

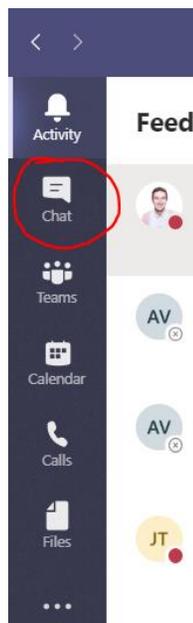
Join and Host Internal Meetings in Teams

This how-to guide will instruct you on how to have meeting in Teams in two ways:

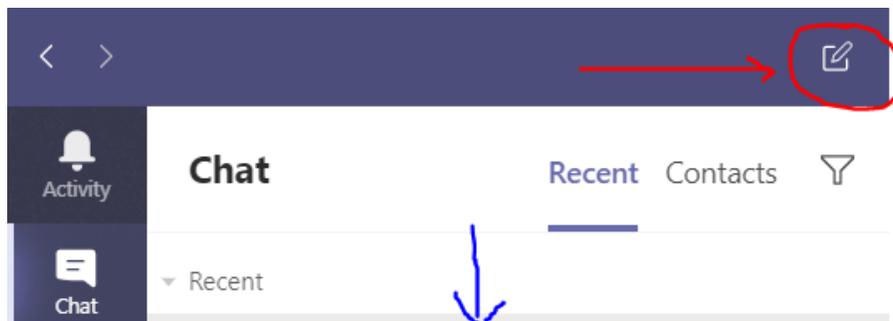
- a. How to have a one on one meeting with someone
- b. How to schedule and operate a meeting within a “team”

