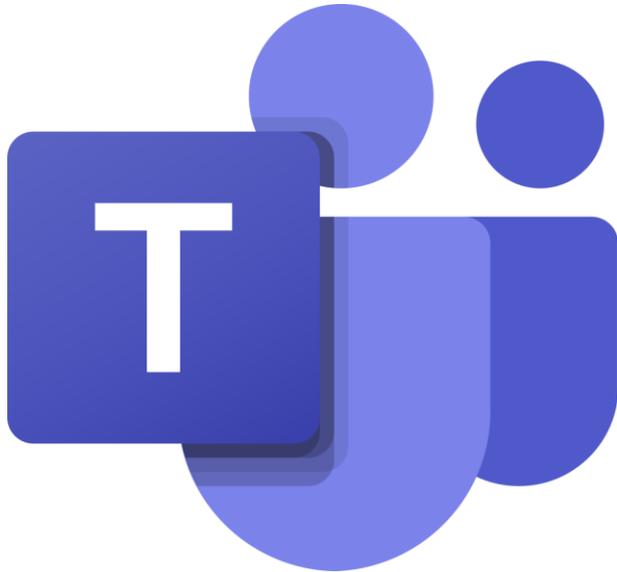


Use the chat to post
questions and interact



This call is being recorded

Today's agenda



Multiple purposes and uses of virtual meetings



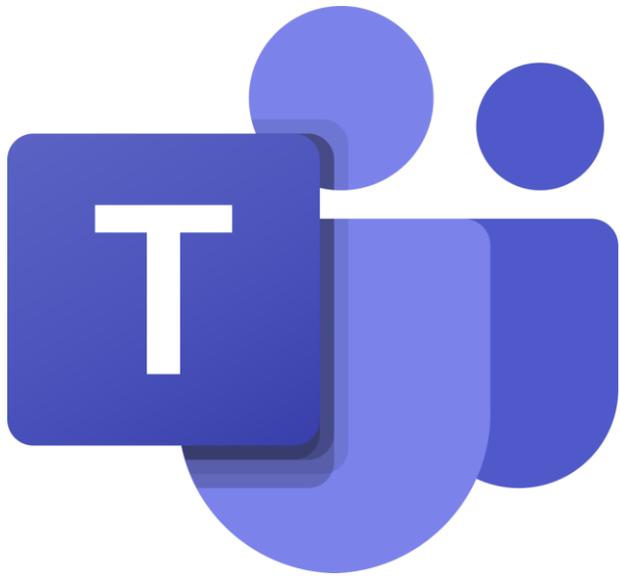
Multiple ways to create, share, and launch virtual meetings



Many features for controlling and securing your meeting



Join and Participate in a Teams Meeting



Multiple purposes and uses of virtual meetings



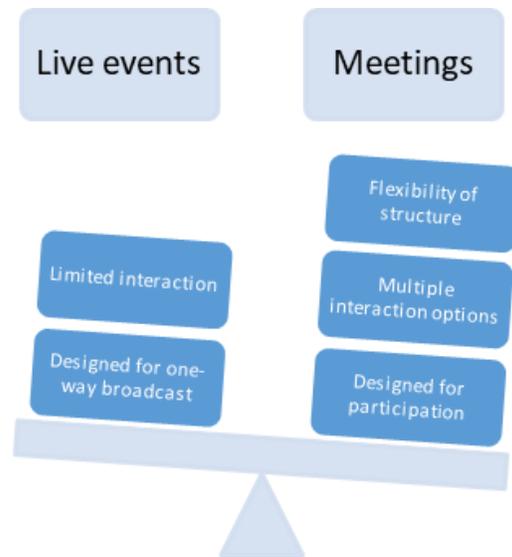
Meeting, Webinar or Live Event?

Is everyone considered a peer and can talk?

Is this mostly a few to many meeting where you have leaders and listeners?

Is this a broadcast to many people where more than a single video source is used?

Do you need registration?



Type of meeting	Number of participants	Interaction	Registration supported
Meetings	Up to 20,000*	<ul style="list-style-type: none">- Participants up to 1,000 have fully interactive equal meeting capabilities.- Participants over 1,000 up to 20,000 have View-only capabilities.	No
Webinars	<ul style="list-style-type: none">- Up to 1,000- Increased limits with View-only capabilities coming soon.	<ul style="list-style-type: none">- Participants up to 1,000 have fully interactive capabilities.- Audience interaction configurable.- Can specify presenters.	Yes
Live events	Up to 20,000**	<ul style="list-style-type: none">- Broadcast to large audiences.- Moderated Q&A for audience interaction.- Can specify producers and presenters, including external presenters.- Supports more advanced production capabilities.	No



Microsoft Teams

Large Meetings vs. Webinars vs. Live Events

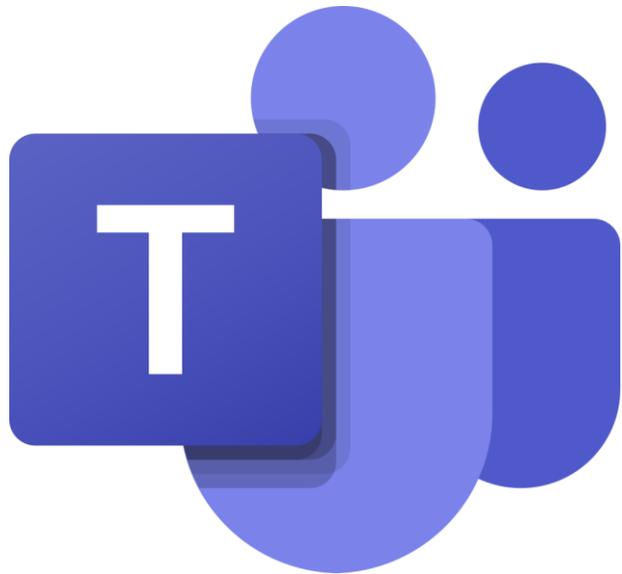
Features	LARGE MEETING	WEBINAR	LIVE EVENT
Scheduling	Can be scheduled through the Teams calendar or Outlook calendar	Needs to be scheduled through Teams calendar to access webinar registration options	Must be scheduled through Teams calendar
Interactive Capabilities	Full interactive capabilities up to 1,000 users. After 1,000 users, additional participants (currently up to 20,000) enter a view-only format. View-Only Experience	Full interactive capabilities up to 1,000 users. After 1,000 users, additional participants (currently up to 20,000) enter a view-only format. View-Only Experience	Broadcast format with optional Q&A function (depending on event settings)
Production Needs	Does not require production beyond a traditional Teams meeting. Ensure that meeting options are adjusted to meet your organization's needs regarding interactivity, security and compliance.	Does not require production beyond a traditional Teams meeting. Ensure that meeting options are adjusted to meet your organization's needs regarding interactivity, security and compliance.	Producers and presenters need to be designated prior to the Live Event.
Joining Meeting, Webinar or Live Event	Large Teams meetings can be joined in a variety of ways: link, calendar, channel, chat or by calling-in (if available)	Webinar registration will produce meeting/calendar invite for designated presenters. Individuals registering for the webinar will receive an email confirmation and ability to add webinar to their calendar.	Creation of Live Event will provide a meeting/calendar event for producers/presenters. Attendees will need to be provided with the broadcast link.



