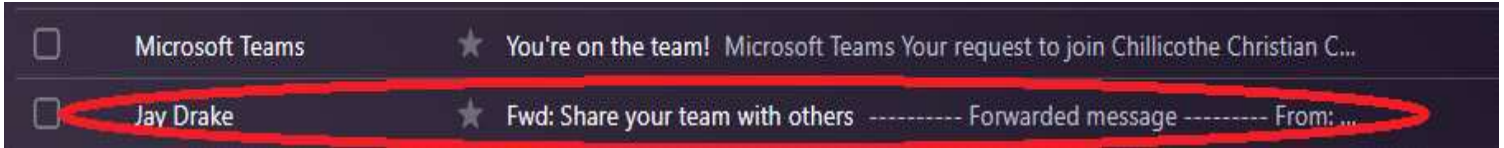# How to Use Microsoft Teams for Meetings

How to Get Started

Send an email to J Drake at system_admin@chillicothechristian.net and let him know that you would like to join the CCC Teams group.   J will send you an email that will have the subject below.

Open the email.   You will see a link (circled below in red).   Click on the link.

Your browser will open, and you will see a screen similar to the one below.   Enter your name and your email address and then click on the "Join Team" button.

You will see a screen like the one below.   J will be notified of the request and will add you to the CCC Teams group.
If you will be using Teams on your computer, you can download the app from here, or you can join the meeting from the Teams website.
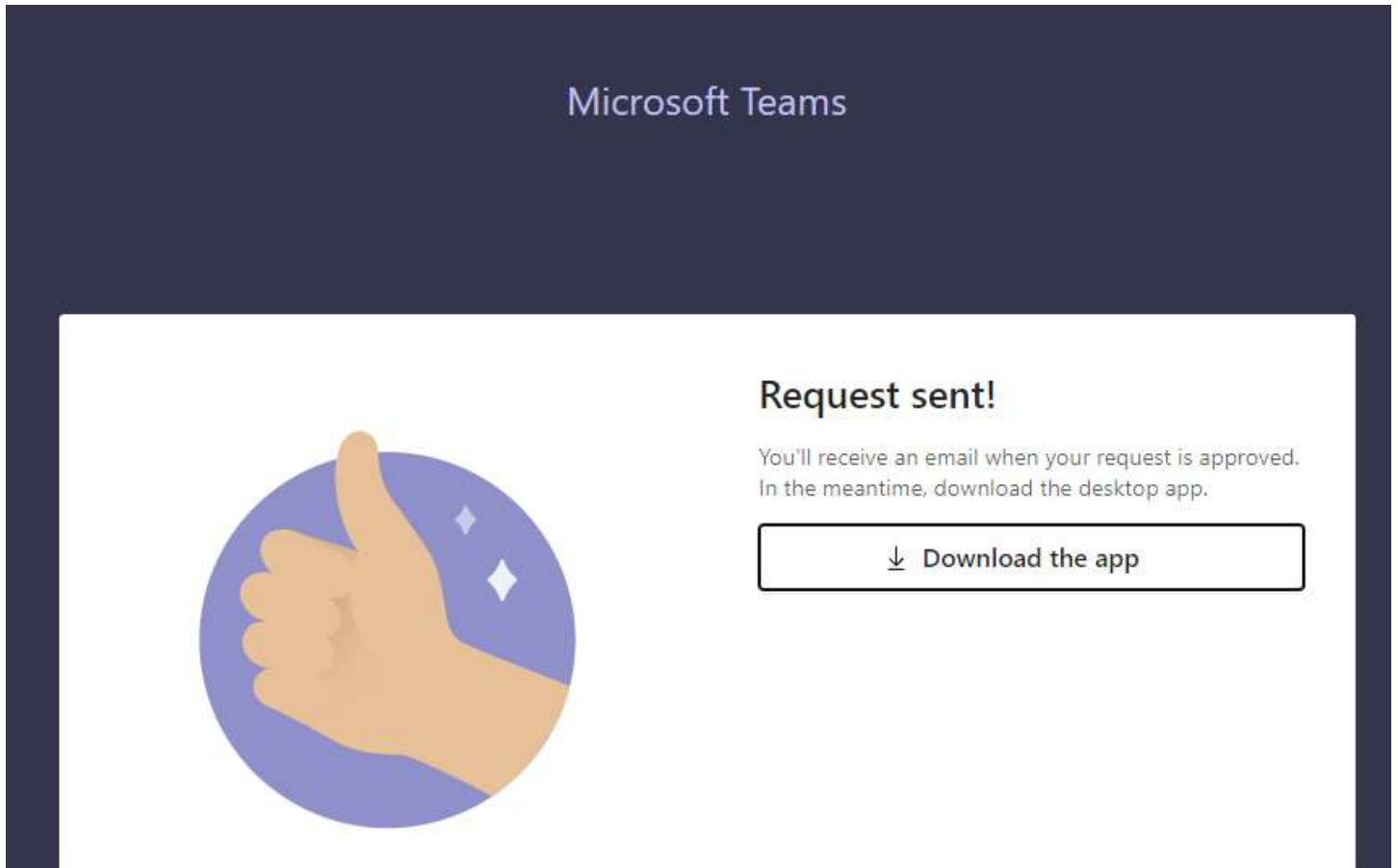
Once J adds you to the team, you will get a second email that looks like the one below.   Open it up.
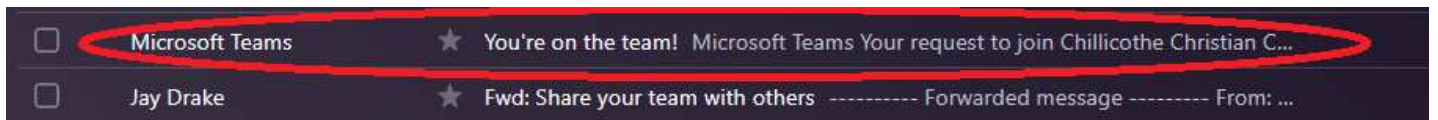
You will see an email like the one below.   Click on the "Join Teams" link.   If you are on your phone, you can also click the link for your phone OS below that to install the Teams app.

Microsoft Teams

Your request to join **Chillicothe Christian Church** has been **approved**

Chillicothe Christian Church
8 members

Join Teams

Didn't request to join? Contact system_admin@chillicothechristian.net to be removed from Chillicothe Christian Church.