How to have a meeting with one person in Microsoft Teams

1. Ensure Microsoft Teams is on your computer
2. Click the “Chat” app icon on the left side of the Teams screen

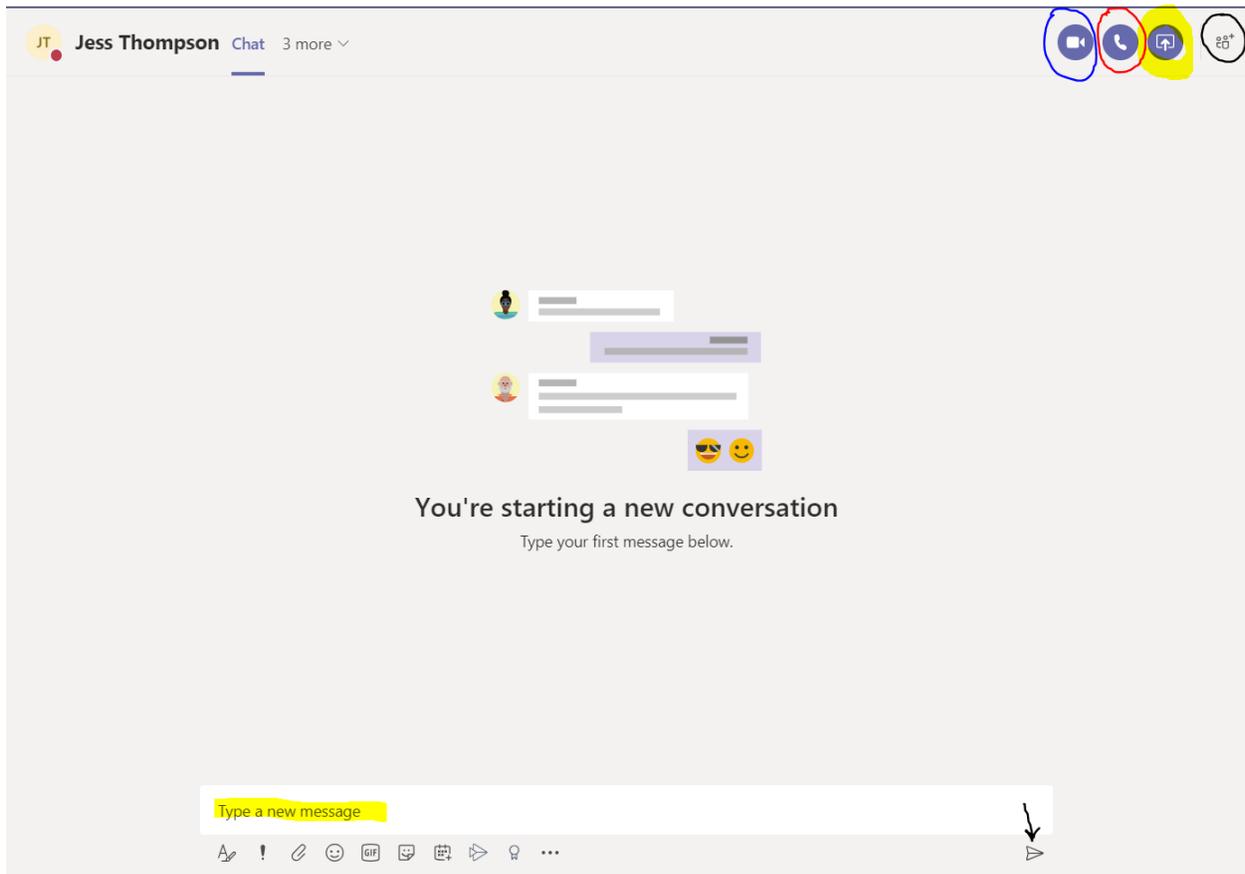


3. Once you click the “chat” icon, you will have the ability to open an individual chat with one of your coworkers. Click the icon with the pen and notepad (circled below in red) to begin a new chat. Your recent chats will appear below in the zone the blue arrow is pointing to.



4. Once you click the “new chat” icon, you will be prompted to enter the name of the person you’re trying to chat with. Type in their name (this is connected to our global address book, so THA employees should show up quickly).

5. For an example, I will create a new chat with Jess Thompson:



- **Camera icon (circled in blue):** this is the video chat button. Click this to immediately be taken into a video chat meeting with the person you chose to chat with.
- **Phone icon (circled in red):** audio call button. Click this to immediately be taken to an audio chat (no video) meeting with the person you're chatting with.
- **Upload icon (circled in yellow):** click this button to share your screen. Clicking this gives you the option of choosing which of your windows or screens you want to share with the person in the chat.
- **People icon (circled in yellow):** this enables you to invite more people to your chat. If you want to conduct a video/phone call meeting with more than just the person in the chat, here is how you can add more people.
- **Text box (highlighted in yellow at bottom of the screen):** here is where you can text chat with someone. Either click the little paper airplane (black arrow) or the "enter" key to send the text chat.

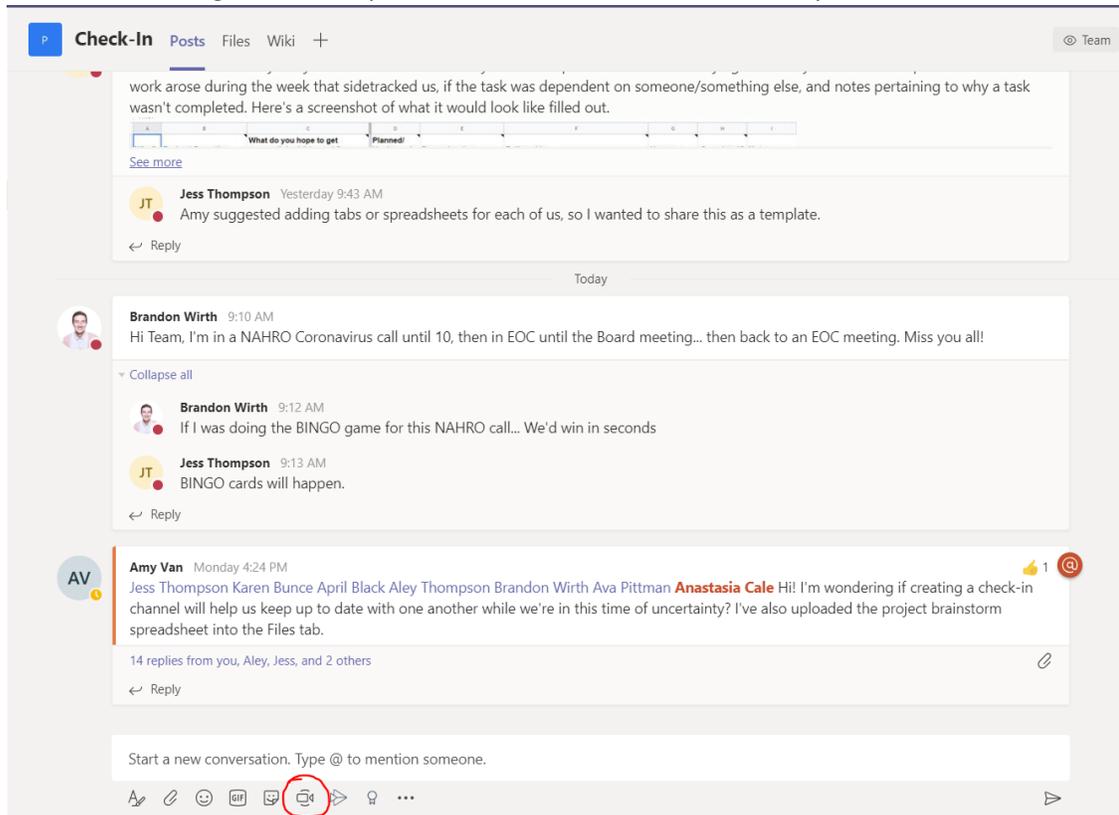
How to have a meeting with a team in Microsoft Teams

