Communicating in Microsoft Teams

Microsoft Teams offers synchronous chatting, audio/video calls and meetings, and file sharing. This may be a good option for virtual office hours, tutoring sessions, or group meetings. Teams may also provide a place for student groups to meet virtually, or even record a group presentation.

Note: You must download the desktop app or use a supported browser like Google Chrome or Microsoft Edge to enable all features (video, screen share, etc.).

For more details on recording, please refer to our [Microsoft Teams Recording Guide](#).

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Opening Microsoft Teams

You should be able to use Microsoft Teams anywhere you have access to Office 365. You must download the desktop app or use a supported browser like **Google Chrome** or **Microsoft Edge** to enable all features (video, screen share, etc.). To use the audio/video calling features, you will need a mic and/or webcam, as well as speakers/headphones.

1. To access Microsoft Teams, log in to MAVzone from the Colorado Mesa University homepage.

2. From the **Applications** section of MAVzone, search for **Teams** and click the Microsoft Teams application.
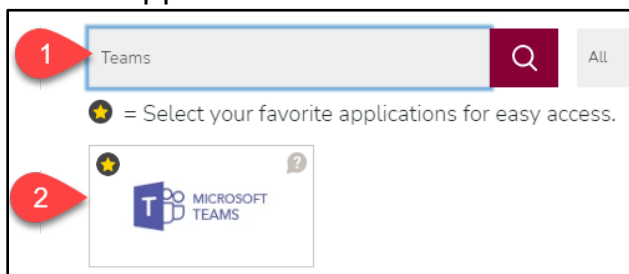
3. If you prefer to use the desktop or mobile app, [download Teams to your desktop or mobile device](#).
4. The desktop app automatically updates (so you don't have to). If you want, you can still check for available updates by clicking on the **three dots (...)** next to your initials or picture in the upper right corner, then select **Check for Updates.** The web app is always up to date.
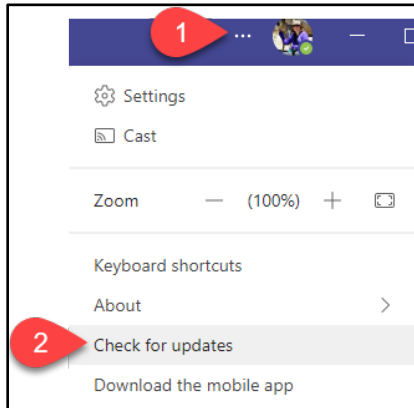

Chatting in Teams

1. In the title bar of the Teams window, click the **New Chat** button to begin a chat with someone.
2. The **Chat** window will take focus and you will be able to type the person's name you want to chat with. The name list will begin searching for the user based on the characters typed. Try typing their last name first. If the list is very long, you'll be able to scroll through the list.
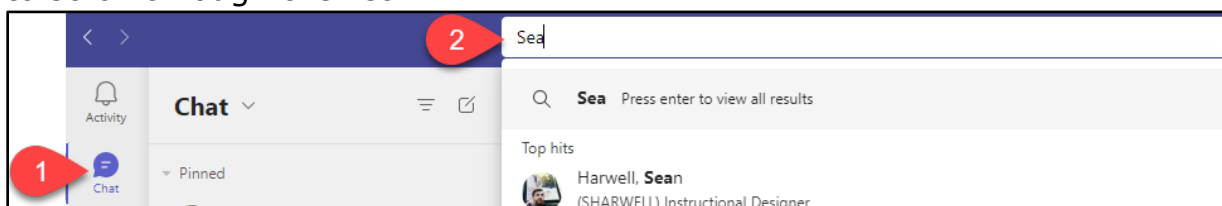
3. Select the desired name, then press **Tab** to place your cursor into the **Type a new message box**. Type your message and press **Enter** or click the **Send** button.
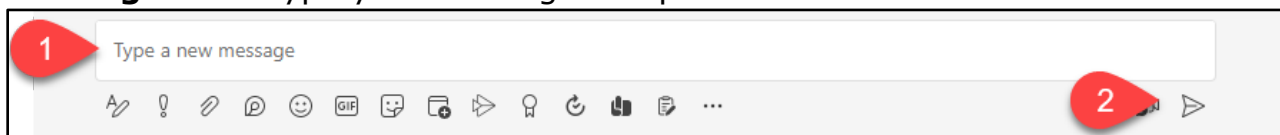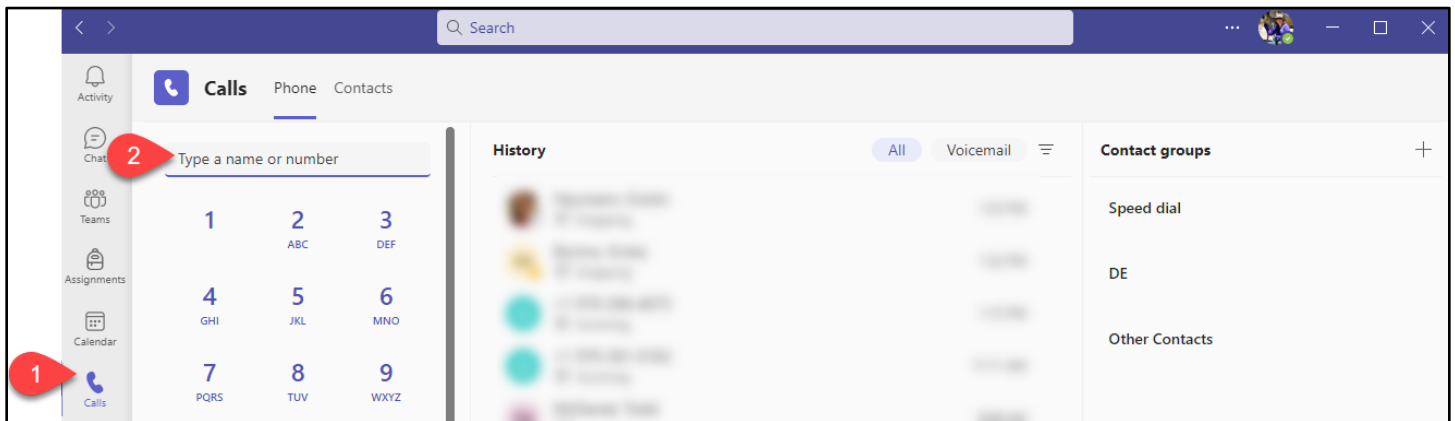
4. In addition to typing a message to chat, you can also:
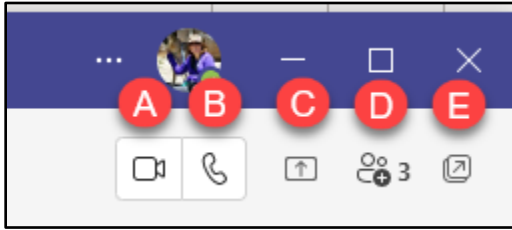
a. **Video call**
b. **Audio call**
c. **Screen Sharing**
d. **View and Add Participants**
e. **Pop out chat** into a new window