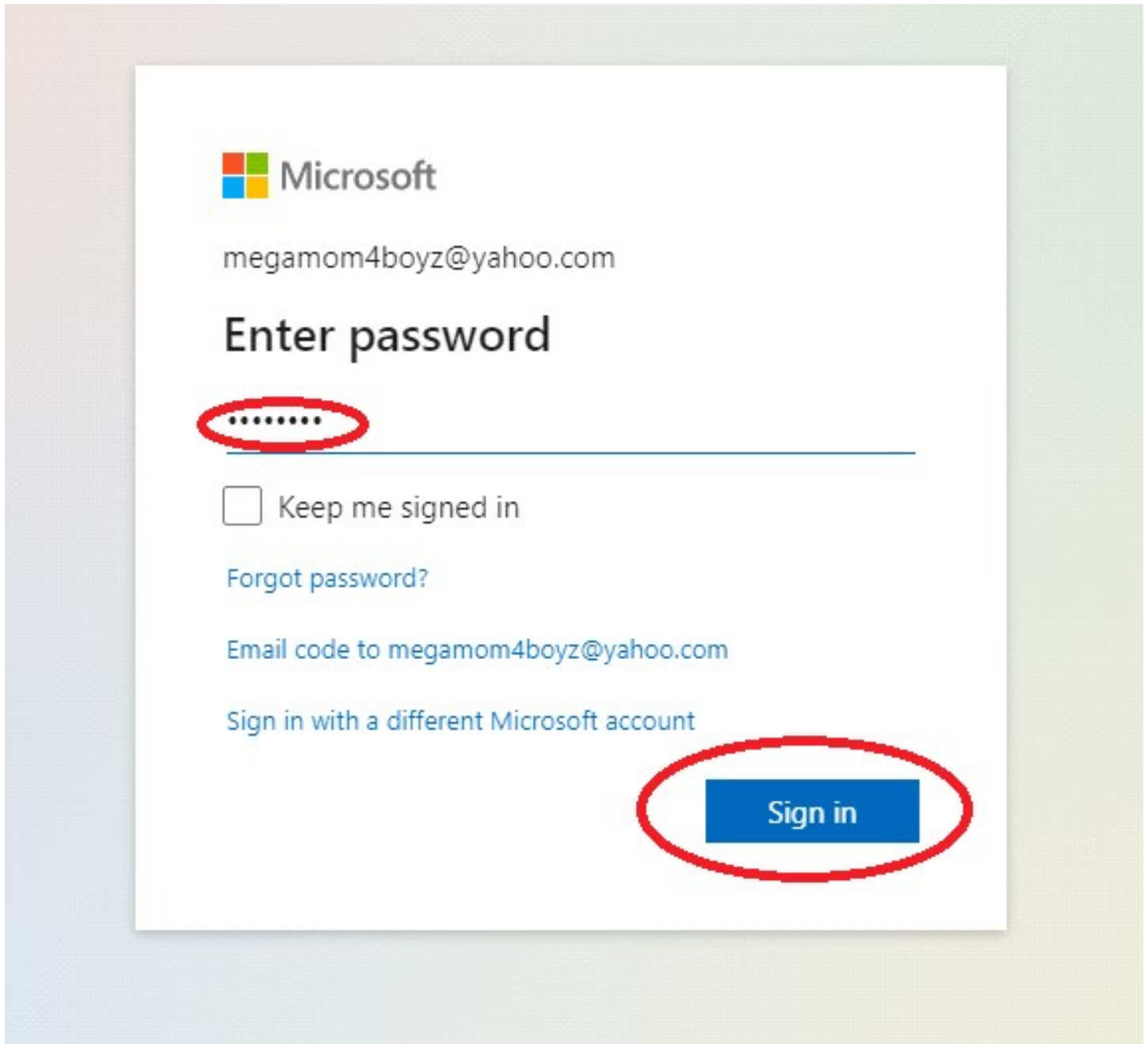Install Microsoft Teams now

iOS   Android

After clicking the button, your browser will open the Microsoft login page where you can enter your password and sign in.

If you do not have an account with Microsoft, you can create one for free.   You can use any of your email addresses that you would like to create that account.   Click on the "Create one!" link circled below in red to get started.

When the screen below pops up, enter your email address then click on the "Next" button to continue.

After you are done logging in or creating your new account, you will be taken to the Microsoft Teams webpage.   Here you can download the app for your computer or use the web app.   You can get to this launch page at any time by going to teams.microsoft.com.   Any meeting invitations you get, simply click on the link and the same launch page (or the app on your phone) will pop up and take you to the meeting.