Microsoft Teams

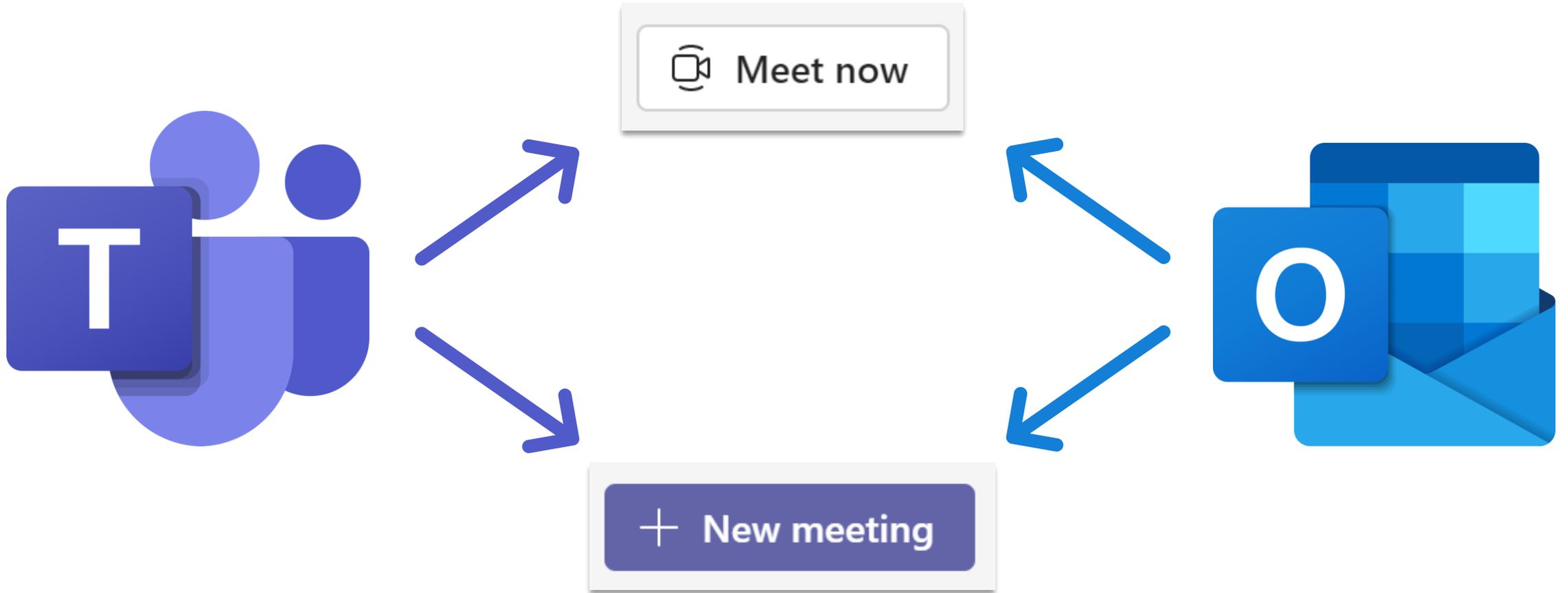
Large Meetings vs. Webinars vs. Live Events

Features	LARGE MEETING	WEBINAR	LIVE EVENT
Reporting	Attendee join/leave spreadsheet available post-event.	Reporting dashboard containing attendee data	Attendee join/leave spreadsheet available post-event.
Accessibility	Accessibility options for inclusive Microsoft Teams Meetings and Live Events	Accessibility options for inclusive Microsoft Teams Meetings and Live Events	Accessibility options for inclusive Microsoft Teams Meetings and Live Events
Number of Simultaneous Meetings/Events	No limit on the number of simultaneous meetings.	No limit on the number of simultaneous meetings.	15 simultaneous Live Events per tenant.
External Access	Yes, if tenant and meeting settings are enabled for external participants.	Yes, if tenant and meeting settings are enabled for external participants.	Yes. External attendees are permitted if settings are enabled. Coming soon, anonymous presenters will be permitted in Live Events.
Breakout Rooms	Yes, should the organizer choose to use them.	Yes, should the organizer choose to use them.	No.
Platform	Meeting capabilities may defer slightly based on the platform, device, etc. See "Limits and Specifications: Meeting and live events" for specifics.	Meeting capabilities may defer slightly based on the platform, device, etc. See "Limits and Specifications: Meeting and live events" for specifics.	Meeting capabilities may defer slightly based on the platform, device, etc. See "Limits and Specifications: Meeting and live events" for specifics.