Audio Calls in Teams

If you go to the **Calls** area, you may type in the name or number of the person you wish to call in Teams.

If you use the **Search** bar at the top of Teams, you'll have the option to start a video or audio call, as well as access the person's phone number.
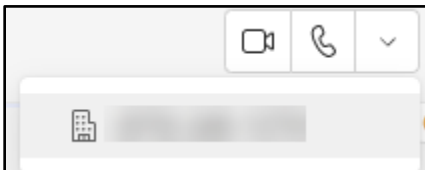
You may switch between an audio and video call as needed, as well as share your screen later, if the person you are calling is also using Teams.

Meetings in Teams

Meetings in Teams include options for audio, video, screen sharing, and recording. Roles in Teams include Organizer, Presenter, and Attendee.
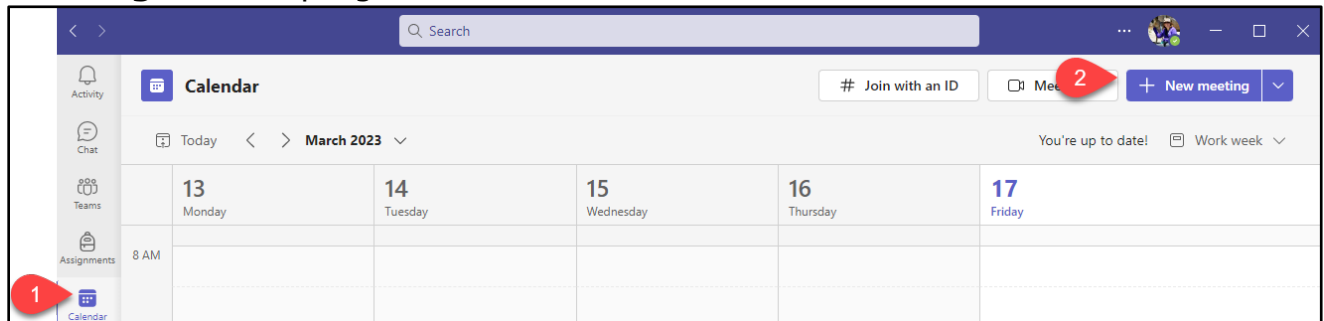
Schedule a Meeting

There are two ways to schedule a meeting in Teams.

a. **Option A:** If you would like to book a meeting with the people in an existing chat, select the **Schedule a meeting** button in a chat (this is below the compose box).
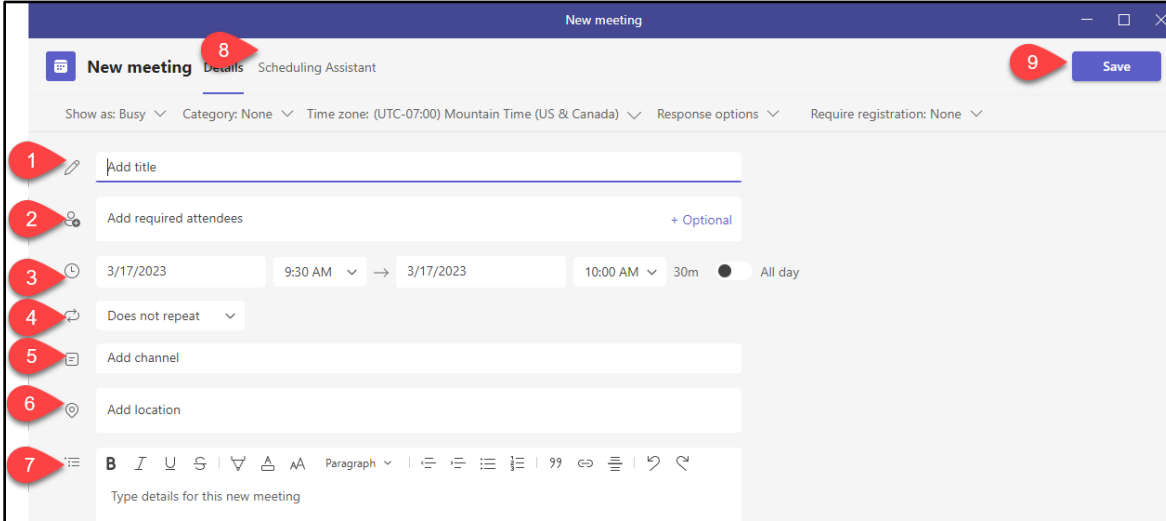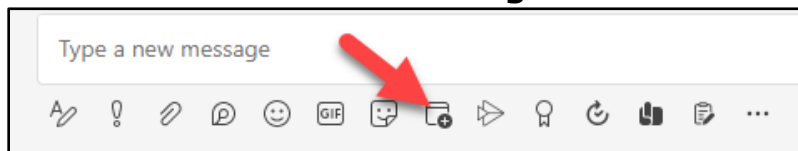

b. **Option B:** Go to the **Calendar** button on the left side of the app and select **New meeting** in the top right of the screen.
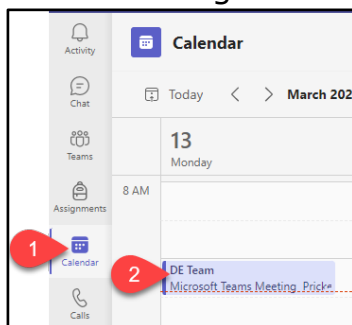
Meeting Details

After you have selected to schedule a meeting, the **Scheduling Form** will pop up.