Creating Meetings

Start a meeting immediately

Start the Teams app on your computer or phone or go to teams.microsoft.com.   Click on the Meetings button on the left.   If you want to start a meeting immediately, click on the "Meet now" button.
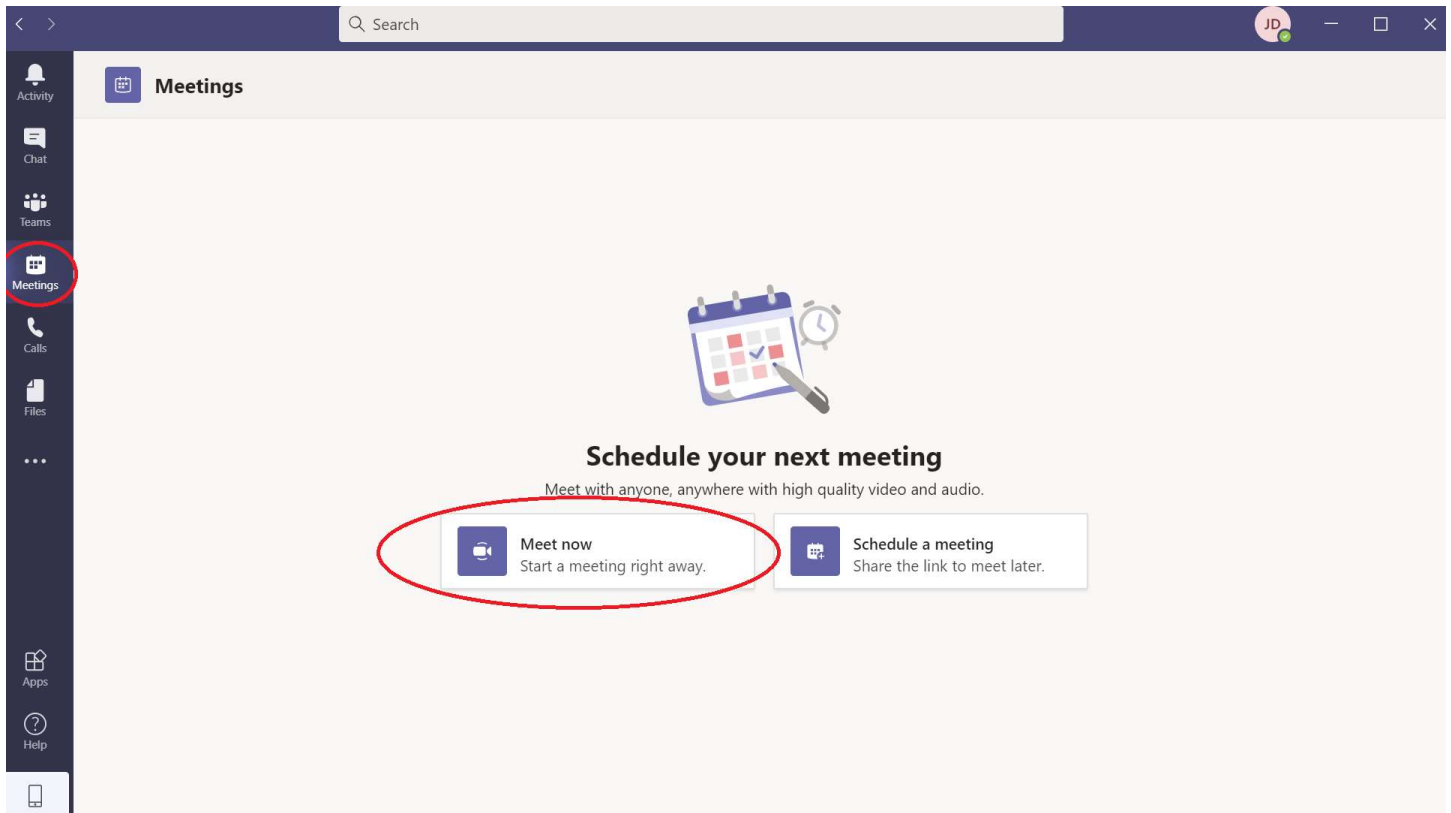
You can set the meeting title by typing it at the top.   Click on the gear to configure the sound settings for your meeting. You can also click on the camera slider or the microphone slider to turn the video and sound on or off at the start of the meeting.   You can turn the camera and sound back on during the meeting with a simple click.   When you are ready to start the meeting, click "Join now."
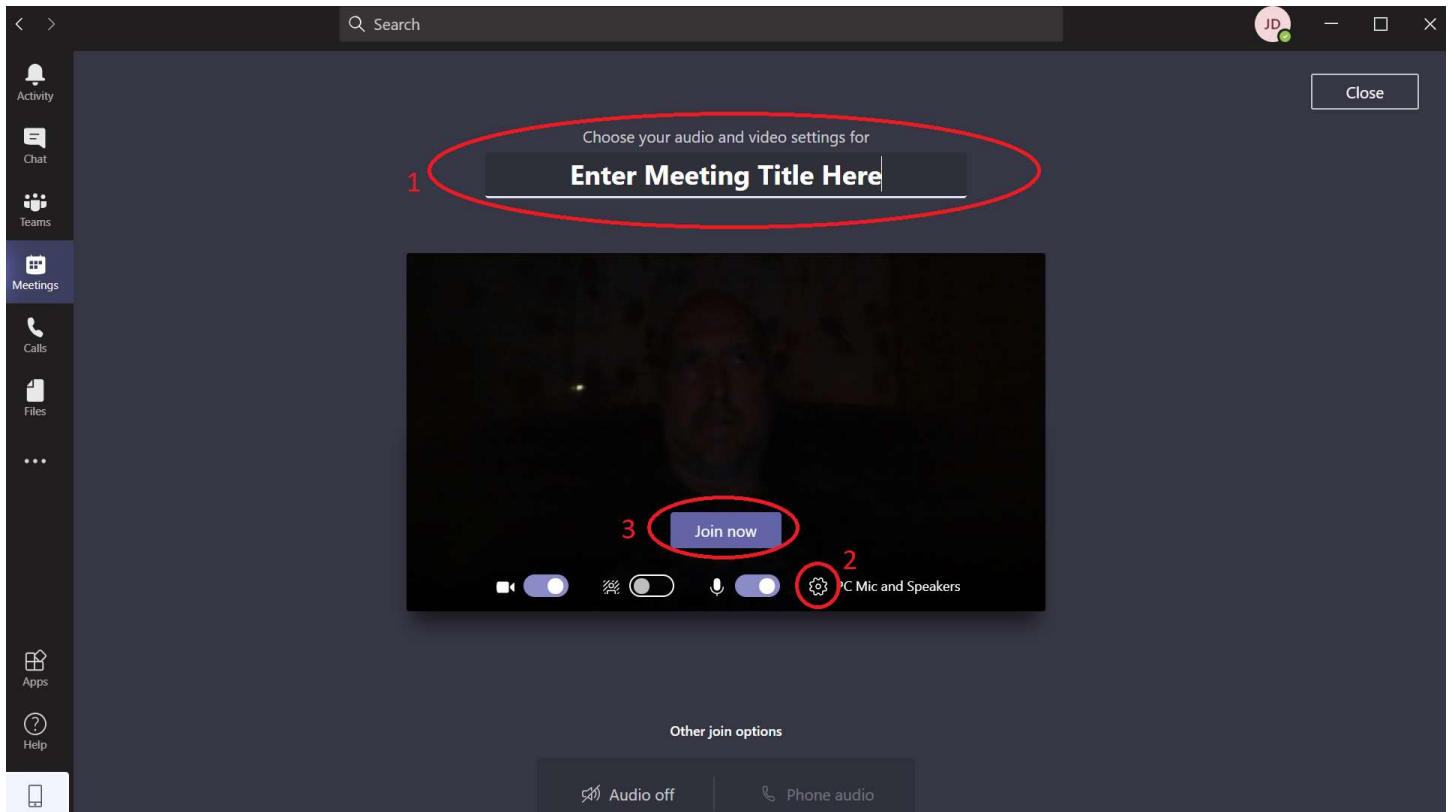
If you click on the gear, you will get a pop up on the right-hand side of the screen where you can select the sound settings for your meeting.   See the screenshot below.   Once you have selected the settings you want to use, click on the 'X' to close the settings window.