Multiple ways to create, share,
and launch virtual meetings

Creating Meetings

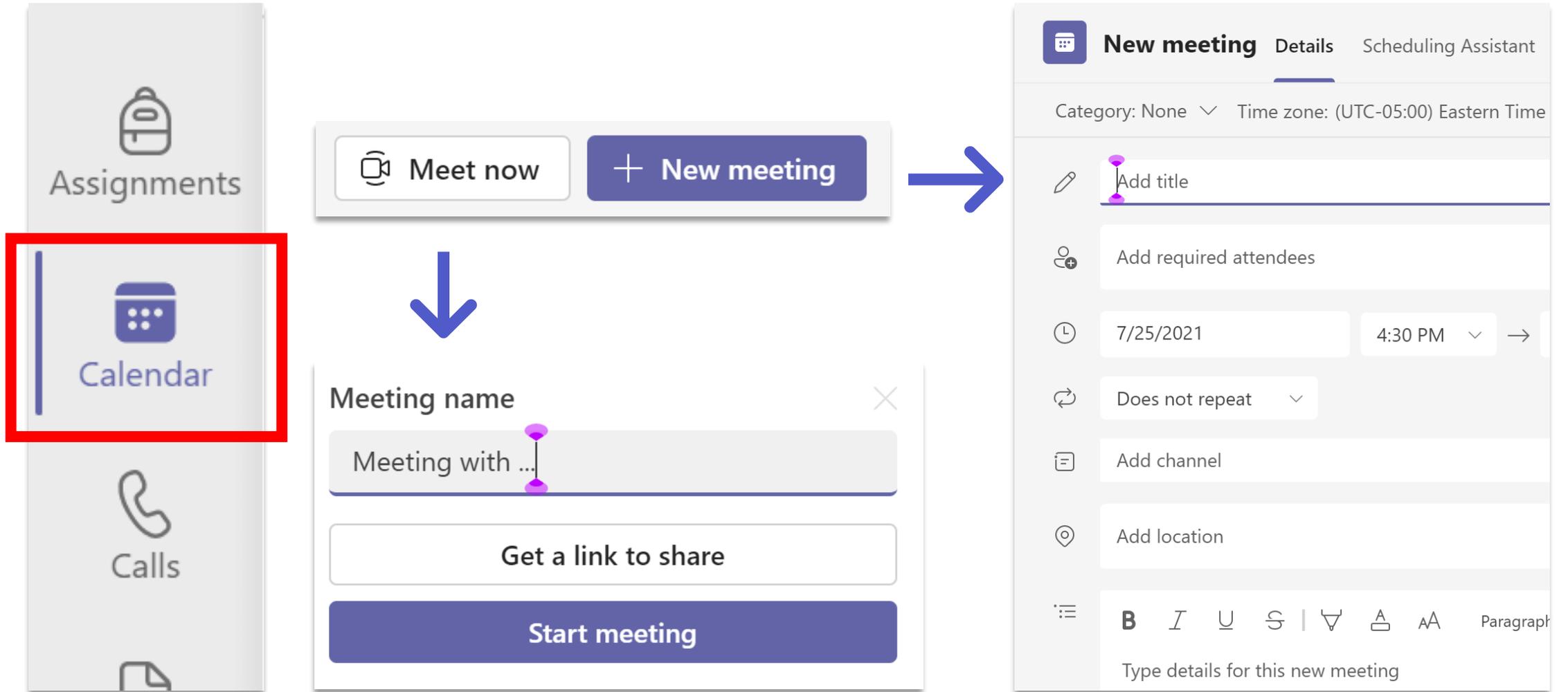


Creating Meetings in Outlook



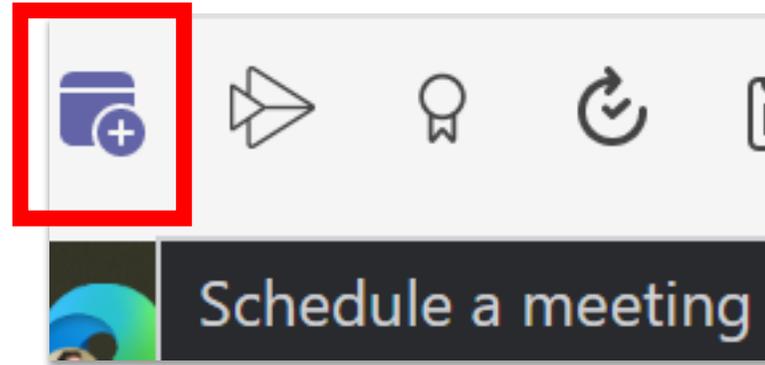
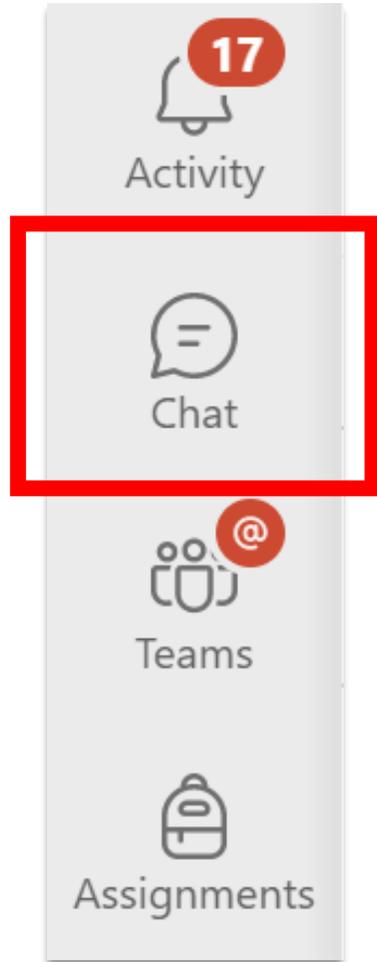


Creating Meetings in Teams via the Calendar tab



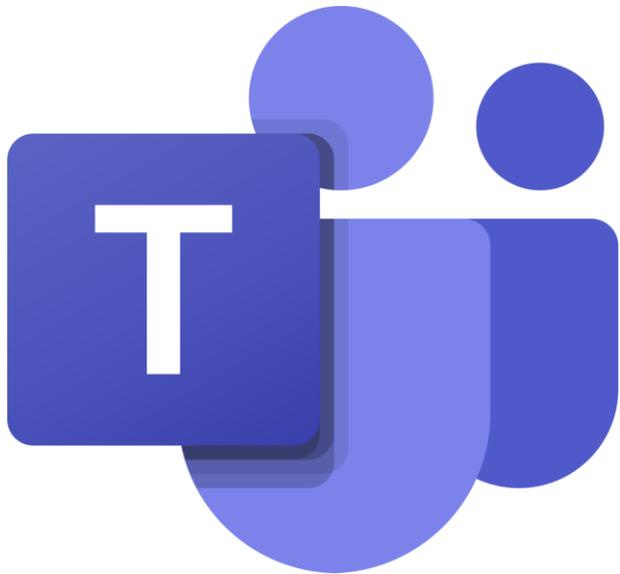


Creating Meetings in Teams via the Chat icon



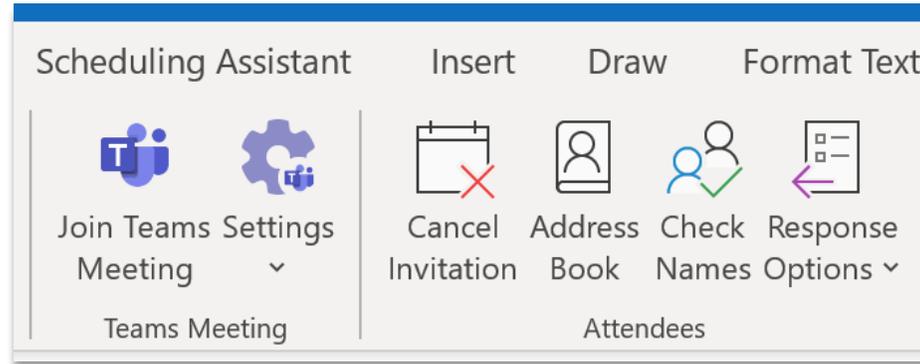
Meet now





Multiple features for controlling
and securing your meeting

Meeting options in Outlook



Who can bypass the lobby?