1. Add a **Title** for the meeting.
2. Add **Required Attendees** by typing the names of the attendees and selecting them from the list. If anyone is an optional attendee, select **Optional** instead.
3. Set the **Start** and **End** times.
4. If it's a recurring meeting, open the dropdown menu next to **Does not repeat** (just below the date). Choose how often you want it to occur from the default options, or select **Custom** to create your own cadence.
5. If you want to add the meeting invite to a Channel within a Team, type the name of the channel where it says **Add Channel**. When you have a meeting in a channel, everyone in the team will be able to see it and join it in that channel.
6. Add a **Location** if the meeting has a physical location outside of Teams.
7. **Details** for the meeting
8. Use the **Scheduling Assistant** to find a time that works for everyone.
9. When the information in the Scheduling Form is complete, click **Save**. This will close the scheduling form and send an invite to everyone's Outlook inbox.
10. After the meeting has been scheduled you can see an overview of the meeting by double clicking on the meeting title from your Teams calendar.

11.   See an overview of the meeting **details** and **participants**, choose to **cancel** or **join** the meeting, **chat** with the meeting participants, or **edit** the meeting.
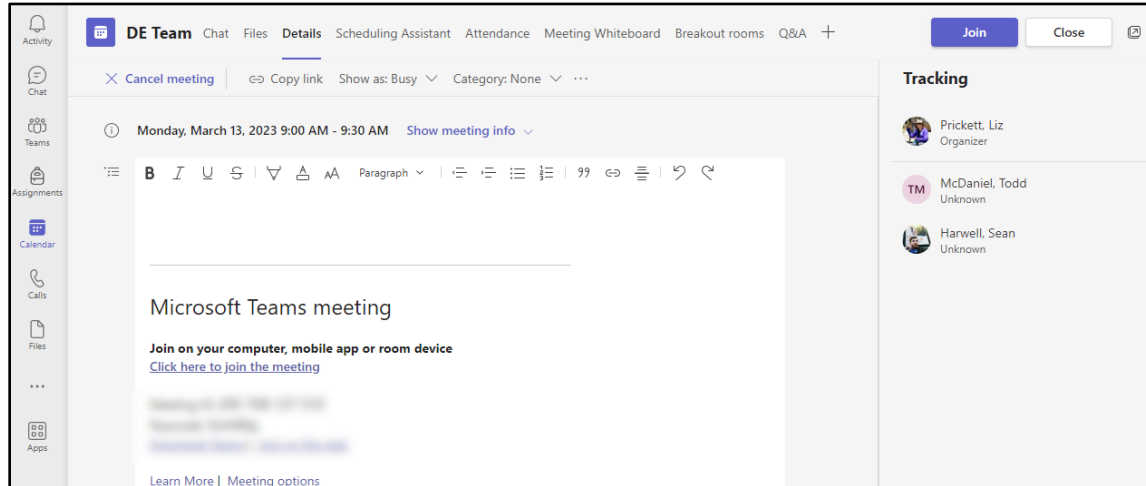

12.   Attendees will receive a meeting invite in their CMU email. The meeting will also be visible on the organizer and attendees' Outlook and Teams calendars.

Join a Meeting

There are multiple ways you can join Teams meetings (email link, calendar, dial-in, chat link). Depending on the meeting organizer's settings, you may join the meeting right away or go to the lobby where people in the meeting can admit you.

Join from Email Link

1. Users that have been invited to a Teams Meeting will receive an email meeting invite. Click to **Join Microsoft Teams Meeting** from the email. If you are asked to sign in, use your CMU email and password.
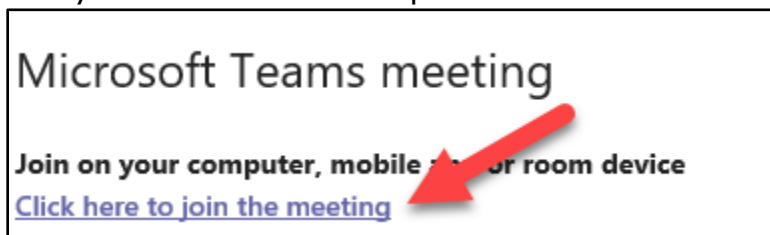
2. After the Teams application opens, choose the **Video and Audio settings** you want and select **Join Now**.
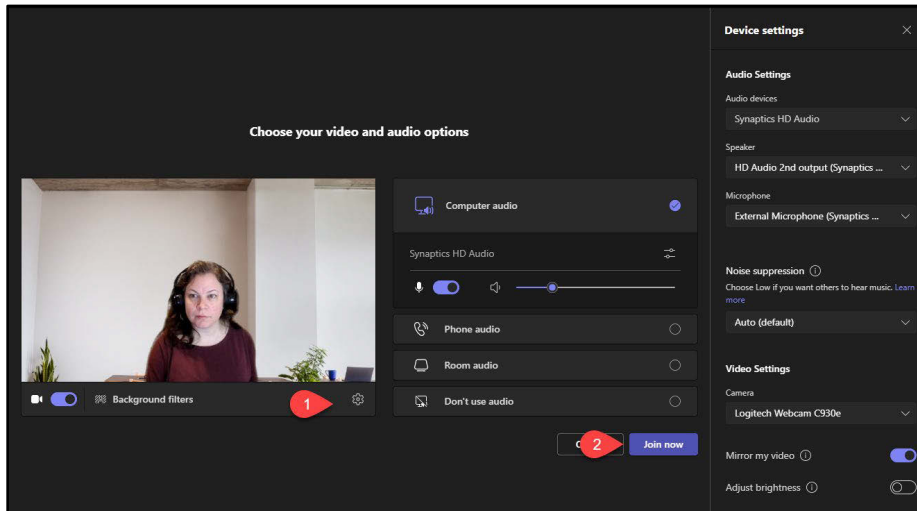
3. Once you have joined the meeting you can turn your **Camera** and **Mic** off and on by clicking the icons.
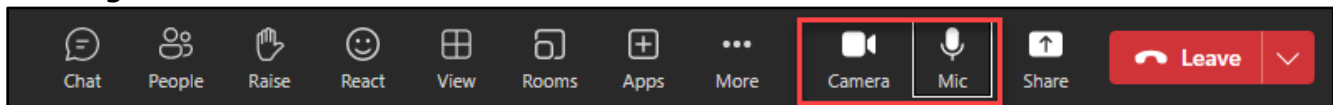
Join from Calendar

