



Leveling Up: 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.

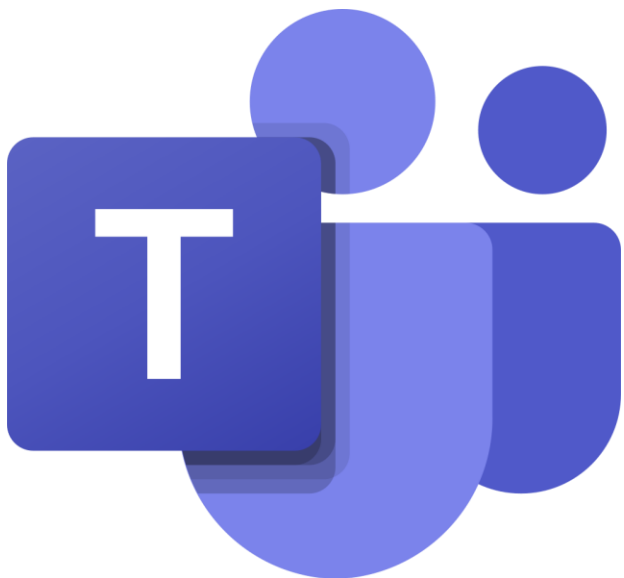


Use the chat to post
questions and interact



This call is being recorded

Today's agenda



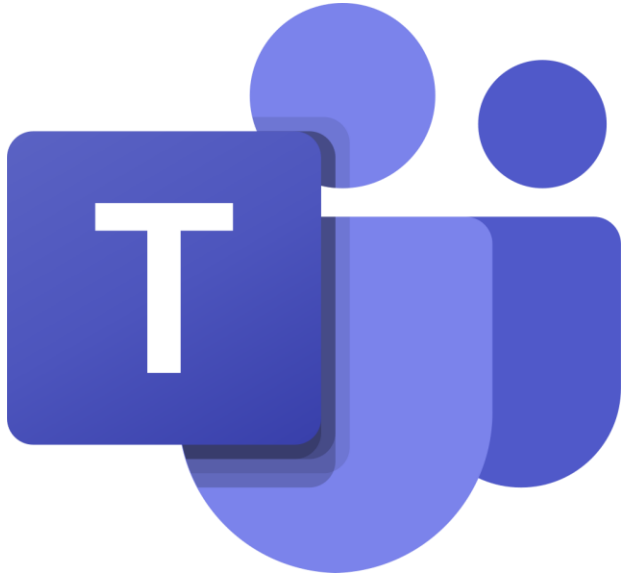
Before the Meeting



During the Meeting



After the Meeting



Before the Meeting

- **Creating a Meeting Invite in Outlook for Someone Else**
- **Creating and setting up a Webinar**

Delegate. Delegate. Delegate.