Everyone

Always let callers bypass the lobby

Announce when callers join or leave

Who can present?

Only me

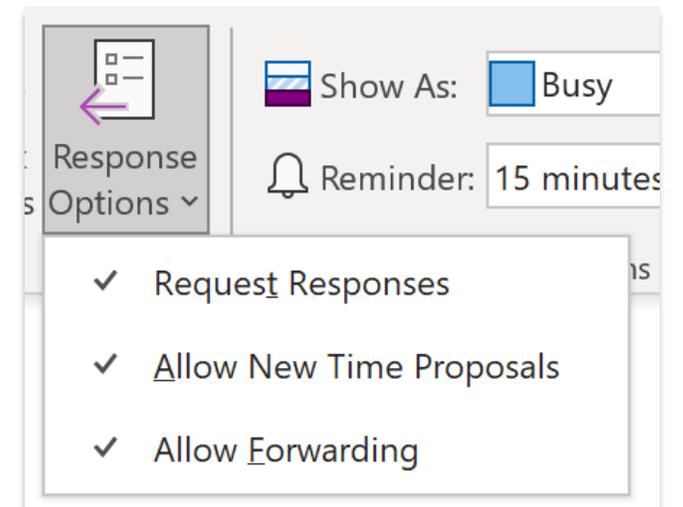
Allow mic for attendees?

Allow camera for attendees?