Within the Teams application, Teams meetings will show a join button on an event in your Teams calendar five minutes before the start of a meeting. The calendar shows you everything that was scheduled in Teams, Exchange, or Outlook. Right-click an event in your calendar to RSVP, remove it if it's canceled, or open the invitation to view the meeting details.

1. Select the **Calendar** button on the left side of the app to see your meetings. Find the meeting you want, and then select **Join**.
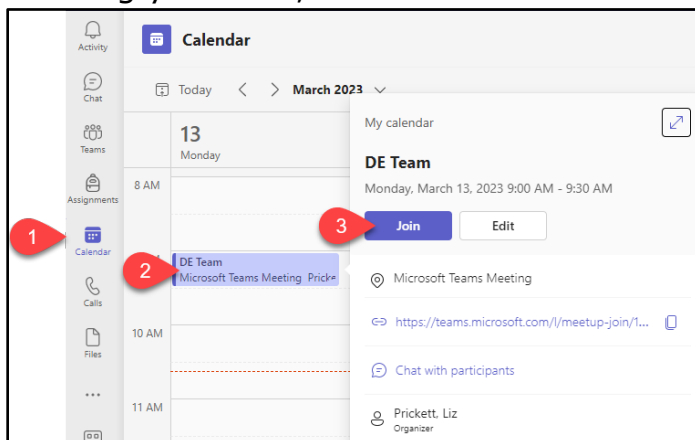
Join from Phone

Even if you don't have internet access or the Teams app, you can join some meetings by phone.

1. Using the **phone number** and **conference ID** in the meeting invite, just dial to join.
2. If you see a phone number in your invitation, but it's not local to you, select **Local numbers** and find one that works for you.
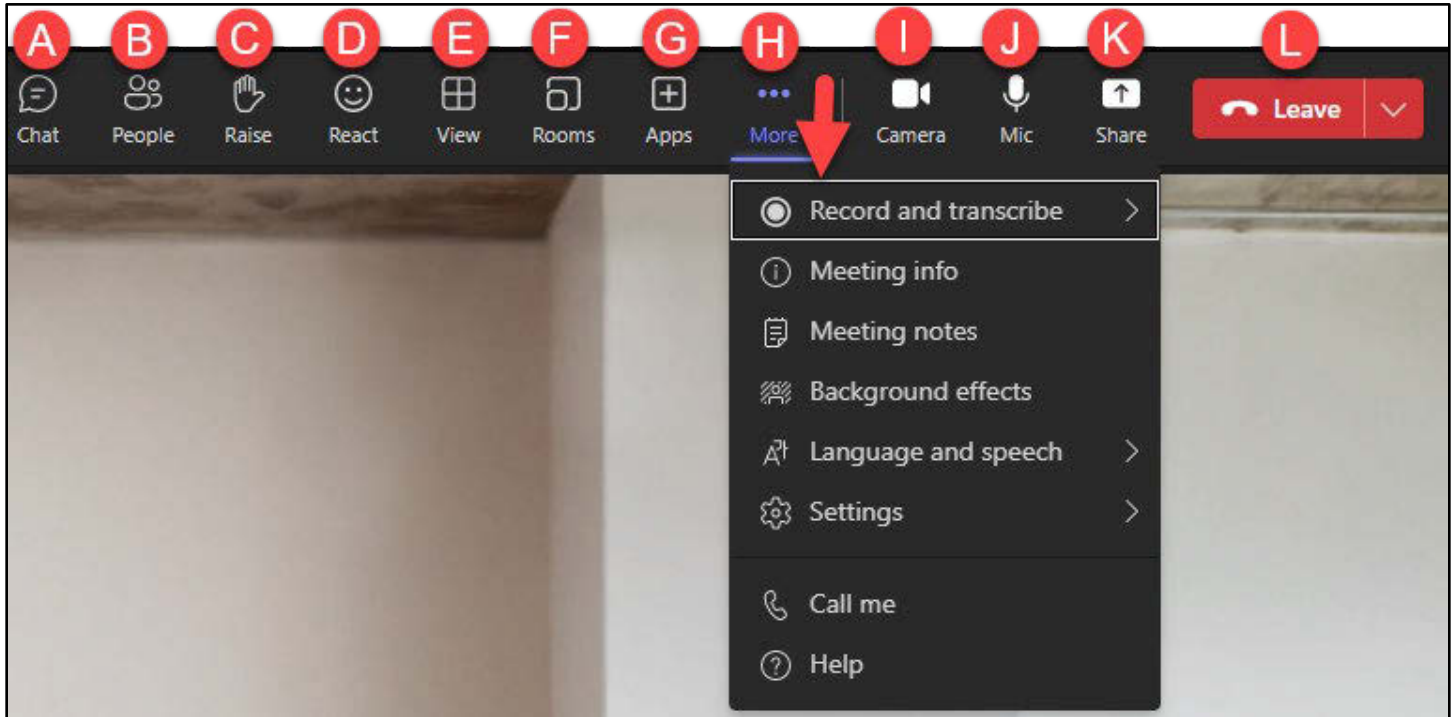

Join from Chat

If the meeting or meeting chat has already begun, it appears in your recent chat list. Select the meeting in your chat list and then select **Join** at the top of the chat.
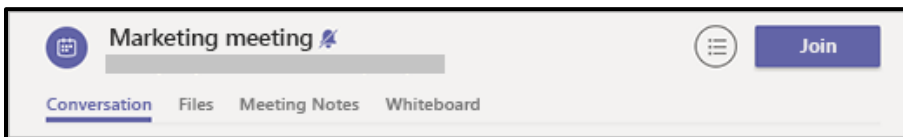
Meeting Features