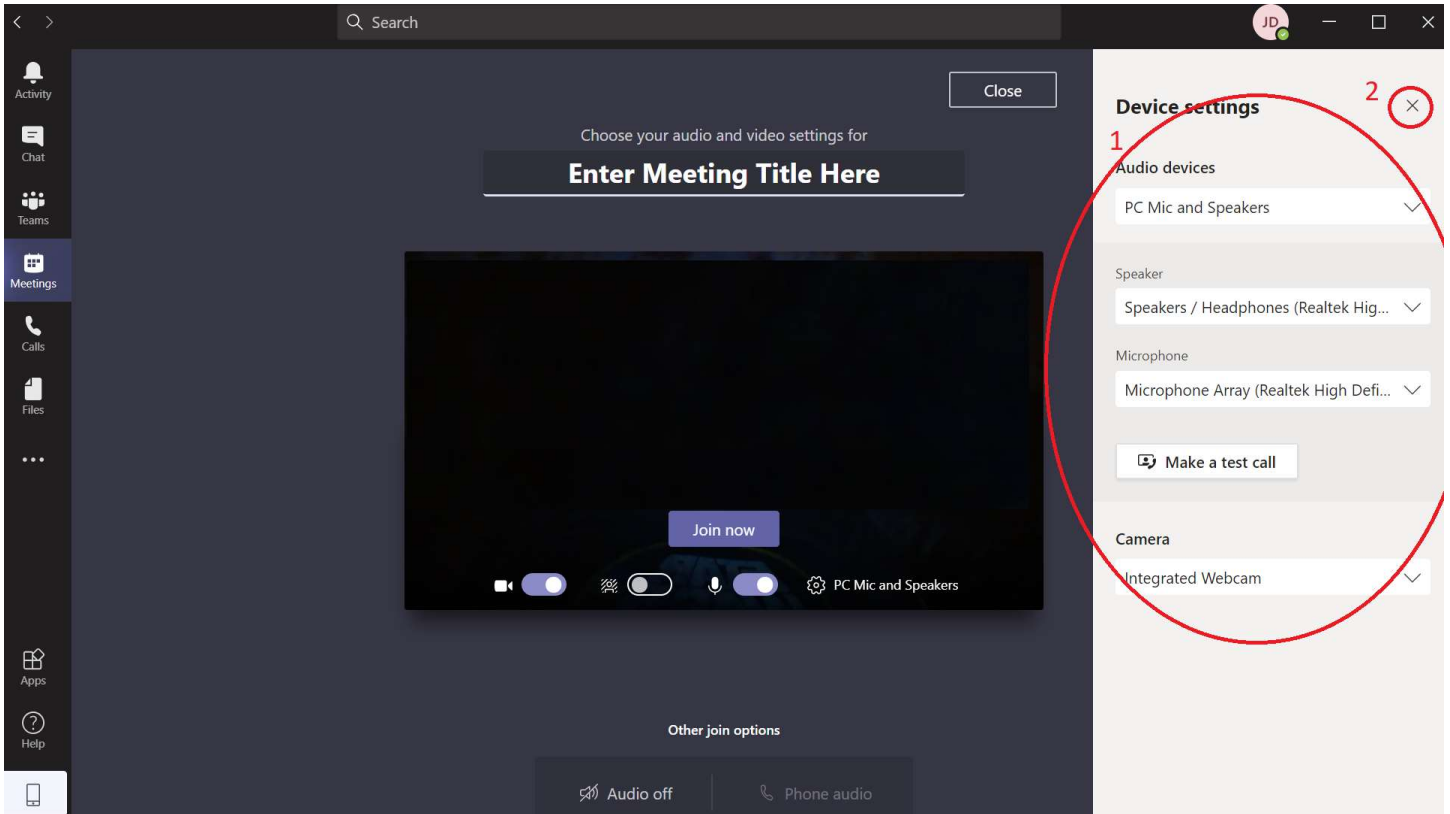
When the meeting starts, you'll have two options to add others to your meeting.   If you select the "Copy meeting link," it will copy the link to the clipboard, where you can then paste it into an email or text to add others to the meeting.   See the two screenshots below for an example of what this process looks like.   You can also click the 'X' to close this option and invite people in other ways from the meeting.   That process is detailed later in this document.
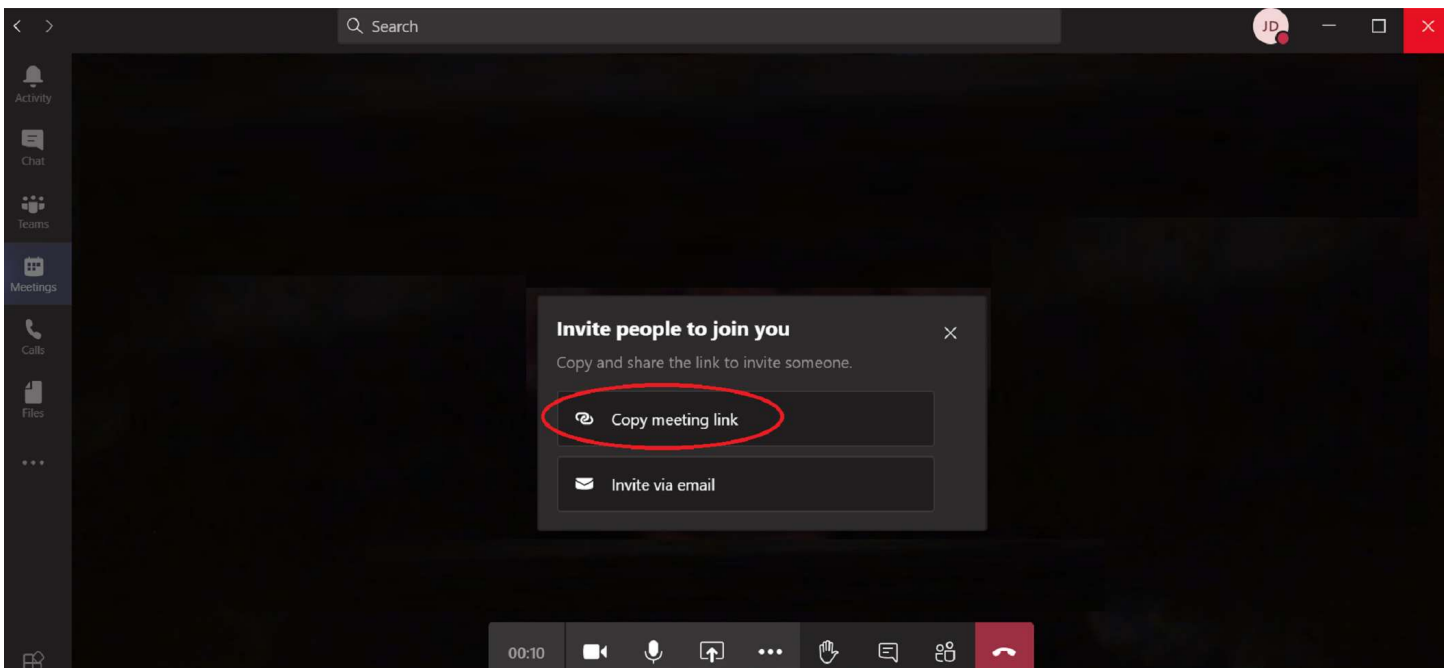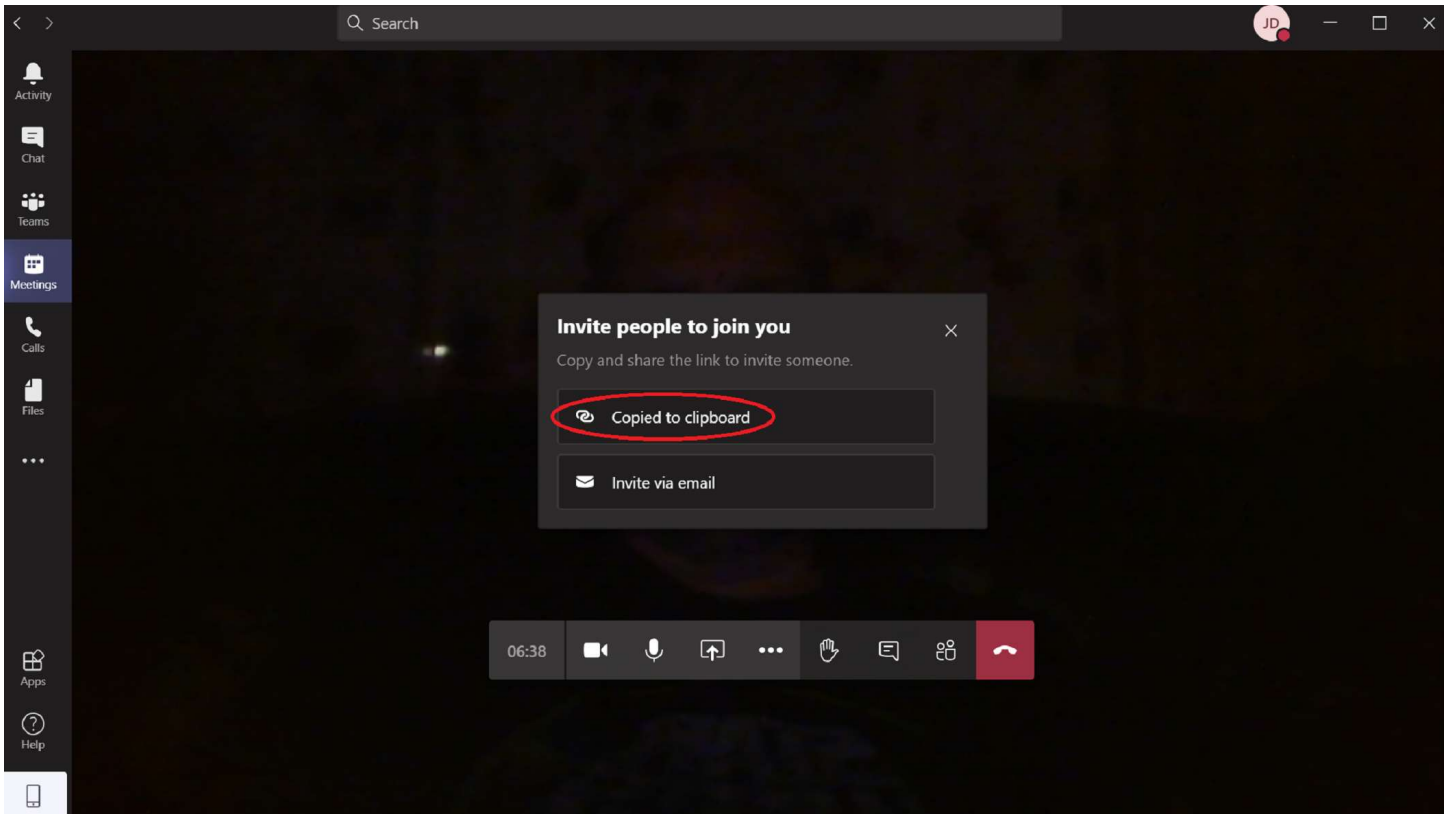
If you select "Invite via email," your computer or phone will pop up your email client with the link in the body of the email.   You can then add those who you would like to invite to the meeting to the email and send it to them.   See the screenshots below for an example of what this process looks like.
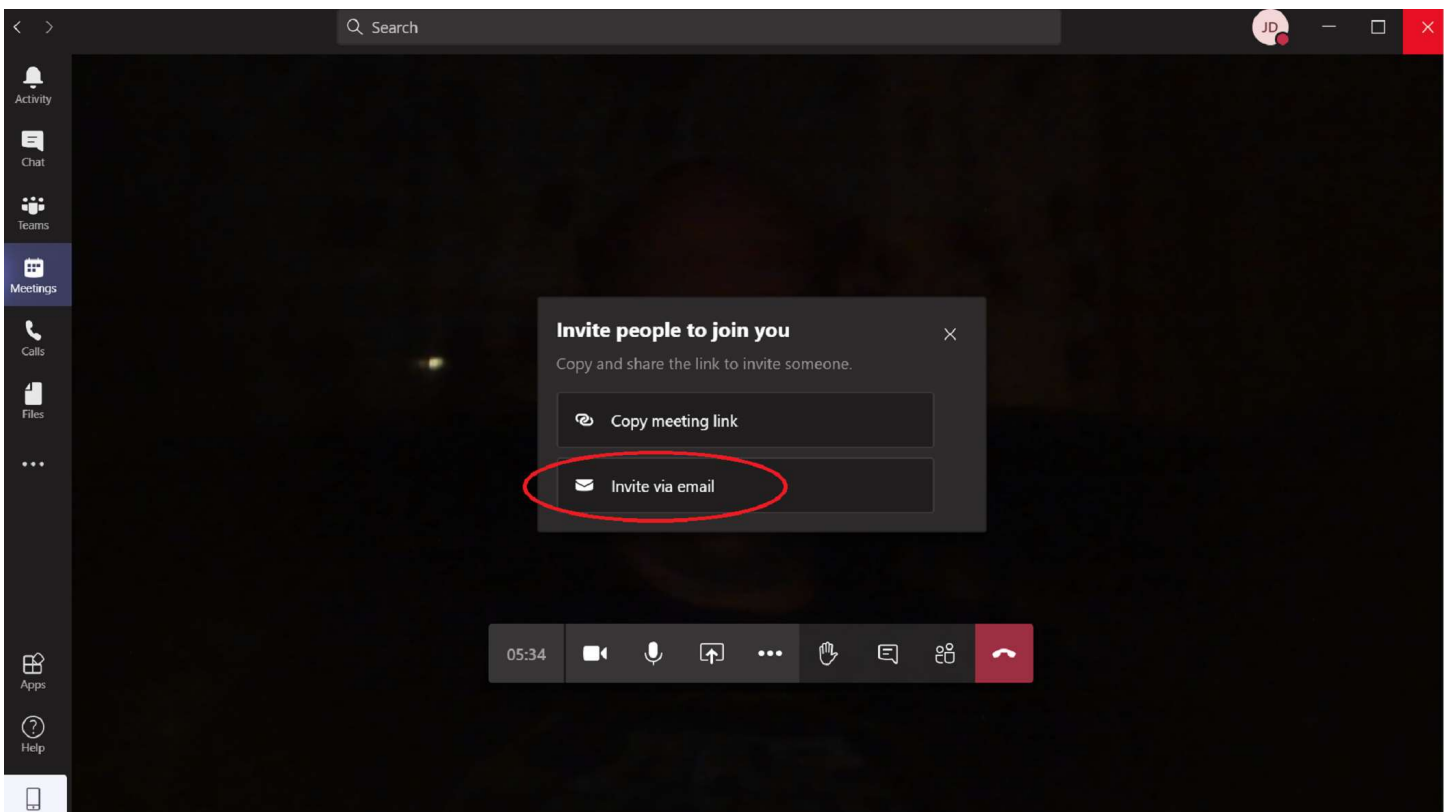
Format   Insert   Draw   Options   🗑 Discard   ➢ Send