Creating a
Meeting
Invite for
Someone
Else

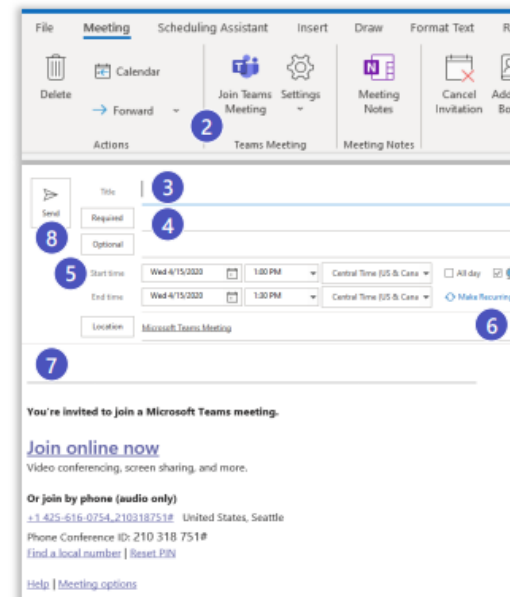


**Adding someone or
someone adding you as
a delegate in Outlook
will allow Teams
Meeting Creation
for/by someone else.**

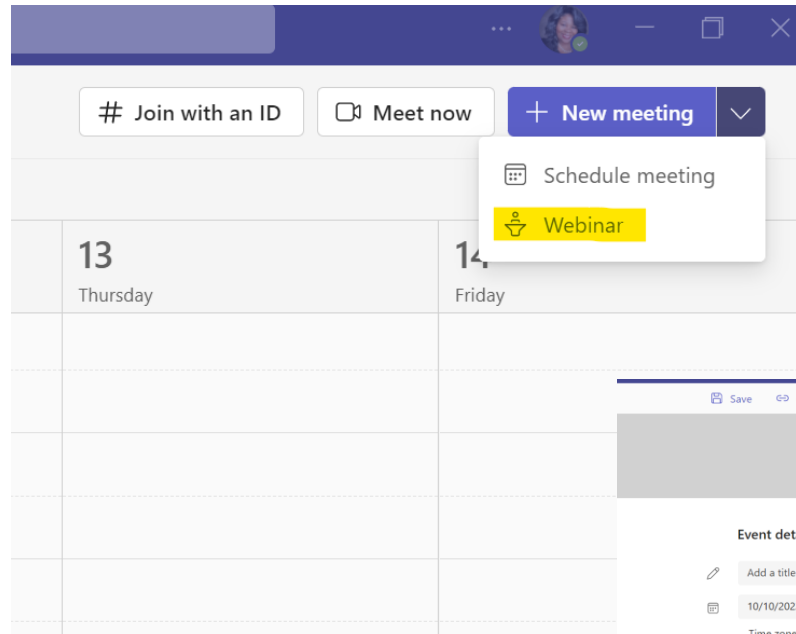
Creating a Meeting Invite for Someone Else

Create a meeting invite for someone else in Outlook

- 1 As a delegate, open the **Outlook Calendar** for the individual whose calendar you're managing. Click the **Home** tab, and then click the **Teams Meeting** icon (screenshot below). If you require delegate permissions, see instructions [here](#) (steps should be performed on delegator's device).
- 2 Select the **Teams** icon. When you do so, a **Join a Microsoft Teams Meeting** link is created in the body of the invite. If the delegator's account has an Audio Conferencing license, a phone number and conference ID will be included.
- 3 Create a **Title** for your meeting invite.
- 4 In the **Required** box, enter the email addresses for the people you want to invite to the meeting.
- 5 Select a **start and end time** for the meeting.
- 6 If you need the meeting to be recurring, please select the **Make Recurring** icon.
- 7 Add content to the body of the invite to inform participants of the purpose of the meeting.
- 8 Double check your information and then click the **Send** button.



Creating and Setting Up a Webinar

A screenshot of the Microsoft Teams 'Event details' form. The form is titled 'Event details' and includes a 'Save' button and a 'Copy registration link' button. It features a section for 'Event details' with fields for 'Add a title', 'Date and time' (10/10/2022, 10:00 AM to 10:30 AM), 'Time zone' (UTC-05:00 Eastern Time (US & Canada)), and 'Location' (Microsoft Teams meeting). There is also a 'Description' field. To the right of the form is a sidebar with a list of fields to be added to the registration form: Address, City, State, ZIP/Post code, Country/Region, Industry, Job title, Organization, and Custom question. A '+ Add field' button is at the bottom of the sidebar. The form also includes a 'Speakers' section with an '+ Add speaker' button.

Your First Webinar

Event details

10/10/2022, 10:00 AM - 10/10/2022, 1:00 PM
Time zone: (UTC-05:00) Eastern Time (US & Canada)
Microsoft Teams meeting
Are you excited about leading your first webinar? Come join us to explore the endless possibilities.

Speakers

- Sharonne Smith**
Sharonne is a speakers speaker. She speaks very highly of speaking to other speakers about speaking and is excited to be apart of this webinar when she will be speaking to speakers about speaking.
- Mary Smith**
Sharonne is a speakers speaker. She speaks very highly of speaking to other speakers about speaking and is excited to be apart of this webinar when she will be speaking to speakers about speaking.
- Timothy White**
Sharonne is a speakers speaker. She speaks very highly of speaking to other speakers about speaking and is excited to be apart of this webinar when she will be speaking to speakers about speaking.