Once you have joined a meeting you will have several options available:

A. **Chat**: Show/hide conversation
B. **People**: Show/hide participants
C. **Raise hand**
D. **React**
E. **View:** Gallery, Large Gallery, Together Mode, Focus on Content, Gallery at Top, Full Screen
F. **Rooms**: Breakout Rooms
G. **Apps**
H. **More actions**: Record and transcribe, Meeting info, Meeting notes, Background effects, Language and speech, Settings, etc.
I. **Camera**: Turn camera on/off
J. **Mic**: Mute/unmute microphone
K. **Share**: Share content (desktop, browser, PowerPoint, Whiteboard)
L. **Leave**

Record a Meeting

Record your meetings in Teams to capture audio, video, and screen sharing activity. Recordings are available (in the chat or channel, depending on the meeting) for viewing in Stream or download for a specified time.

For more details on working with recordings after a meeting, please refer to our Microsoft Teams Recording Guide.

Additional notes about recording:

- Whiteboards and shared notes are not currently captured in meeting recordings.
- When you view a meeting recording, you'll see no more than four peoples' video streams at once.
- Recording continues even if the person who started the recording has left the meeting.
- The recording stops automatically once everyone leaves the meeting.
- If someone forgets to leave the meeting, the recording automatically ends after four hours.

1. To start recording, go to the meeting controls and select **More actions** > **Record and transcribe** > **Start recording**. You may also **Start transcription** from this menu.
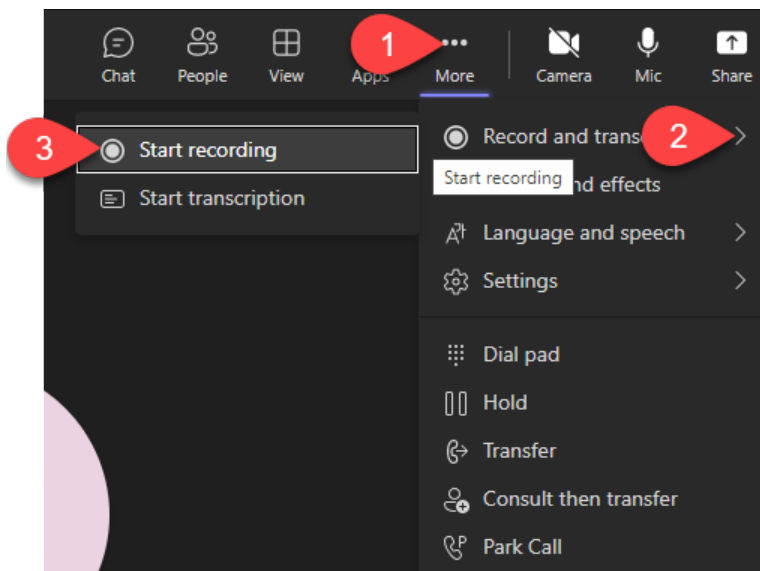

2. Everyone in the meeting is notified that recording and transcription has started. Let everyone know they're being recorded and transcribed.
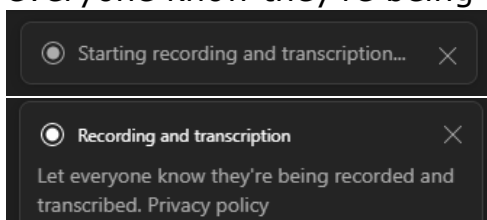
3. The meeting notification is also posted to the **Chat** history.
4. To stop recording, go to the meeting controls and select **More actions** > **Stop recording**. (This is the same menu that allows you to Stop transcription for everyone or Hide transcript just for you.)
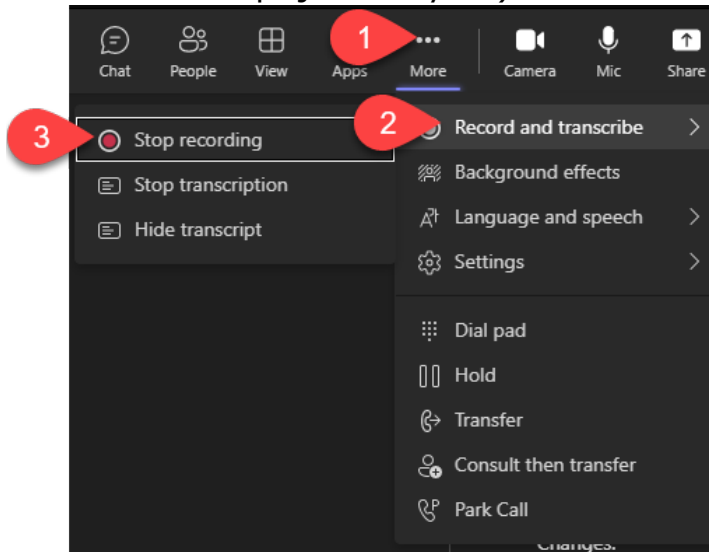
5. Recordings are available (in the chat or channel, depending on the meeting) for a specified timeframe (120 days by default). View and/or download the recording by clicking on the **Recording**.
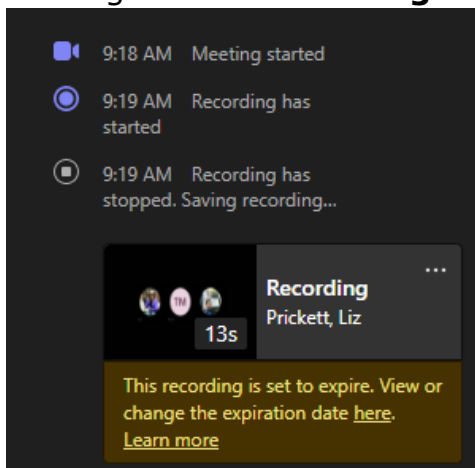

6. This will take you to the recording in **Microsoft Stream**.

Share Content in a Meeting

1. To share your screen in a meeting, select the **Share Content** button in your meeting controls. Note: If you're using a Mac, you'll be prompted to change your privacy settings before you're able to share your screen.