B   *I*   U̲   ⌄   ☰ ⋮☰   ☰ ≡   ⌄   Heading 1   ⌄   ↩ Undo   ↪ Redo

From: system_admin@chillicothechristian.net   ↗

To: < >;   👤 Cc & Bcc

Join Teams meeting in progress

You're invited to join a Microsoft Teams meeting

Use the link below to join
https://teams.microsoft.com/l/meetup-join/19%
3Ameeting_OGRiZGJiNGItZDY2Ny00MWFlLWEyNzUtYzY0ODk4YjRlMTNk%40thread.v2/0?context=%7B%22Tid%
22%3A%224b396738-2451-4ce8-9223-d95dc4a3a617%22%2C%22Oid%22%3A%223d69e82d-971a-4549-aad4-
5173f5230184%22%7D
Sent from Mail for Windows 10

If you mail client is not set up, you may see a pop up like below.   In this case, follow the prompts on the screen to set up your email client.
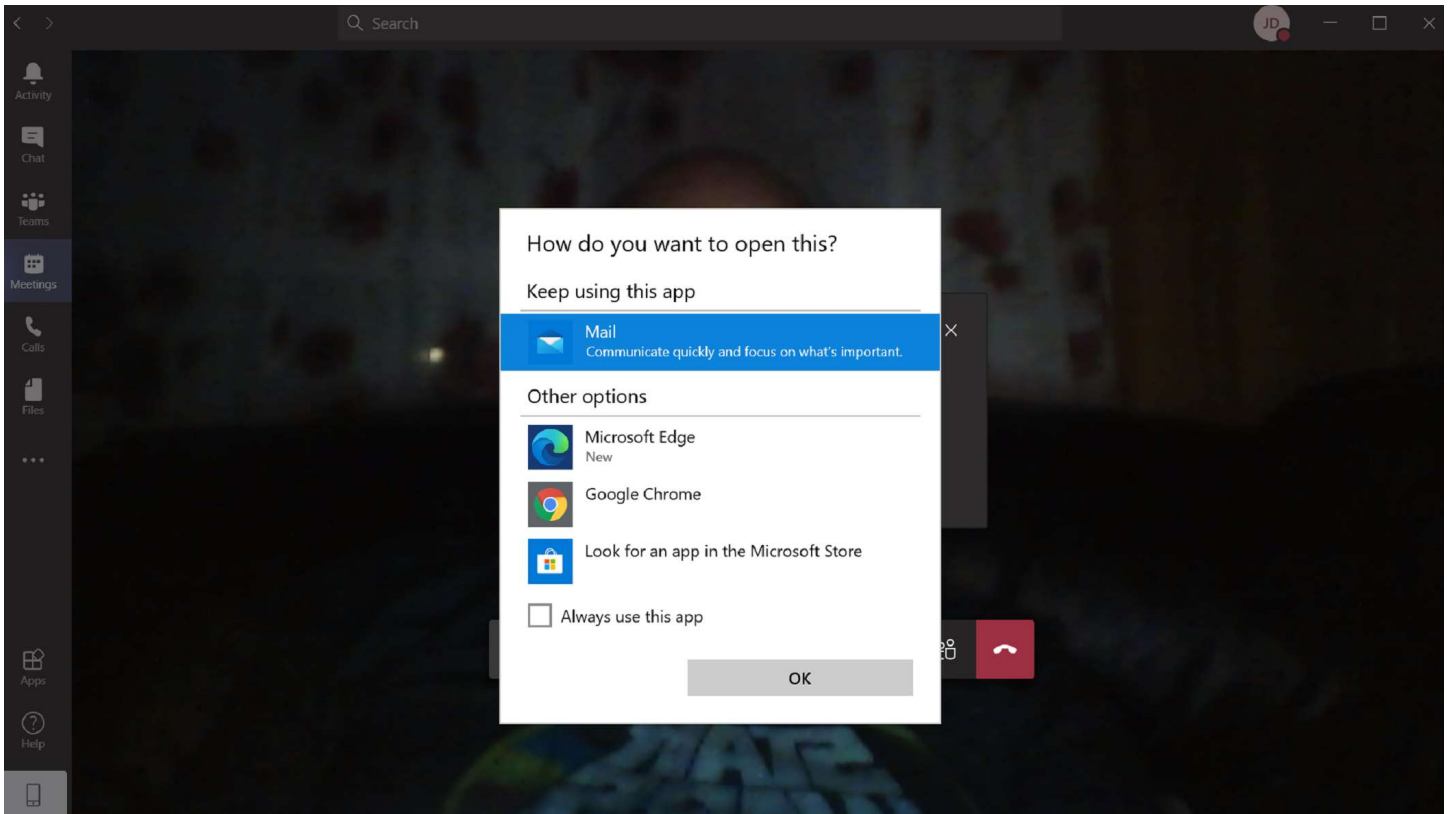
When you are in the meeting, when you move your cursor, the tool bar will pop up.   The camera icon (circled in red below) lets you turn your camera on and off.
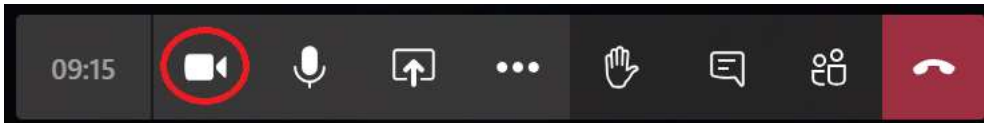
When the camera is off, you will see a line through the camera as shown in the red circle below.

The microphone icon (circled in red below) lets you turn your microphone on and off (mute).
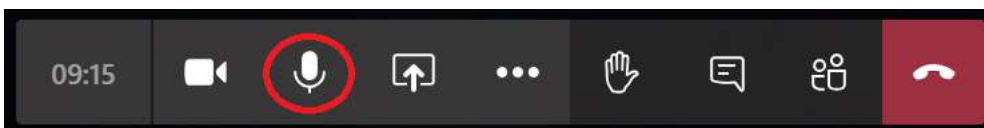
When the microphone is off (muted), you will see a line through the microphone as shown in the red circle below.

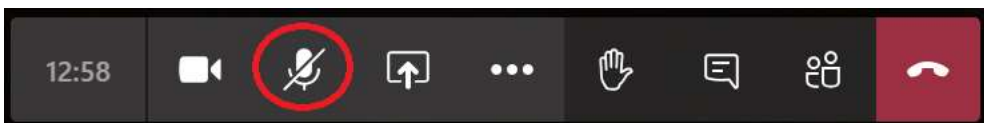The screen sharing icon (circled in red below) lets you share your screen.


