Use of Microsoft Teams to hold synchronous classes/meetings

Please note: this best for use with individuals or for a few number of participants joining a face to face class remotely.

Using the meeting invitation function in Outlook 365 Calendar
1. Create a new meeting invitation
2. Click the Teams Meeting icon in the top menu bar of the invitation
3. Add a title
4. Invite participants. (Please note: the meeting invitation can be sent to individuals outside of westpoint.edu email e.g. Gmail and you can use scheduling assistant within this function.)
5. Individuals can join by clicking the “Join Microsoft Teams Meeting” link in the email invitation

Using the Calendar function in Teams
1. Click the Calendar icon in the left-hand menubar
2. Click “+New Meeting” upper Right corner
3. Add a title
4. Invite participants (Please note: the meeting invitation can be sent to individuals outside of westpoint.edu email e.g. Gmail and you can use scheduling assistant within this function.)
5. Individuals can join by clicking the “Join Microsoft Teams Meeting” link in the email invitation

If meeting with a single individual or small group from West Point
Via the chat function on Teams (best for one or two individuals)
1. Create a chat with all the individuals you wish to meet with
2. Once created – you must click into the message section – then on the upper right corner video or call options are present
3. Click on the video icon
4. Teams will call the people listed

Via the calendar function on Teams
1. Click “Meet Now”
2. Click “Join Now”
3. In the options bar – click on the icon of two people
4. Invite individuals via West Point email address
5. Note it does have options for an individual phone number. If they have Teams app on phone, they can video meet, otherwise it is audio only
6. Alternatively – next to the invite section is the icon for link (if clicked it will copy a link into the clipboard that can be sent to an external email e.g. Gmail)

Utilization of various functions within Teams during meeting
• Sharing screen – Instructors can share their screen to show PowerPoint or other presentations. Multiple presentations necessitate stopping current screen being shared and transferring to second screen
• Note – links to videos should be shared via the chat function as it appears to audio does not work via teams
• Instruct participants to display chat function if written questioning is planned
• You may want to instruct participants to mute their audio if this is the case
• Meeting coordinator can mute all incoming participants via the setting function
• There is an option to record the meeting. Please note that the MP4 is available to all members of the meeting in the chat section of Teams for download and is not password protected.