You can conduct a meeting with your team in two ways in Microsoft Teams:

- Immediately
- Scheduled

Immediately:

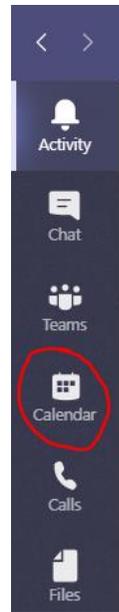
1. To have a meeting immediately in Microsoft Teams, enter the team you wish to chat with.



Here is a screenshot of the PIE “check-in” team page. Circled in red is the “Meet now” video meeting button. Click this for Microsoft Teams to ping each member of the team to join a video chat.

Scheduled:

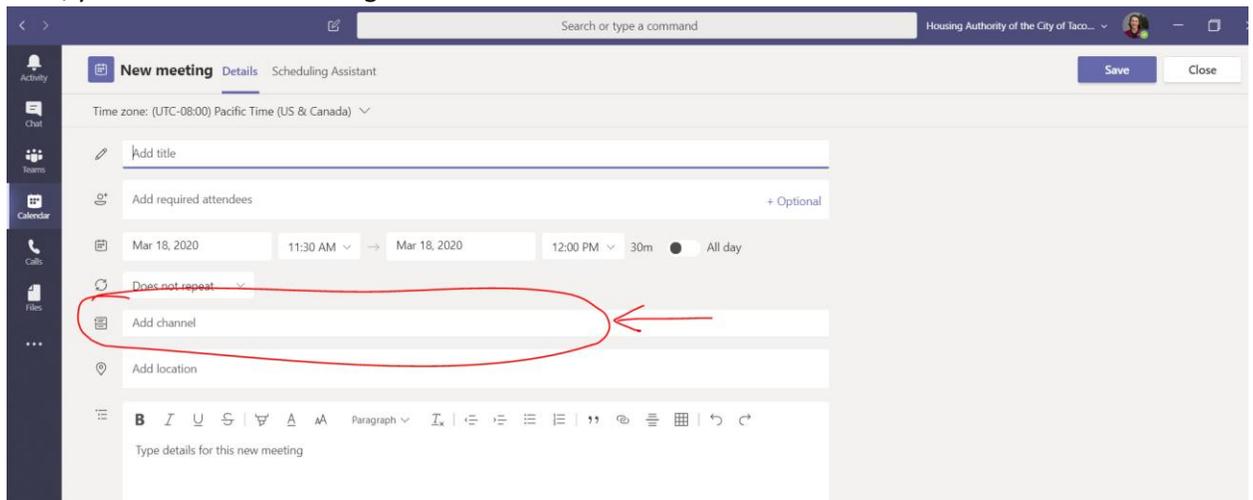
1. On the left-hand side of the Microsoft Teams screen, click the “Calendar” app icon



2. Once you're in the Calendar section of Microsoft Teams, click the big purple "New Meeting" button in the upper right-hand corner.



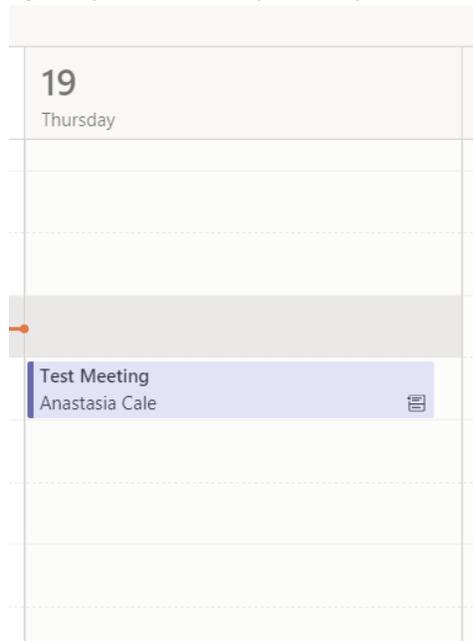
3. Next, you will see the following screen:



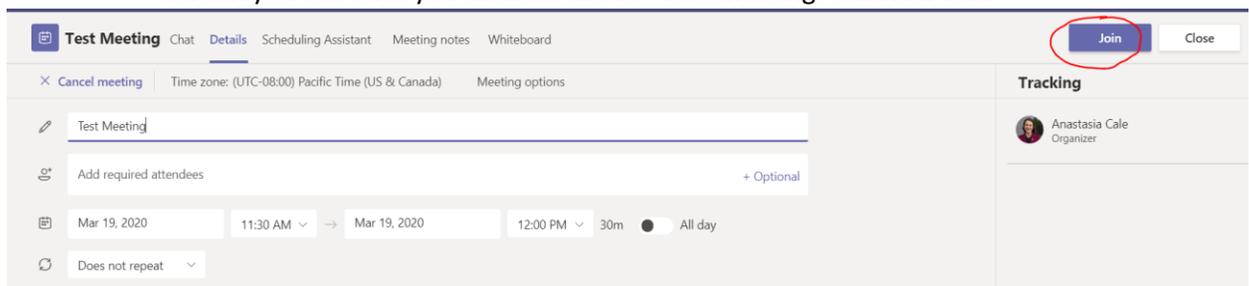
Enter the title and date for the meeting, but the **most important step** to schedule a meeting with an entire team is to type in that team name in the red circle/ "Add Channel" space above. Teams will auto-populate your teams and channels in this box as you begin to type in the team name.

4. Once you select the desired team and you fill out the other fields for a meeting, click "save" (upper right-hand corner) and the meeting will be sent out to the team members.

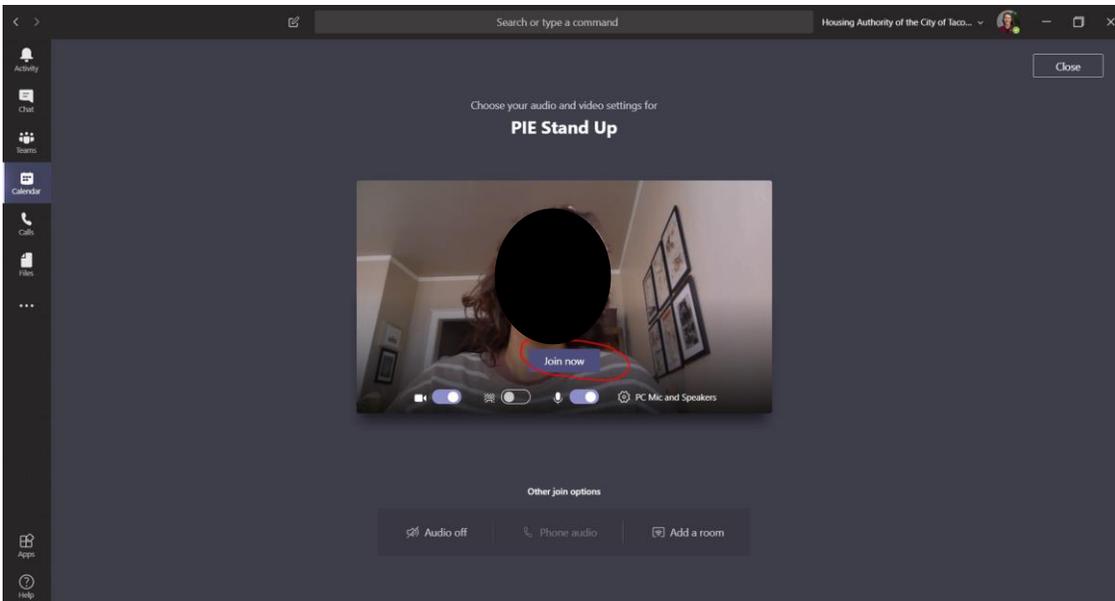
5. Since the meeting was created through Teams, when team members view the meeting on their calendar and click the meeting, they will see an option to join the meeting:



Screen you see once you click the above “Test Meeting” calendar box:



6. To join the meeting (either as organizer or participant), simply click the “join” button and Microsoft Teams will drop you and all participants into a video chat where you can conduct your meeting.
7. When you click “Join” here is the screen you will see:



Click the “Join now” button (circled in red) and you will be brought into the meeting room.