When you click on the screen sharing icon, the screen sharing tray pops up at the bottom of your screen.   You can select any desktop, screen, or app to share with all of the meeting invitees.   If you want the sound from this desktop, screen, or app to also be shared, be sure to click on the "Include system audio" button.   When you click on what you want to share, it will pop up on the screen and be shared to everyone in the meeting.   If you decide not to share anything, just click on the screen sharing icon and the sharing tray will disappear.
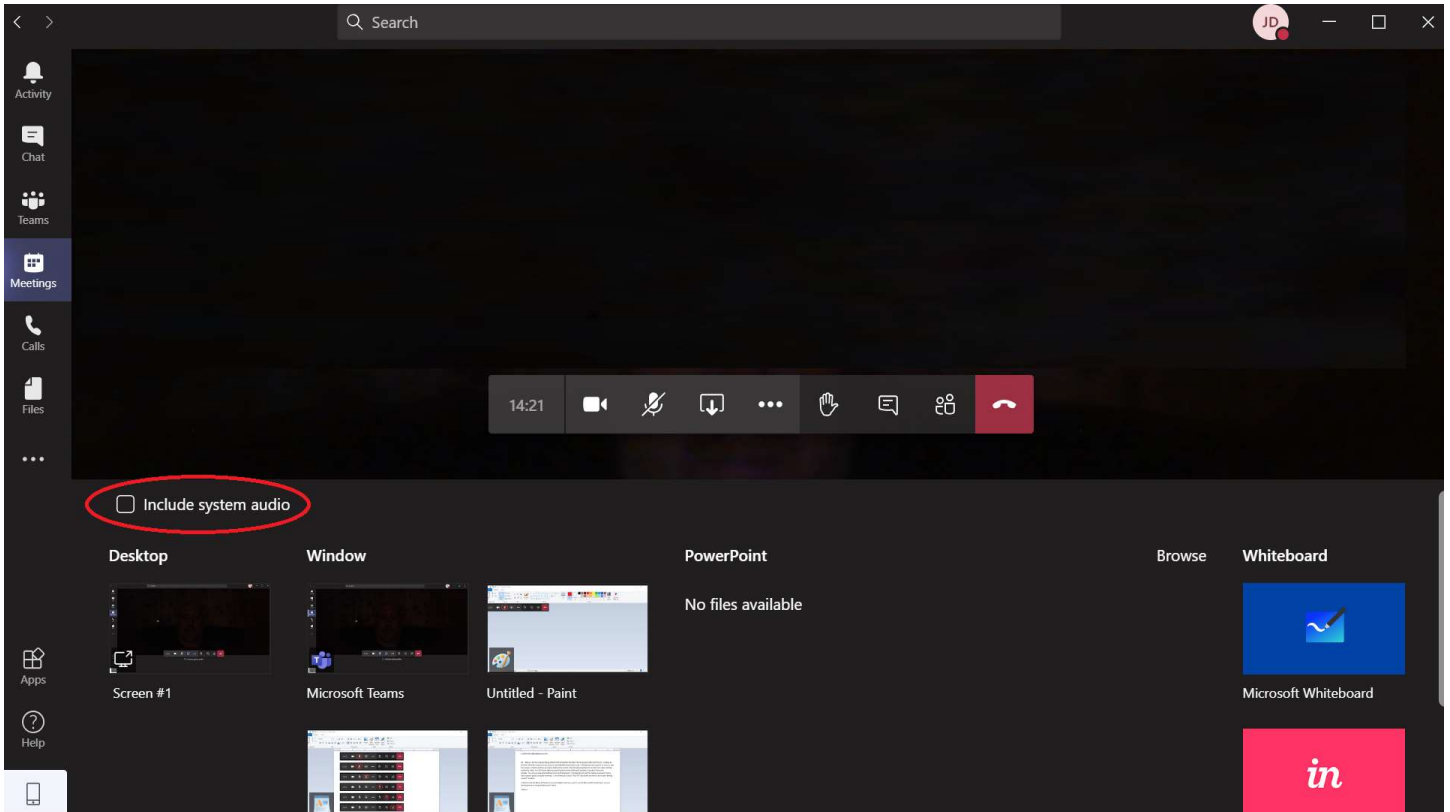

Click on the hand icon (circled below in red) to raise your hand.   That let's everyone know you have a question.   Click it again to "lower" your hand.
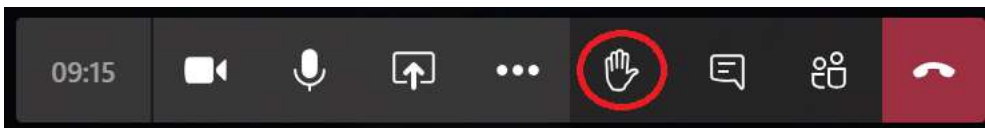
Click on the message icon (below in red) to pop up the meeting chat.
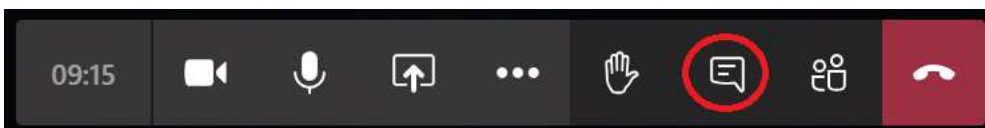
The screen below shows the meeting chat window.   You can use it to ask and respond to questions from those attending the meeting.   If you add to the chat after the meeting is done, it will send that message to all who attended the meeting and can be responded to.   Click on the 'X' or click on the chat icon again to close the chat window.
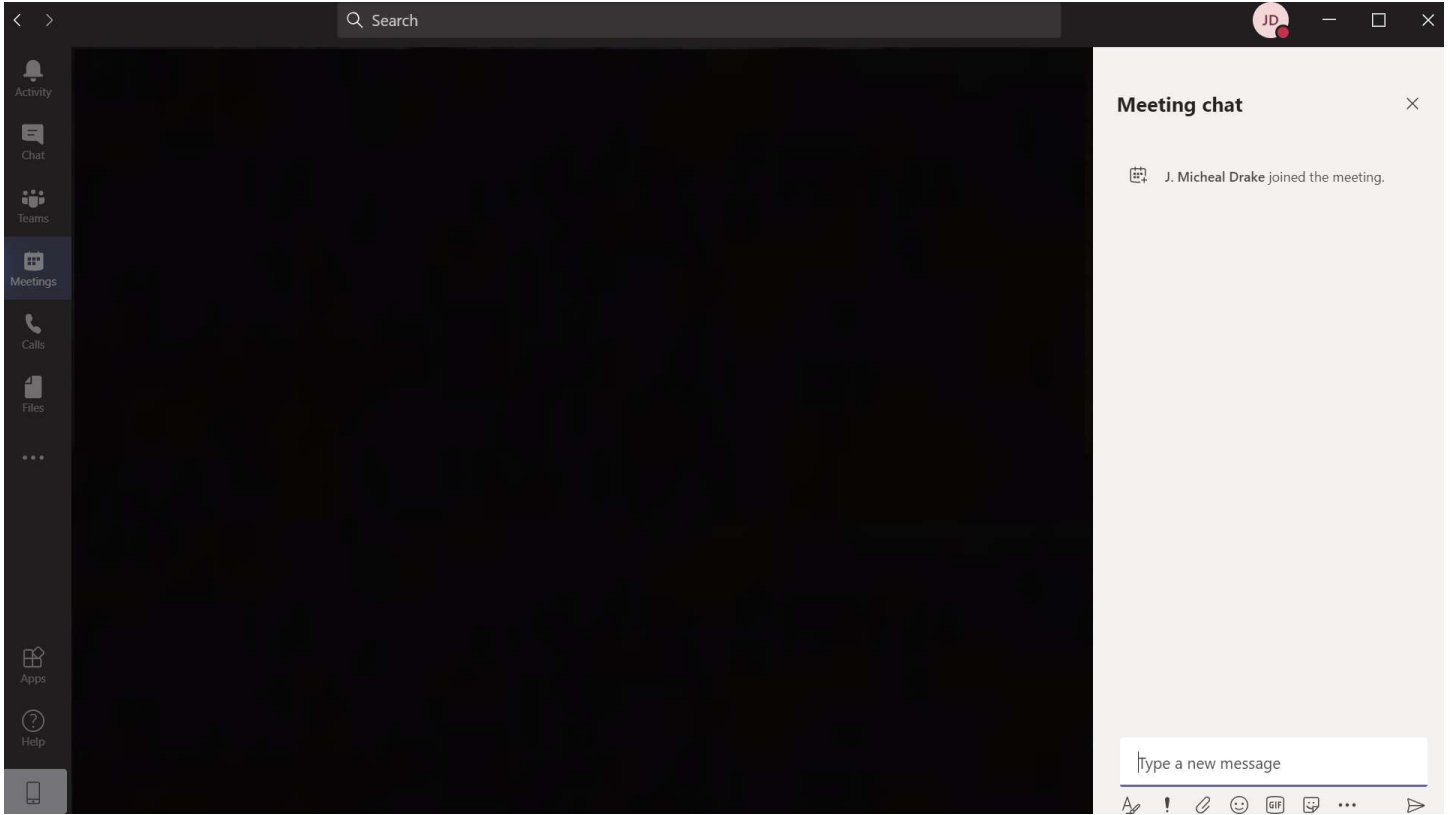
Click on the People icon (below in red) to show who is attending the meeting.   The People window will pop up and show everyone who is attending the meeting.
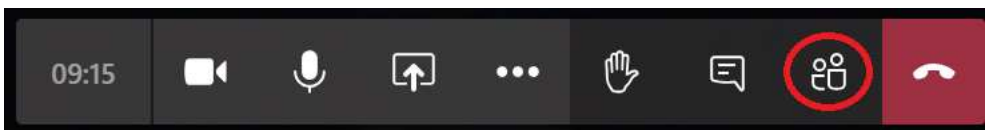
In the People window, you can add other people to the meeting by typing in their name.   If they are members of the CCC group, they will pop up and can be selected.   Teams will then "call" them to allow them to join the meeting.   Once they accept that call (or you get a similar invitation from another person's meeting), they/you will be taken immediately to the same "Join Now" screen as if you started a meeting immediately.   If you click on the share icon (circled below in red), you will get the original options of copying a link or sending an email to invite others.   Use this if whoever you are inviting is not a member of the CCC group, or if you accidentally closed the share window at the start of the meeting.   Click on the 'X' or click the people icon again to close the People window.
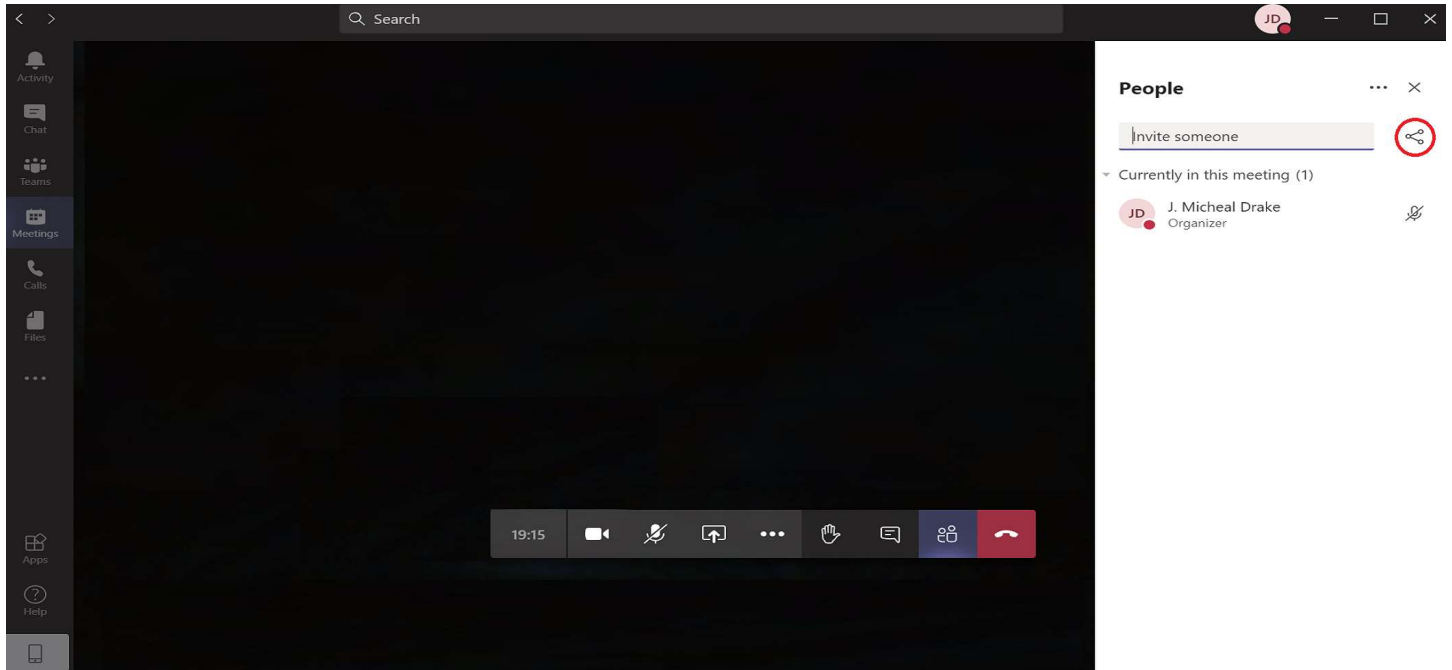
Click on the ellipsis icon (below in red) to bring up other options.