Register for this event

First name *

Last name *

Email *

Please tell us about your experience with other meeting platforms.

What meeting platforms have you used for webinars in the past?

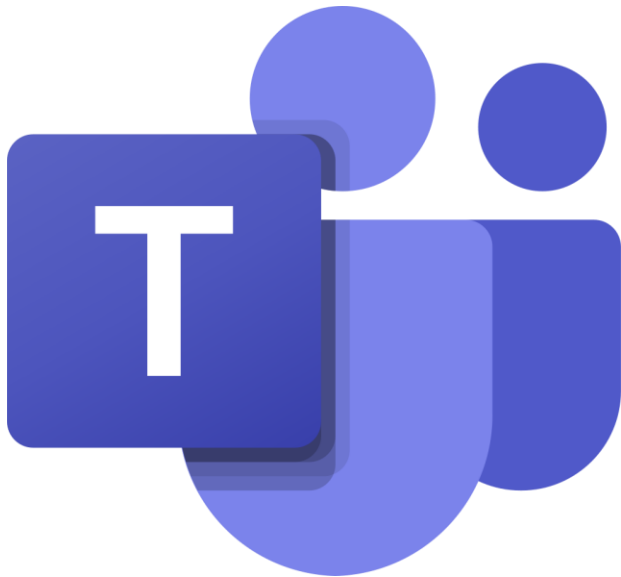
☐ Zoom

☐ Teams

☐ WebX

☐ Skype

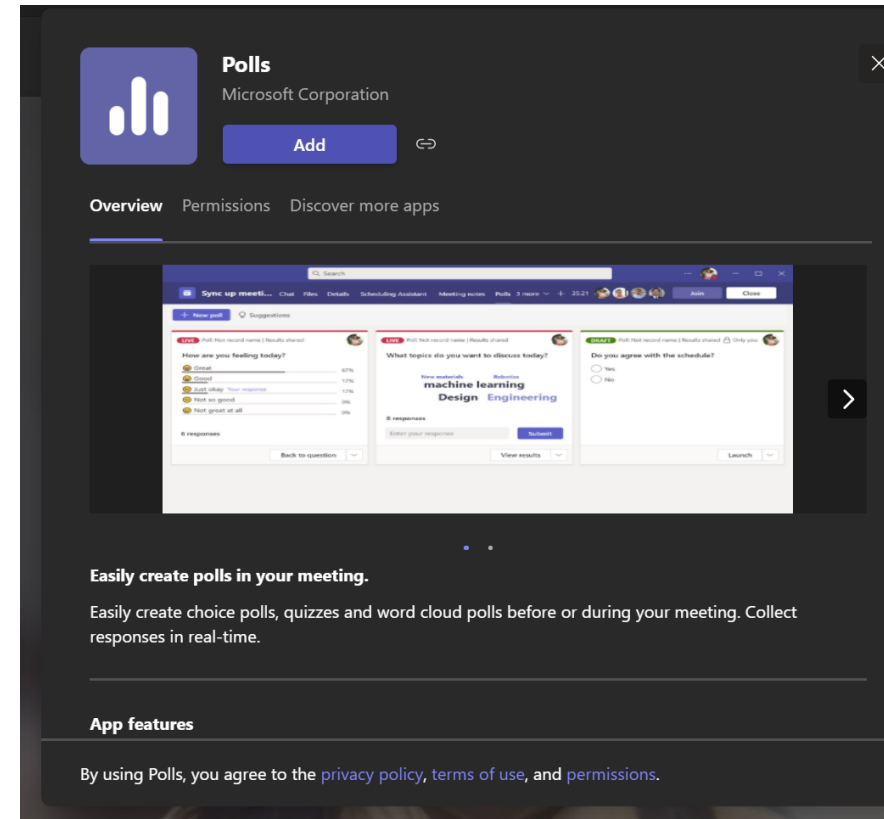
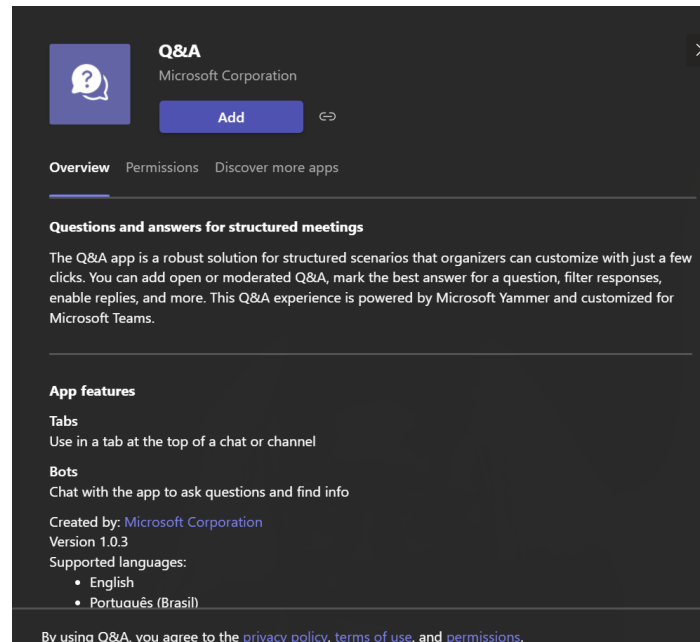
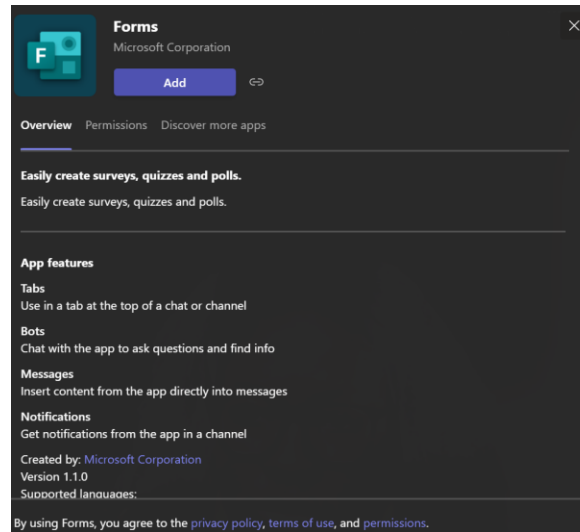
[Register now](#)