2. Choose to present your entire desktop, a window, a PowerPoint file, or a whiteboard. Toggle the option to **Include computer sound** on if you would like to play a video or audio clip as part of a presentation. When you share, all computer audio, including notifications, will be included in the meeting.
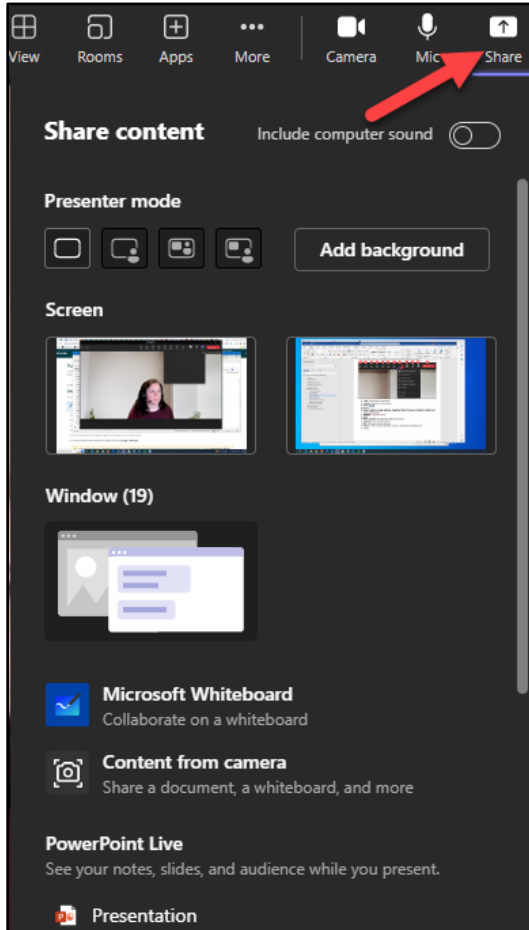
    a. **Screen**—Show your entire screen, including notifications and other desktop activity.

    b. **Window**—Show just one window, and no notifications or other desktop activity.

    c. **Whiteboard**—Collaborate with others in real time. This feature is **not** available in one-on-one meetings.

    d. **PowerPoint Live**—Present a PowerPoint file others can interact with. If you choose to share a PowerPoint file in a meeting, participants will be able to move around to different slides without interrupting the main presentation. They can sync their view back to the presenter's view with one click.

3. While presenting, you can select the following:
    a. If you want another meeting participant to change a file, help you present, or demonstrate something, you can give control to that person. You will both be in control of the sharing, and you can take back control anytime. Select **Give control** and select the name of the person you want to give control to. To take control back, select **Cancel control**.
    b. **Include computer sound** icon to turn the computer sound on or off.
    c. When you're done sharing, go to your meeting controls and select **Stop presenting**.
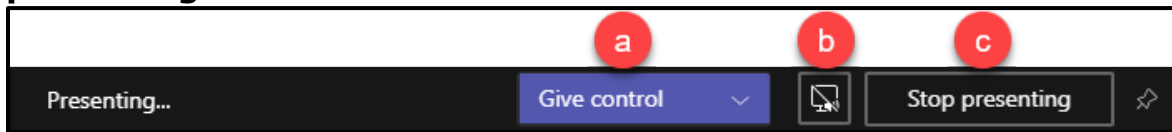
Share Content on a Mac

If you're using a Mac, you'll need to grant permission to Teams to record your computer's screen before you can share.

1. You'll be prompted to grant permission the first time you try to share your screen. Select **Open System Preferences** from the prompt.
2. If you miss the prompt, you can do this anytime by going to **Apple Menu** > **System Preferences** > **Security & Privacy**.
3. Under **Screen Recording**, make sure **Microsoft Teams** is selected.
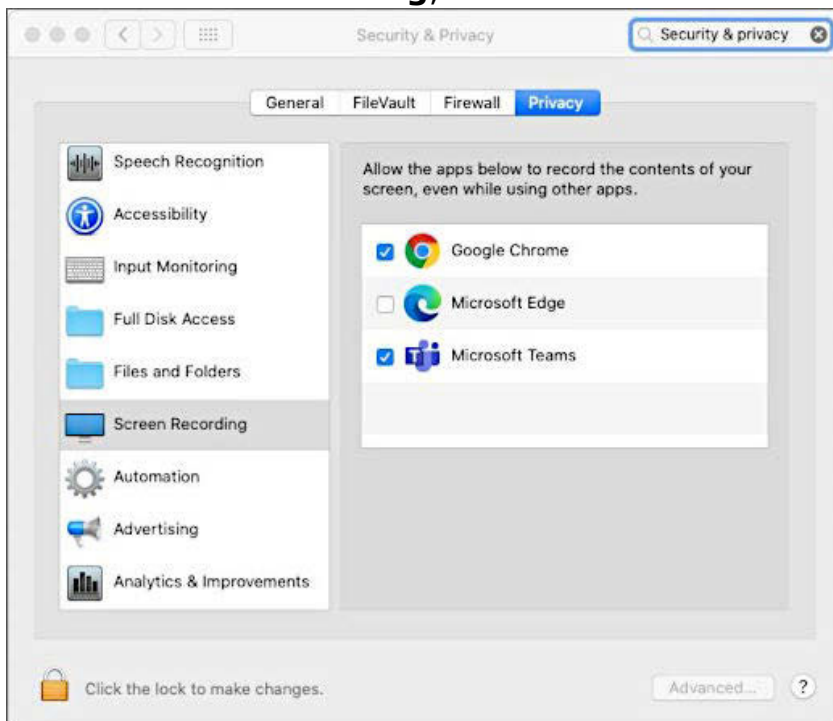
4. Go back to your meeting and try sharing your screen again.