The other options pop up and are shown below.   These options let you do the following:
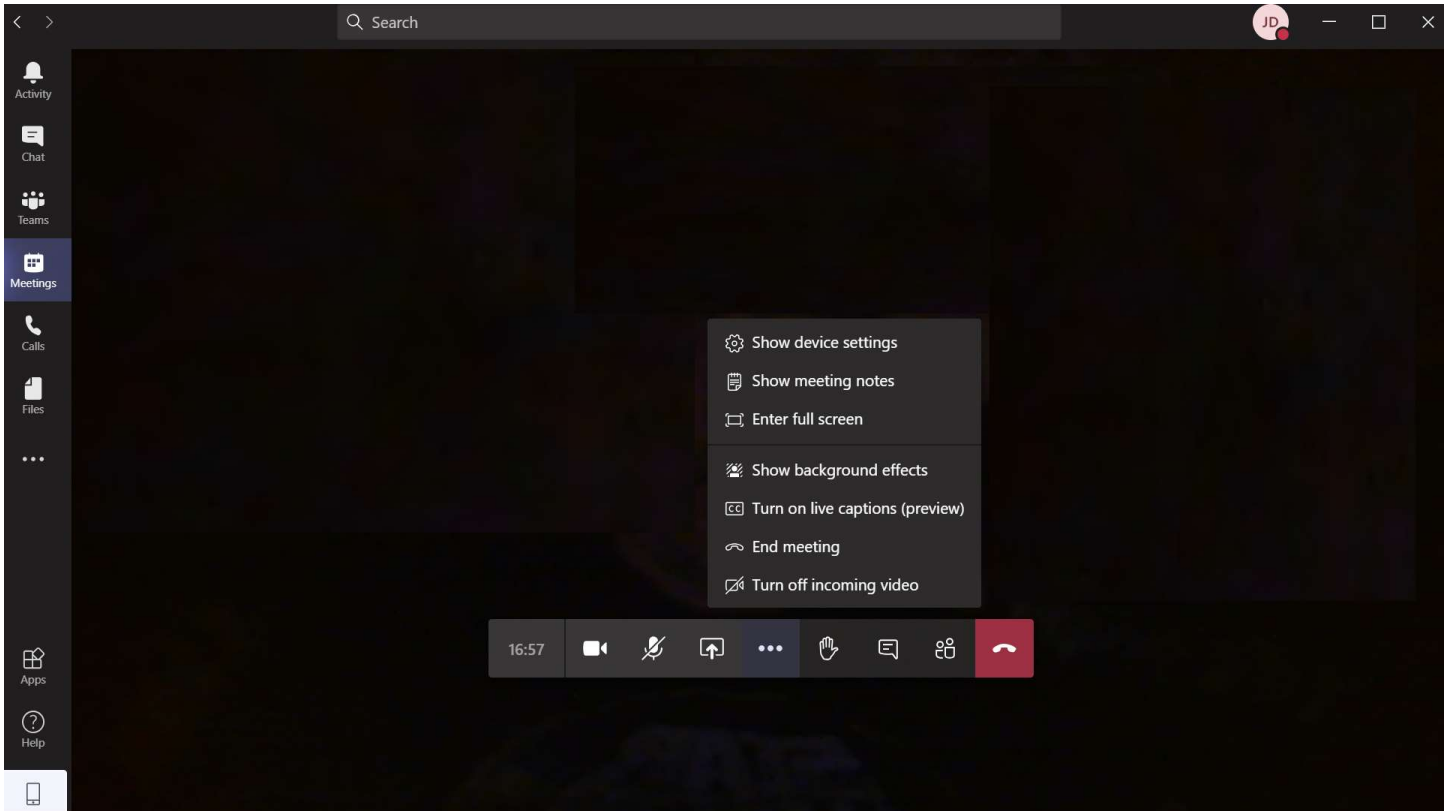
The "Show device settings" will pop up the "sounds" settings, as shown earlier in this document.

The "Show meeting notes will pop up the Notes window.   Meeting minutes can be typed up in this window and will be stored with the meeting chat.

The "Enter full screen" will put Teams into full screen mode.

The "Show background effects" will give you the option to set a background to your video screen.

The "Turn on live captions (preview)" button is new.

The "End meeting" will exit the meeting.