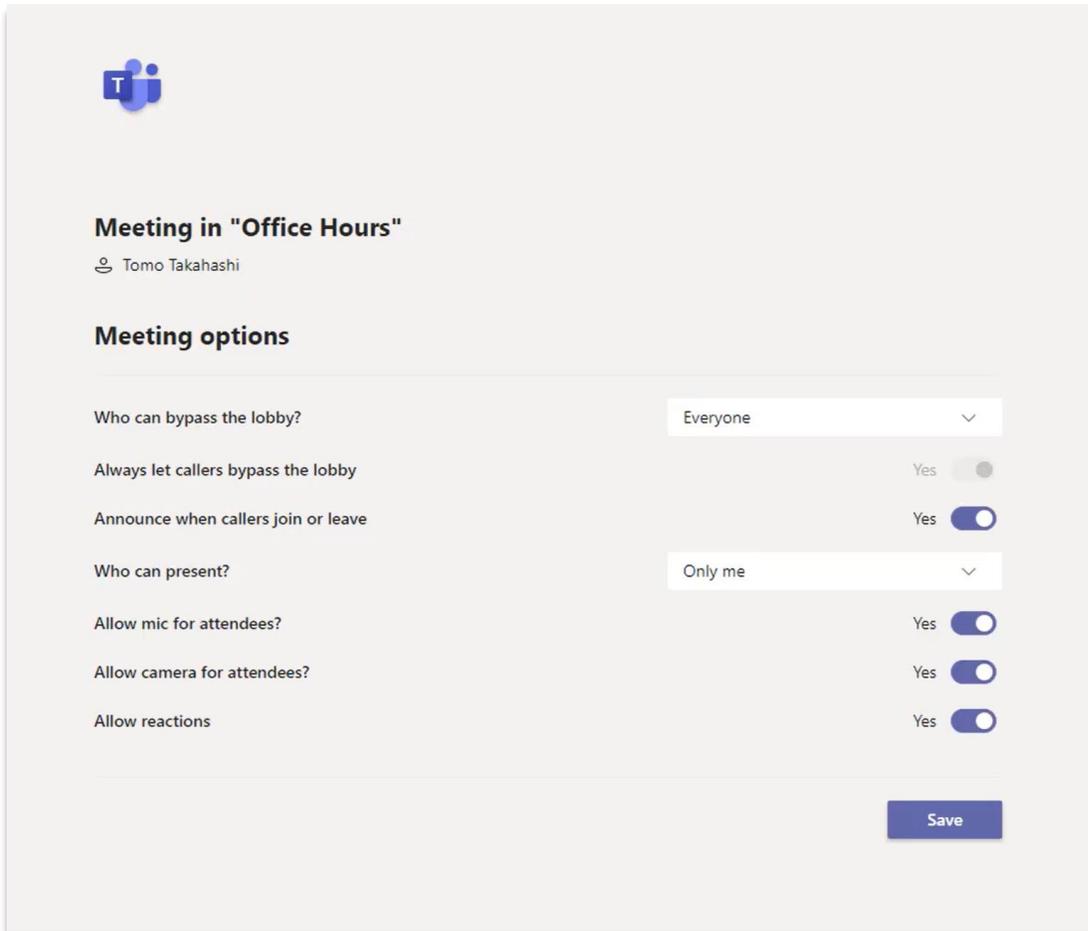
Allow meeting chat

Enabled

Allow reactions



Meeting controls



Meeting in "Office Hours"
Tomo Takahashi

Meeting options

Who can bypass the lobby? Everyone

Always let callers bypass the lobby Yes

Announce when callers join or leave Yes

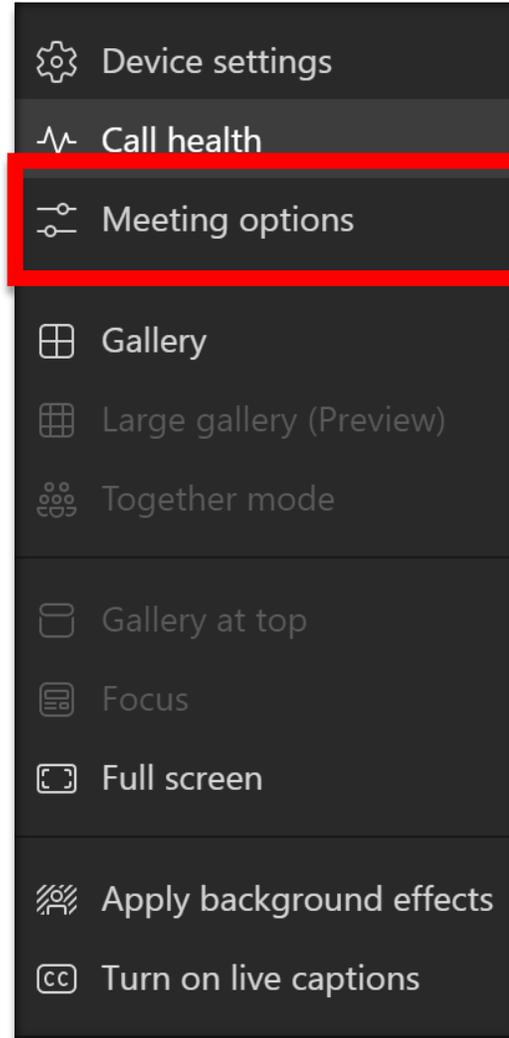
Who can present? Only me

Allow mic for attendees? Yes

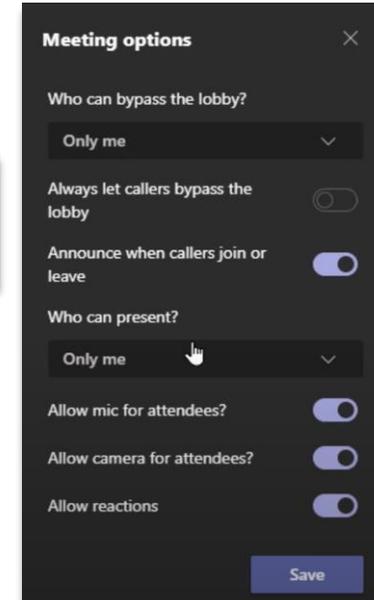
Allow camera for attendees? Yes

Allow reactions Yes

Save



- Device settings
- Call health
- Meeting options**
- Gallery
 - Large gallery (Preview)
 - Together mode
- Gallery at top
- Focus
- Full screen
- Apply background effects
- Turn on live captions



Meeting options

Who can bypass the lobby? Only me

Always let callers bypass the lobby Yes

Announce when callers join or leave Yes

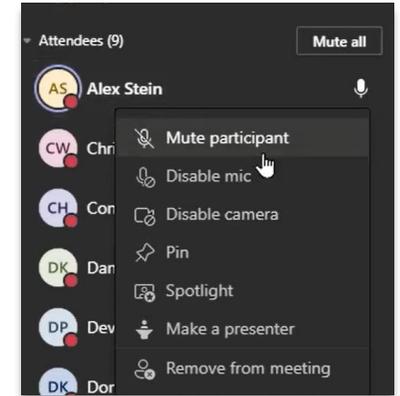
Who can present? Only me

Allow mic for attendees? Yes

Allow camera for attendees? Yes

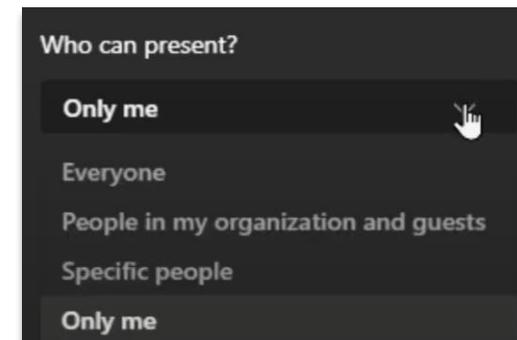
Allow reactions Yes

Save



Attendees (9) **Mute all**

- Alex Stein Mute participant
- Chris Disable mic
- Conrad Disable camera
- Darrell Pin
- Devon Spotlight
- Dorothy Make a presenter
- Dorothy Remove from meeting



Who can present?

- Only me**
- Everyone
- People in my organization and guests
- Specific people
- Only me

Secure meetings

Who can bypass the lobby?

Everyone

Everyone

People in my organization, trusted organizations, and guests

People in my organization and guests

People in my organization

Only me

Participants

Disable mic for attendees

Disable camera for attendees

Manage permissions

Download attendance list

Lock the meeting

 Leave

Leave

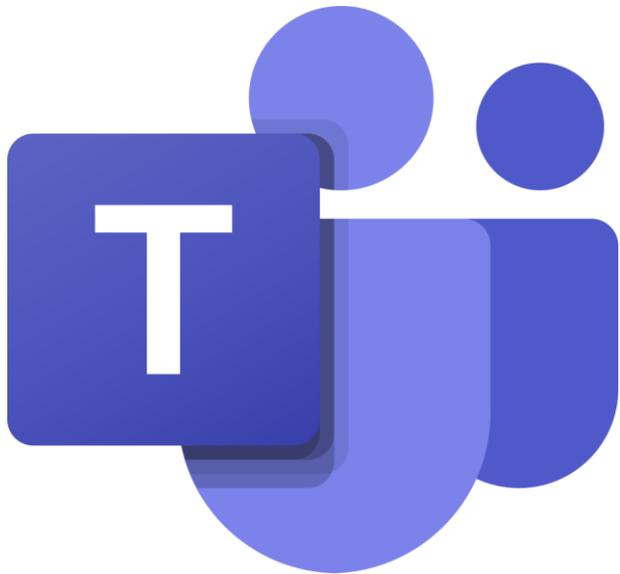
End meeting

End the meeting?

You'll end the meeting for everyone.

Cancel

End



Join and Participate in
a Teams meeting

Join the Meeting

 Please respond.
This meeting has been adjusted to reflect your current time zone. It was initially created in the following time zone: (UTC-06:00) Central Time (US & Canada).

Project Meeting - Agenda below.

 Meeting Insights

Organizer

Sent Tue 9,

Time Monday, September

Location [Microsoft Teams Meeting](#)

Respond

 Accept ▾

 Tentative ▾

 Decline ▾

 Propose New Time ▾

4. Next steps

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or join by entering a meeting ID

Meeting ID: 275 553 078 284

Passcode: ThnUb2

Or call in (audio only)

[+1 615-601-3460,237300013#](#) United States, Nashville

Phone Conference ID: 237 300 013#

[Find a local number](#) | [Reset PIN](#)

[Learn More](#) | [Meeting options](#)





Participate in a meeting

Turn your video feed on/off

Raise your hand or
give emoji feedback

Mute/unmute yourself

Show chat messages

Leave or end
the meeting



Show/add participants

Share screen and
sounds from your device

Create breakout rooms

Access additional call controls



Show up in style

- Device settings
- Call health
- Meeting options
- Gallery
- Large gallery (Preview)
- Together mode
- Gallery at top
- Focus
- Full screen
- Apply background effects**
- Turn on live captions
- Don't show chat bubbles
- Turn off incoming video
- Help



Background settings

+ Add new

- Blur
- Various background images including indoor scenes, nature, and abstract patterns.