During the Meeting

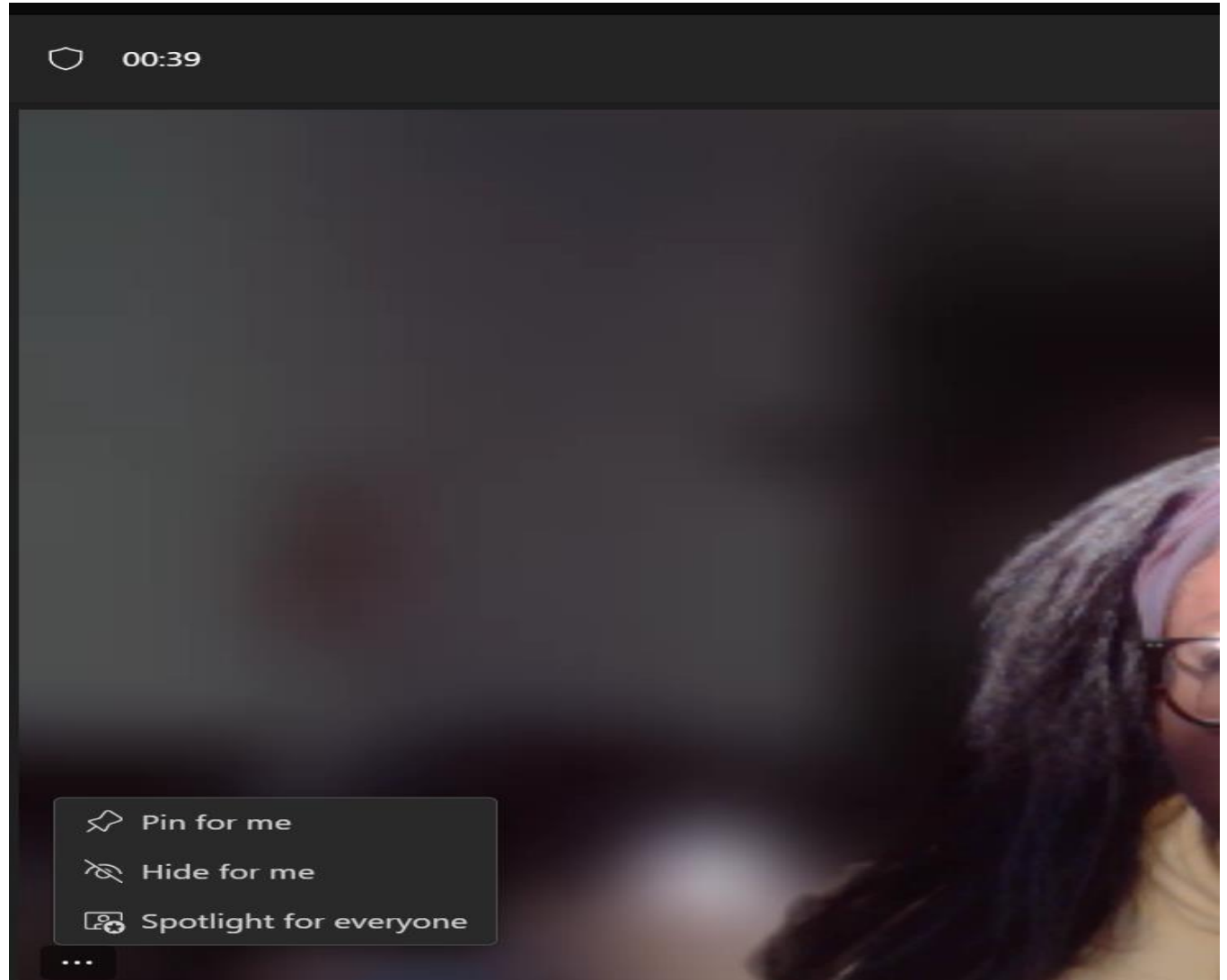
- **Add an app**
- **Controlling what's seen onscreen**
- **Breakout Rooms**