Use Whiteboard in Teams

The Teams meeting tool has a dedicated whiteboard where participants have space to draw, sketch, and write together. Currently, if you share a whiteboard during a Teams meeting that is being recorded, it will **not** be part of the recording. Microsoft hopes to have this feature available in the future.

Note: The Teams apps for iOS and Android cannot initiate sharing a whiteboard, but they can collaborate once a whiteboard is shared.

For more guidance on using Whiteboard, please review Microsoft's Whiteboard Help and Learning guide.

1. You can share a whiteboard to make it available to all participants in a Teams meeting. After joining a Teams meeting, click the **Share Content** icon in the share tray of that meeting.
2. Select **Microsoft Whiteboard**.
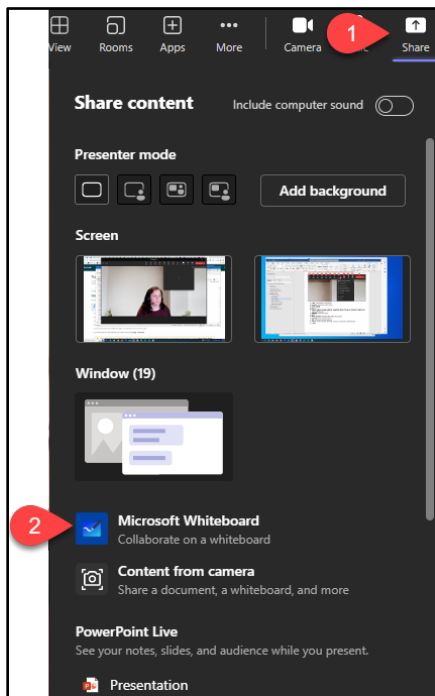
3. Choose a whiteboard to share or a New Whiteboard.
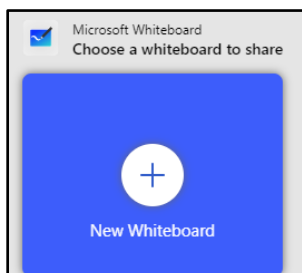
4. Choose to **Present Whiteboard** (only you can edit) or **Collaborate on Whiteboard** (everyone can edit). Then, click **Present Whiteboard**.
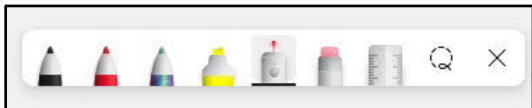
Do you want to present or collaborate?
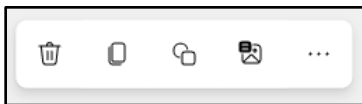
○ Present Whiteboard. Only you can edit.

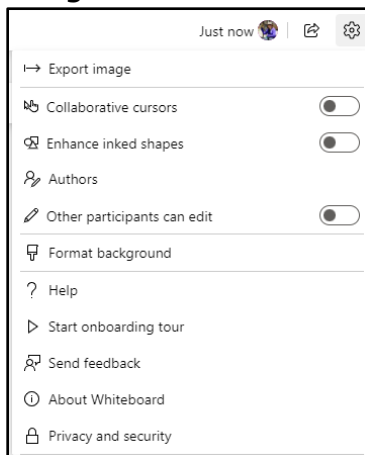◉ Collaborate on Whiteboard. Everyone can edit.

Present Whiteboard (13)

5. A soon as the Whiteboard canvas has been started, users can access a variety of features, including pens, highlighter, laser pointer, eraser, ruler, and lasso to select content.
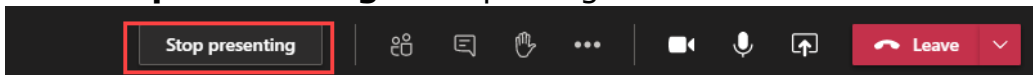
6. Once an item/text is selected, it may be deleted, copied, etc.

7. Clicking Settings (gear icon) will allow you to access other options, such as Export image and collaboration options.

Just now | ⤴ | ⚙

⊢→ Export image

⇗ Collaborative cursors ⬤

⊠ Enhance inked shapes ⬤

⅋ Authors

✎ Other participants can edit ⬤

⊒ Format background

? Help

▷ Start onboarding tour

⅋ Send feedback

ⓘ About Whiteboard

🔒 Privacy and security

8. Click **Stop Presenting** to stop using the whiteboard in the meeting.

Stop presenting | ⛭ 🗨 ✋ ⋯ | 🎥 🎤 ⬆ **☎ Leave** ⌄

Teams Mobile App

To get the best of Teams meetings on mobile, including audio, video, and content sharing, you'll need to download and install the Teams mobile app. You'll use your MAVzone credentials to log in to any app you decide to install on your device.

Notes for the mobile version:

- Mobile users should update to the latest version of the Teams app for iOS and Android in order to experience meeting recording and video playback in Teams.

Learn more and download the Teams app: Teams for iOS or Teams for Android
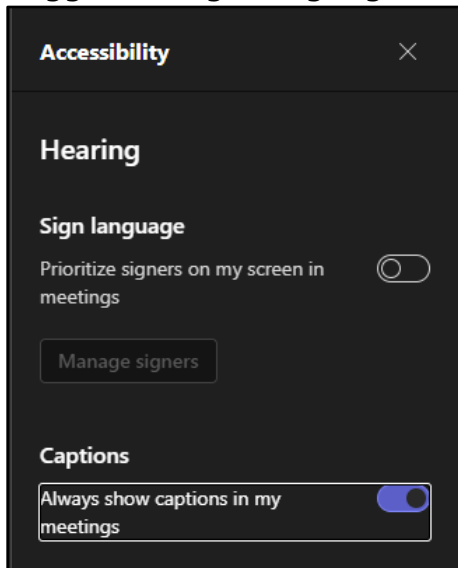
Accessibility Considerations