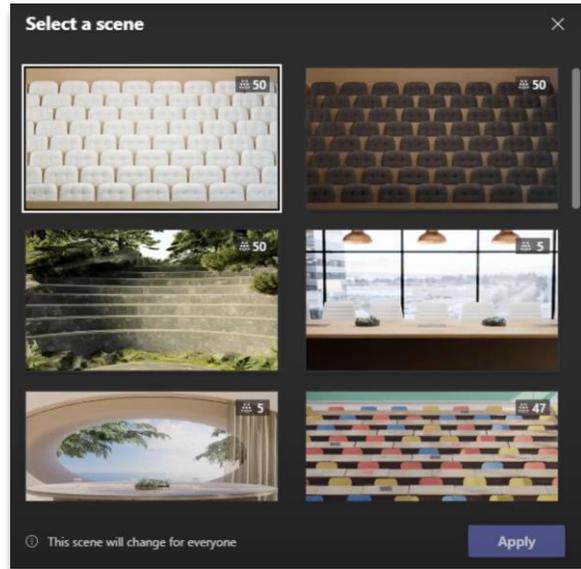
Viewing options



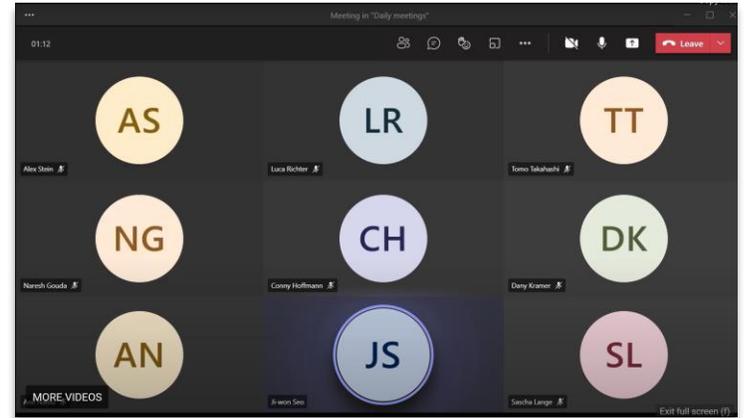
Together Mode



Standout Presenter Mode



Together Mode
Backgrounds



Gallery Mode

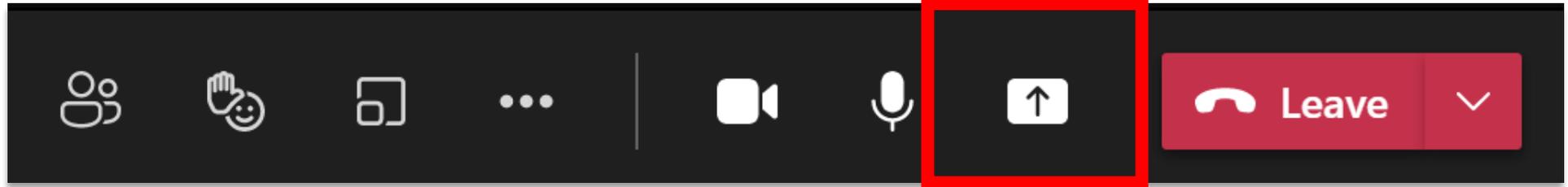


Large Gallery Mode

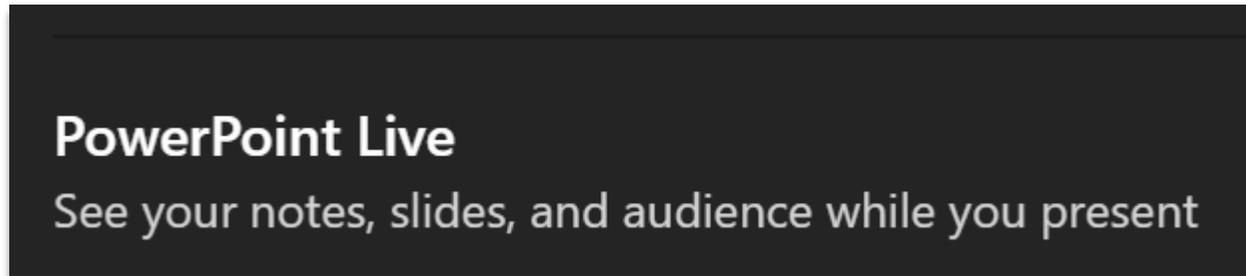


An inspired interface

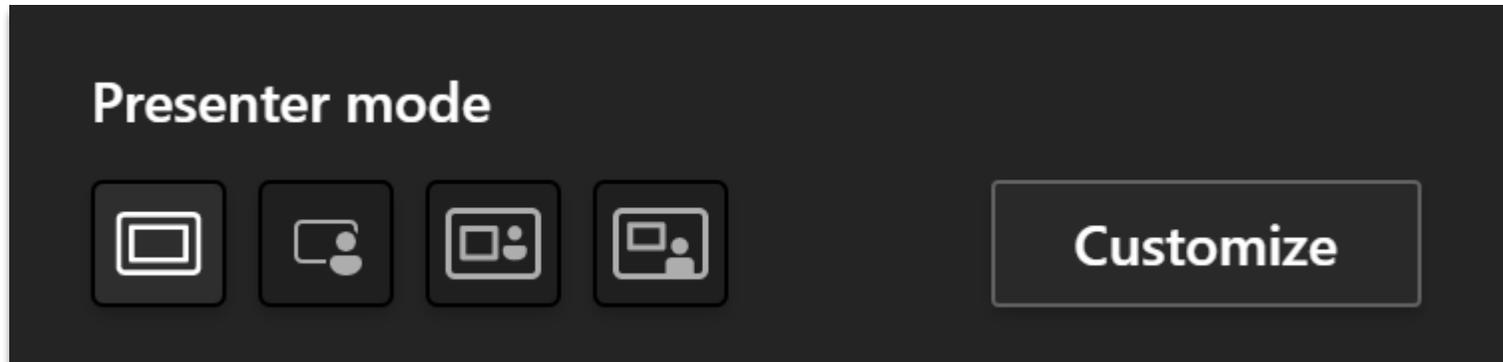
Share content



PowerPoint Live

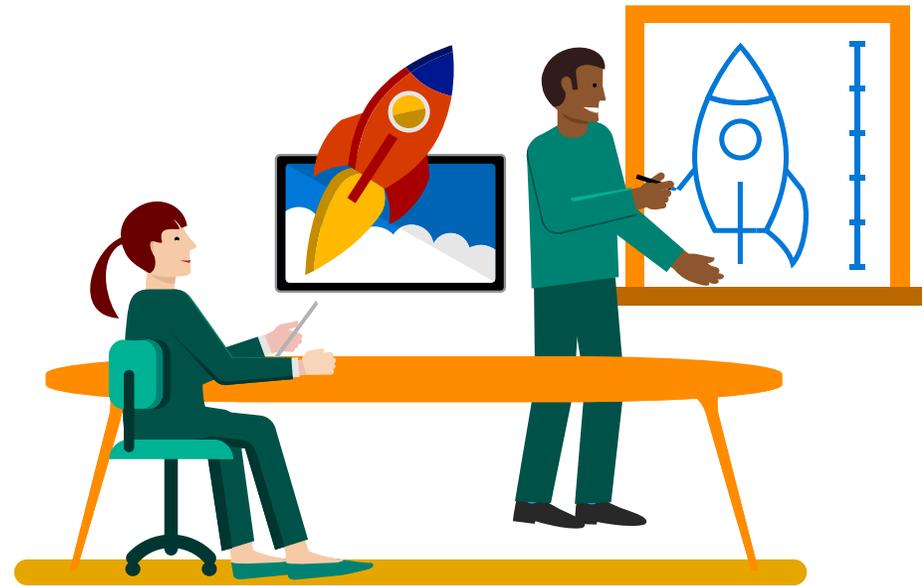
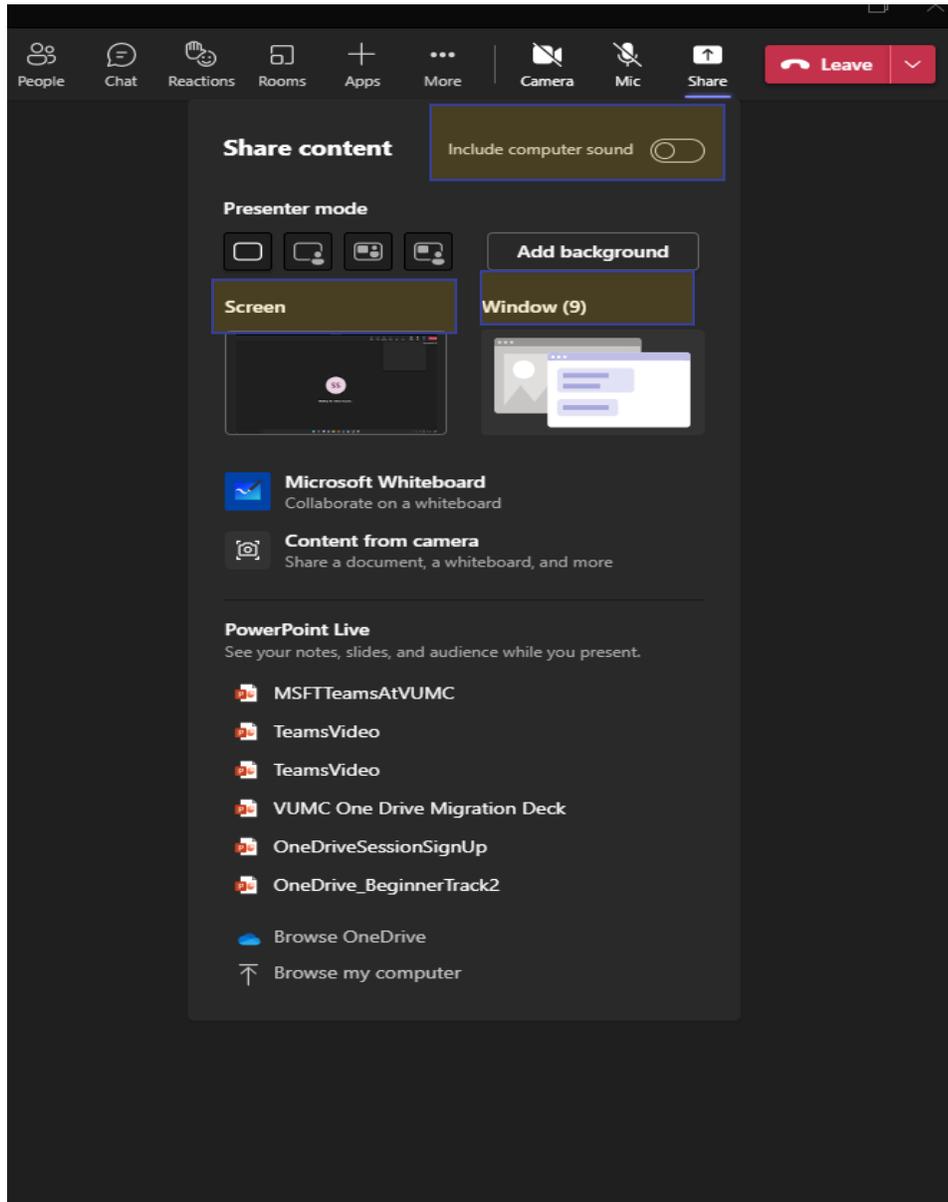


Presenter mode

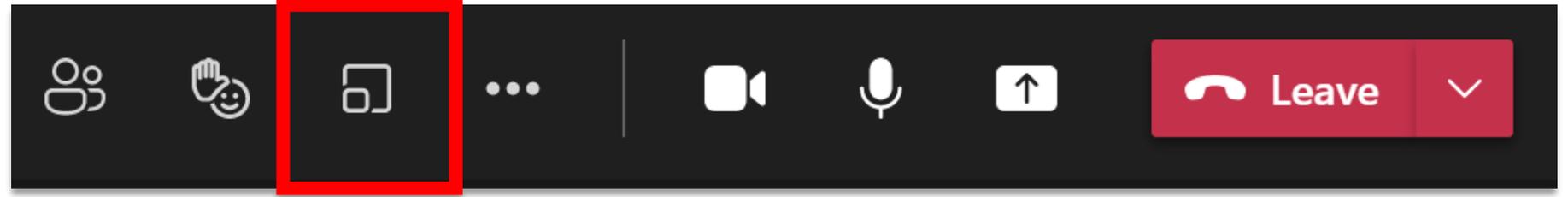


Sharing options

Share your...	If you want to...	Great when...
Desktop	Show your entire screen, including notifications and other desktop activity	You need to seamlessly share multiple windows
Window	Show just one window, and no notifications or other desktop activity	You only need to show one thing and want to keep the rest of your screen to yourself
PowerPoint	Present a PowerPoint file others can interact with	You need to share a presentation and want others to be able to move through it at their own pace
Whiteboard	Collaborate with others in real time	You want to sketch with others and have your notes attached to the meeting



Breakout Rooms



Create Breakout Rooms

Room settings

How many rooms do you need? 1 ▾

Participants

How would you like to assign participants

- Automatically**
Assign 15 people into 1 room (15 participants per room)
- Manually**
Add participants individually to Breakout Rooms.