Add an App



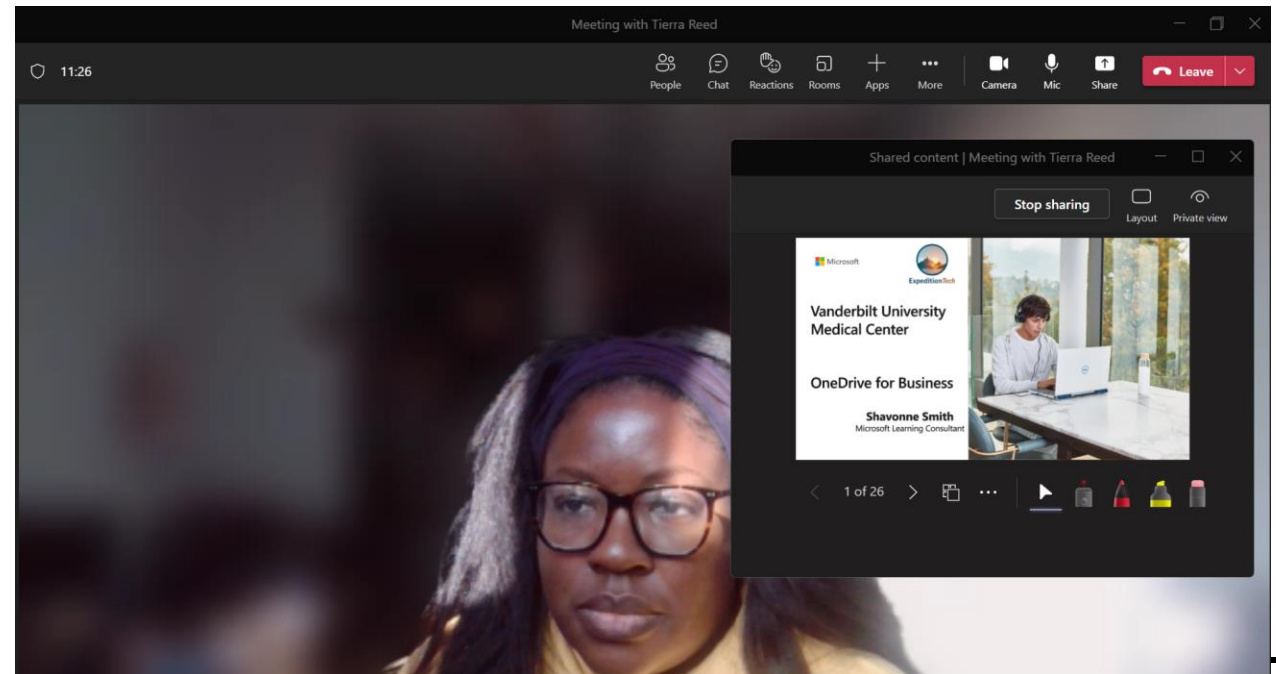
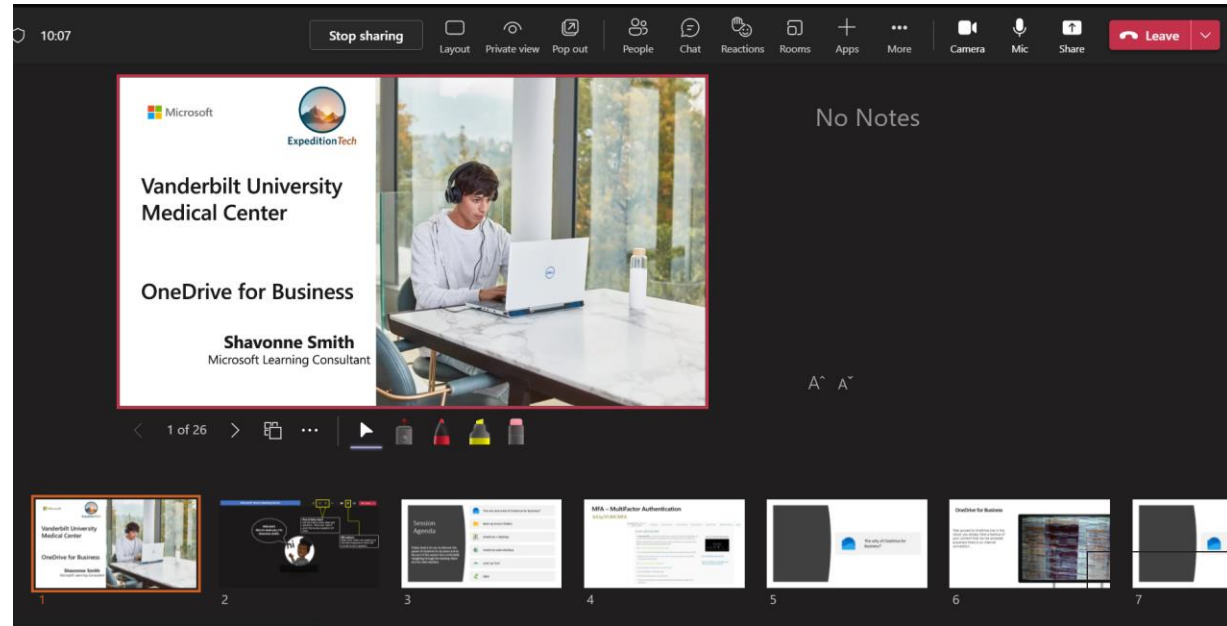
You can add things like Polls, Forms and Q&A