While the user interface in Teams is largely accessible, including keyboard and screen reader support, there are a few things to keep in mind.
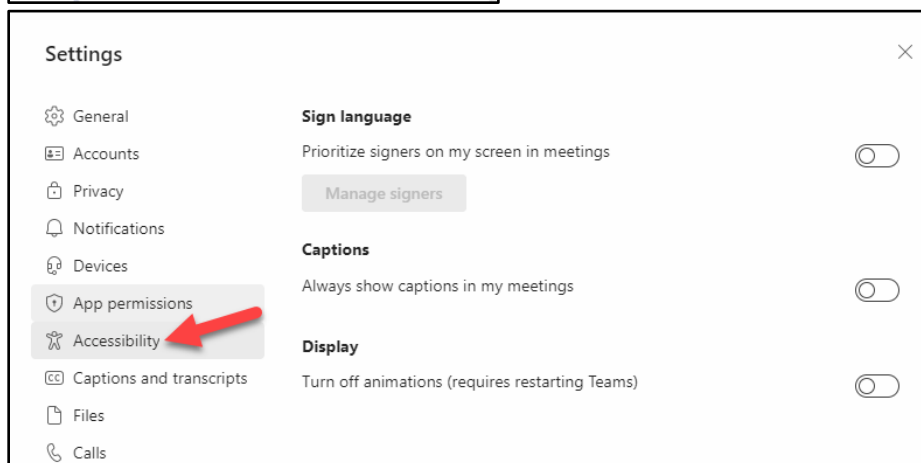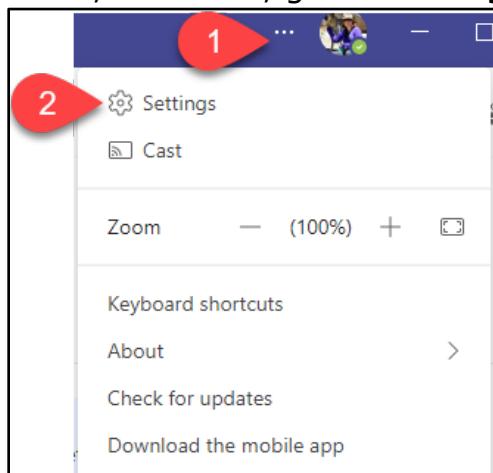
- Check out **Accessibility** settings:
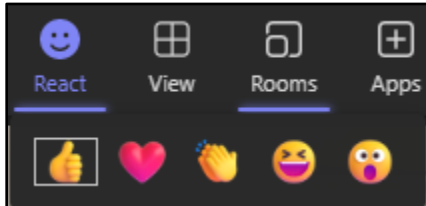 a. In meeting: **More** > **Settings** > **Accessibility**:
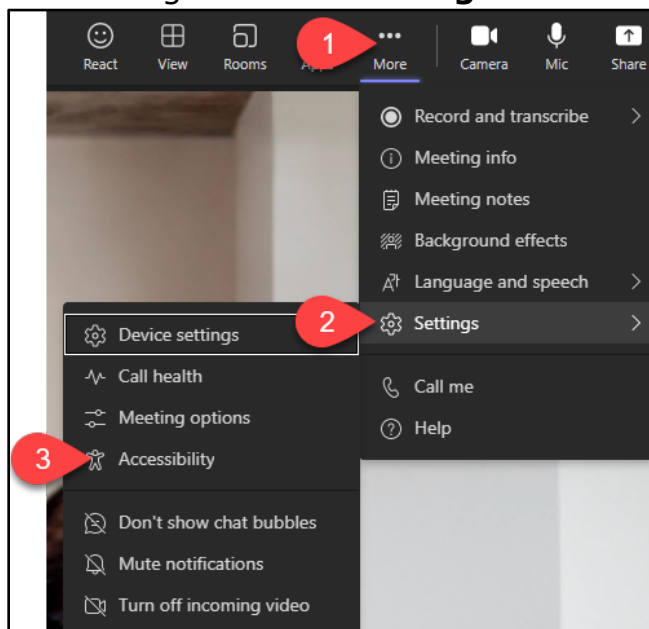
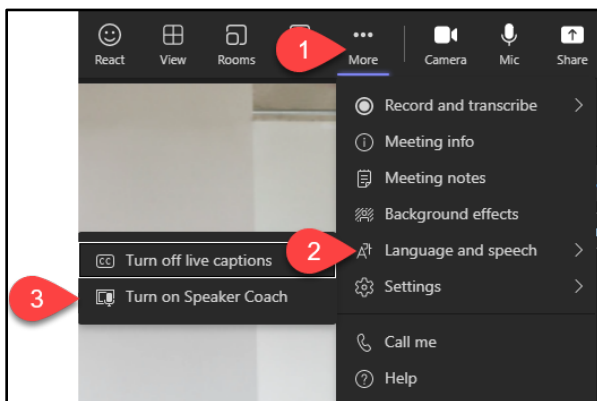Toggle on Sign language or Captions as needed.

b. Or, in Teams, go to **Settings and More** > **Accessibility:**

- During a meeting, you may use non-verbal interaction with the **Raise hand**, or **React** options.

- You may also try **Speaker Coach**, which will listen to your speech and give you private feedback. Go to **More** > **Language and speech** > **Turn on Speaker Coach**.

You'll receive a private message that Speaker Coach as started listening to you.
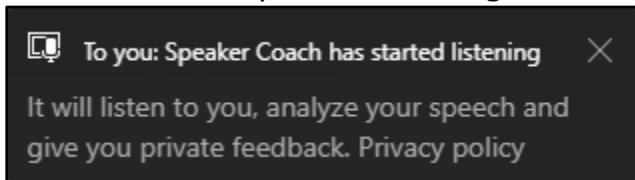
- Live transcript/captions may be turned on during meetings. Go to **More** > **Language and speech** > **Turn on live captions**.
- Recorded Teams meetings are available (in the chat or channel, depending on the meeting) for download for a specified time. For instructions on **transcripts and captions**, check out our Microsoft Teams Recording Guide.
- Participants with visual impairments may have difficulty with the whiteboard and screensharing features as they are visuals and not text based. Remember to read/describe what's happening on screen in this case. If you're sharing documents or web pages, you may share them with the participants as files or URLs before or after the meeting via email or D2L.
- Share Teams keyboard shortcuts with participants as needed.
- If using a screen reader, refer to Screen reader support for Microsoft Teams.
- If using Whiteboard refer to Whiteboard Accessibility Support.