Cancel Create Rooms

Breakout Rooms (Preview) ... ✕

 **Assign participants**
All participants are assigned

Manage rooms Add room Start rooms

-  **Room 1 (4)**
Adam Parker Goldberg, Benjami... CLOSED
-  **Room 2 (4)**
Lauren Ryland, Geri Gillespy, Bry... CLOSED
-  **Room 3 (4)**
Shay Harris, Abby Schilbach, Ma... CLOSED
-  **Room 4 (3)**
Anthony Blake, Amy Shan, Eliza... CLOSED

< Settings

Automatically move participants to rooms

Participants can return to the main meeting

Set a time limit

0 hours ▾

0 minutes ▾

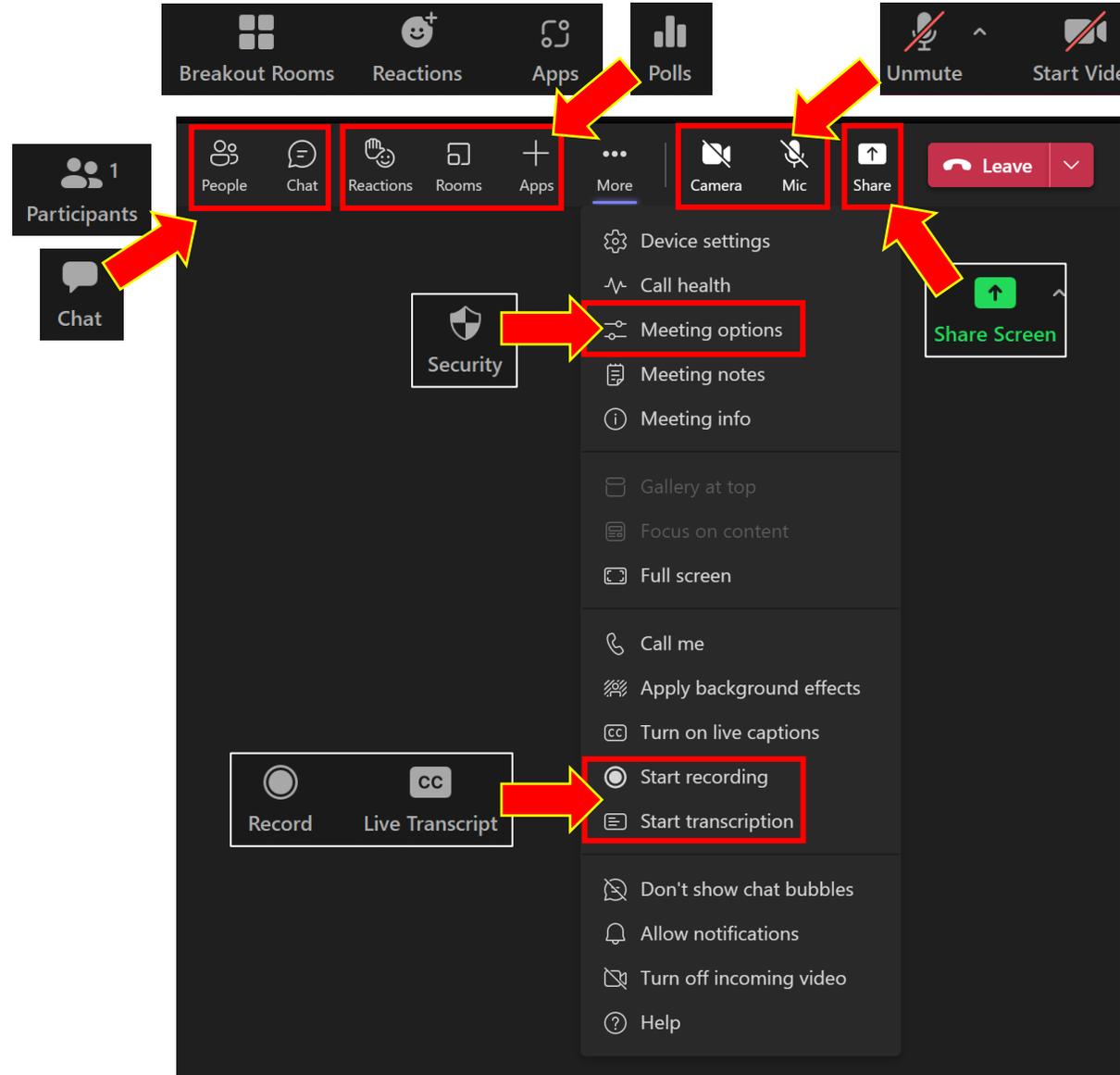


Meeting attendance and engagement

The screenshot shows the Microsoft Teams interface for a meeting titled "Design Review". The "Attendance" tab is highlighted with a red box. The meeting summary shows 28 attendees, a duration of 2h 12m 20s, and an average attendance time of 1h 40m. Below the summary is a table of participants with columns for Name, Duration, Join time, Leave time, and Role.

Name	Duration	Join time	Leave time	Role
Daniela Mandera daniela.mandera@contoso.com	1h 42m 35s	10:00:20 AM	11:40:20 AM	Organizer
Rita Taylor rita.taylor@contoso.com	1h 42m 35s	10:00:20 AM	11:50:00 AM	Attendee
Ray Tanaka ray.tanaka@contoso.com	2h 12m 15s	10:00:12 AM	11:57:00 AM	Attendee
Edmee Plant edmee.plant@contoso.com	2h 12m 15s	10:01:01 AM	12:00:00 PM	Attendee
Carianne Gentry carianne.gentry@contoso.com	1h 52m	10:01:01 AM	11:52:00 AM	Presenter
Hanno Simon hanno.simon@contoso.com	2h 12m 15s	10:02:13 AM	11:52:00 AM	Attendee
Franquale Mariano franquale.mariano@contoso.com	2h 5m 20s	10:01:01 AM	11:52:00 AM	Attendee
Ettore Niskano	2h 12m 15s	10:02:13 AM	10:00:56 AM	Attendee

Zoom Meeting Tools - Where to Find in Microsoft Teams



Meeting options

Who can bypass the lobby?

People in my organization and ...

Always let callers bypass the lobby

Announce when callers join or leave

Choose co-organizers:

Search for participants

Who can present?

Everyone

Allow mic for attendees?

Allow camera for attendees?

Record automatically

Allow meeting chat

Enabled

Allow reactions

Enable Q&A

Provide CART Captions

Enable language interpretation

Save

Add an Alternative Host

Add a Co-host

More | Camera | Mic | Share

Device settings

Call health

Meeting options

Meeting notes

Meeting info

Gallery

Large gallery

Together mode

Gallery at top

Focus on content

Full screen

Apply background effects

Turn on live captions

Start recording

Captions

Reports

Teams Meeting | Chat | Files | Details | Scheduling Assistant | Meeting notes | Whiteboard | Attendance | Breakout rooms

Sep 19, 2:17:38 PM

Summary

1 Attendee

2:17 PM - 2:24 PM
Start and end time

7m 2s
Meeting duration

6m 55s
Average attendance time

Participants

Name	First join	Last leave	In-meeting duration	Role
Smith, Shavonne Nicole shavonne.n.smith@vumc.org	2:17 PM	2:24 PM	6m 55s	Organizer

Thanks for joining us today!