Control What's Seen Onscreen



Control
What's Seen
Onscreen

sharing
using PPT
Live



Breakout Rooms





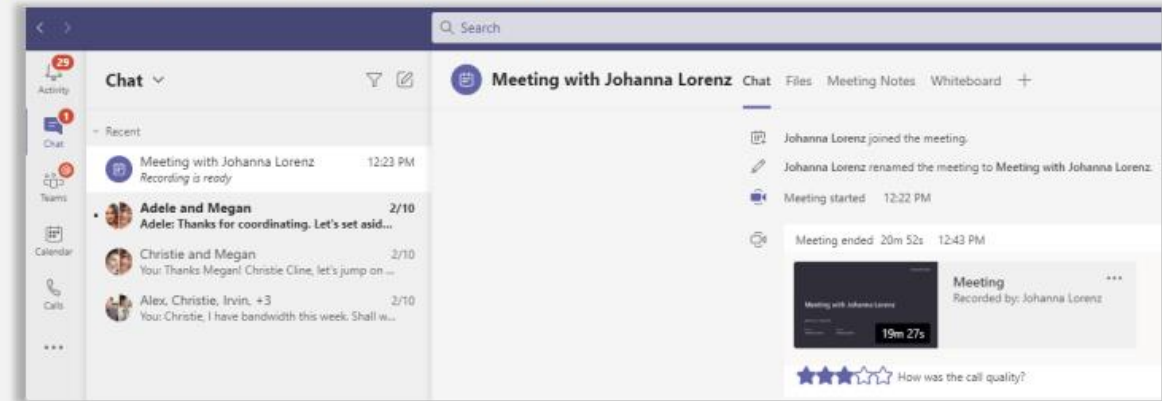
After the Meeting

- **Accessing Reports**
- **Accessing and Sharing Meeting Recordings**

Accessing and Sharing Meeting Recordings

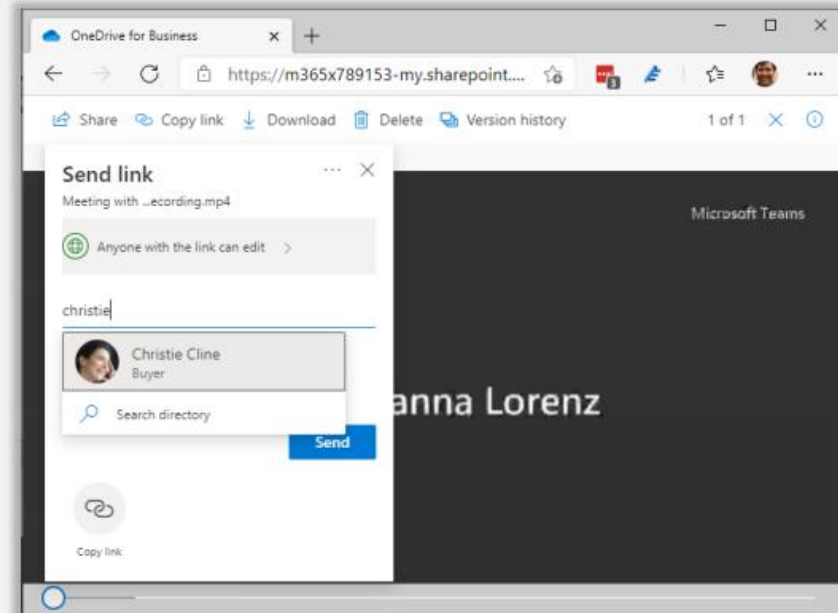
Sharing a recorded meeting

- 1 Navigate to the **Chat** app in the App Rail and select the meeting chat for your recent meeting.



- 2 Click the icon showing a preview of the meeting recording. This will launch a video player embedded in a browser window.

- 3 In the toolbar across the top of the window, click the **Share** option and type in the name(s) of the people you'd like to share access to the recorded meeting to. Click **Send** – they'll receive an email notification.



Thanks for joining us today!