The "Turn off incoming video" option will turn off the video feeds from all other attendees.   You can use this if your internet connection seems to be bogging down.   This option will not stop your video feed to others, so that can still see you.   It also will not stop any screen sharing that you or someone else is doing.
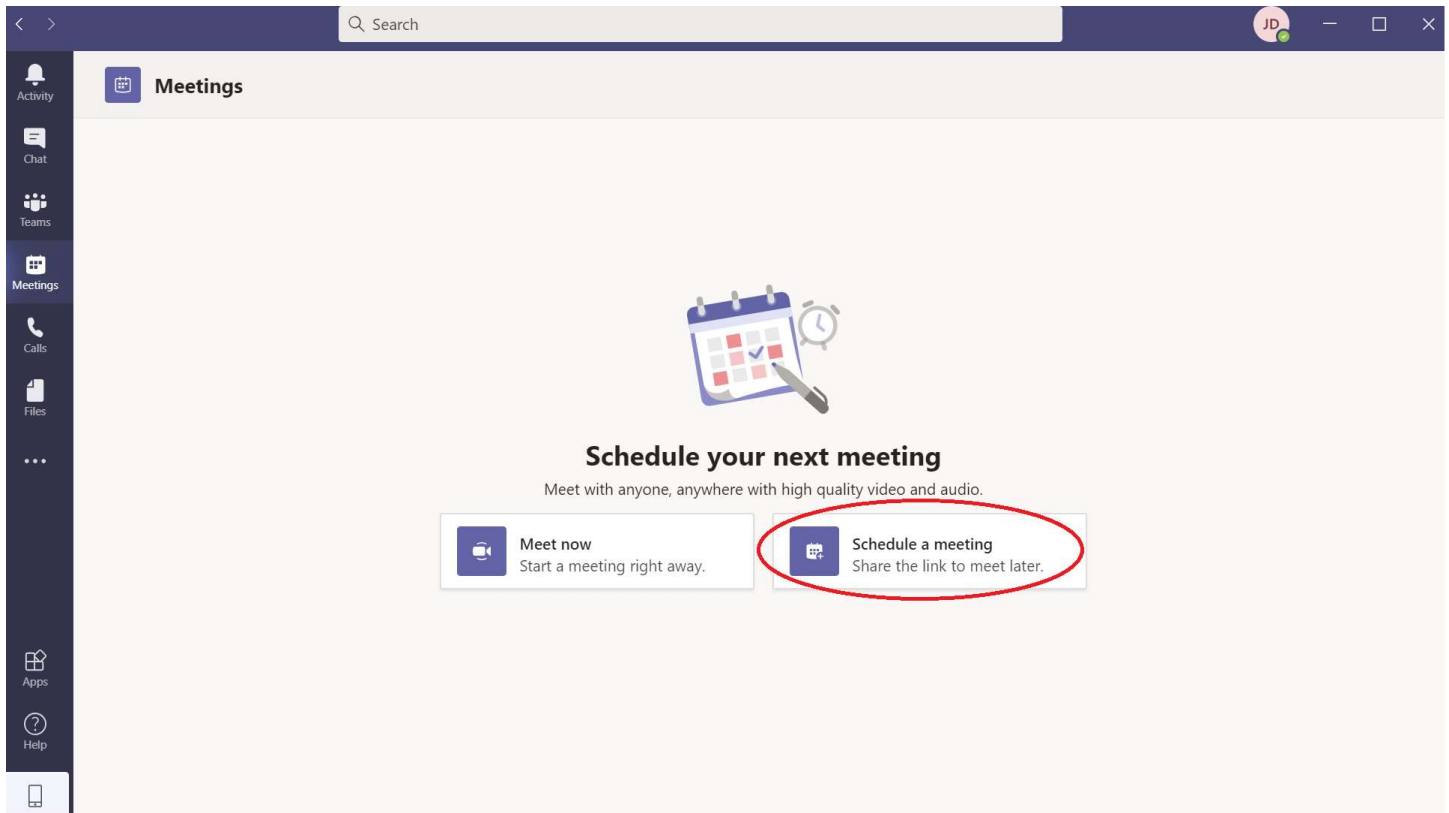
Click the ellipses icon again to hide the other options pop up.

The End Call icon (circled below in grey) will allow you to hang up from the meeting.
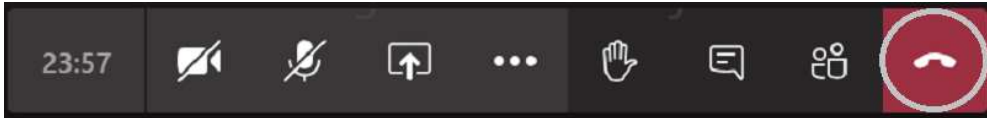
Scheduling a meeting

Start the Teams app on your computer or phone or go to teams.microsoft.com.   Click on the Meetings button on the left.   To schedule a meeting for some time later, click on the "Schedule a meeting" button.

The meeting scheduler will pop up.   You can set the meeting title, the time and duration of the meeting (the actual meeting will go until all attendees leave the meeting, though so the time is only for scheduling purposes), then click on the "Schedule" button.
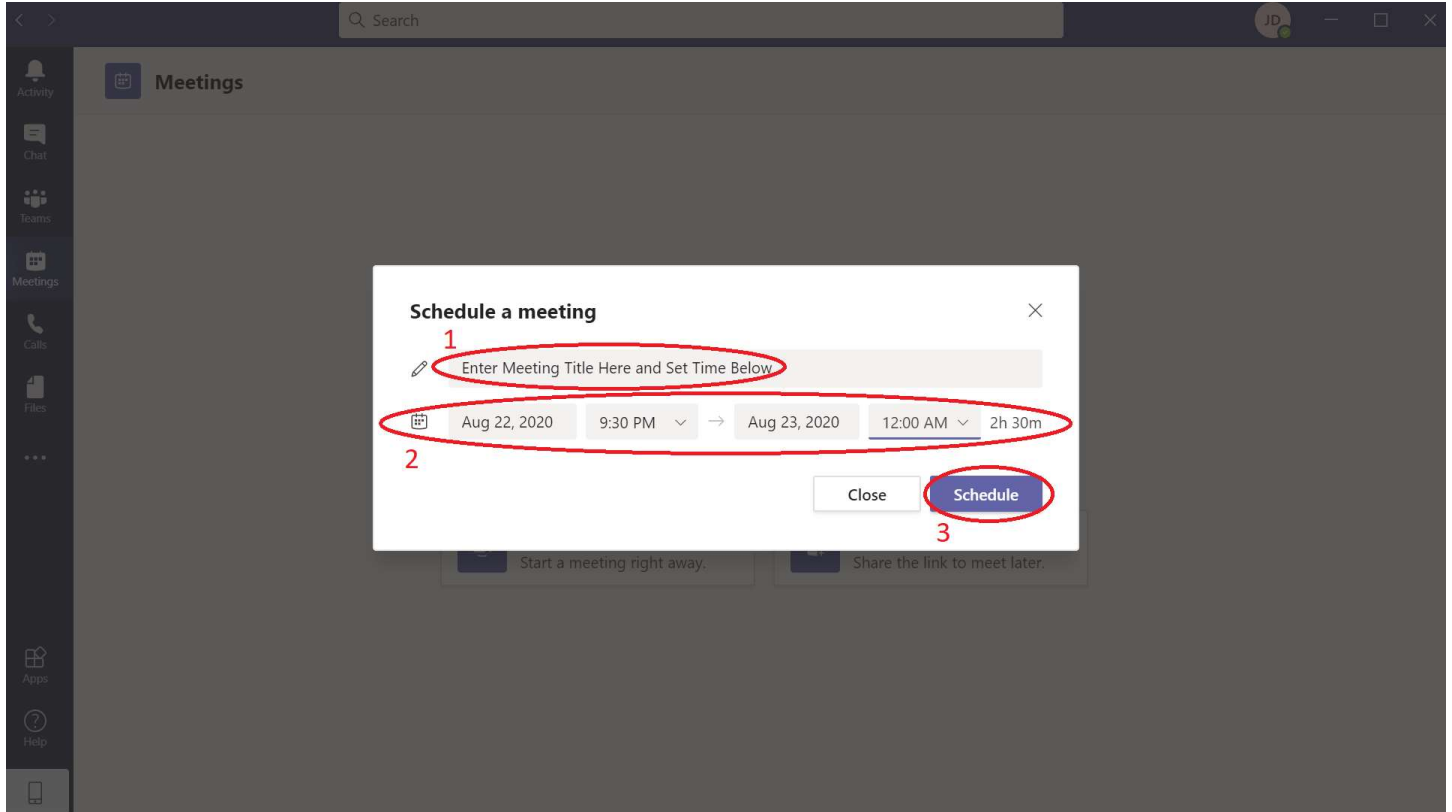
You can now copy the meeting invitation link to share through text, IM, or email by clocking on the "Copy meeting invitation" link.   Example screenshots of this process are shown below.
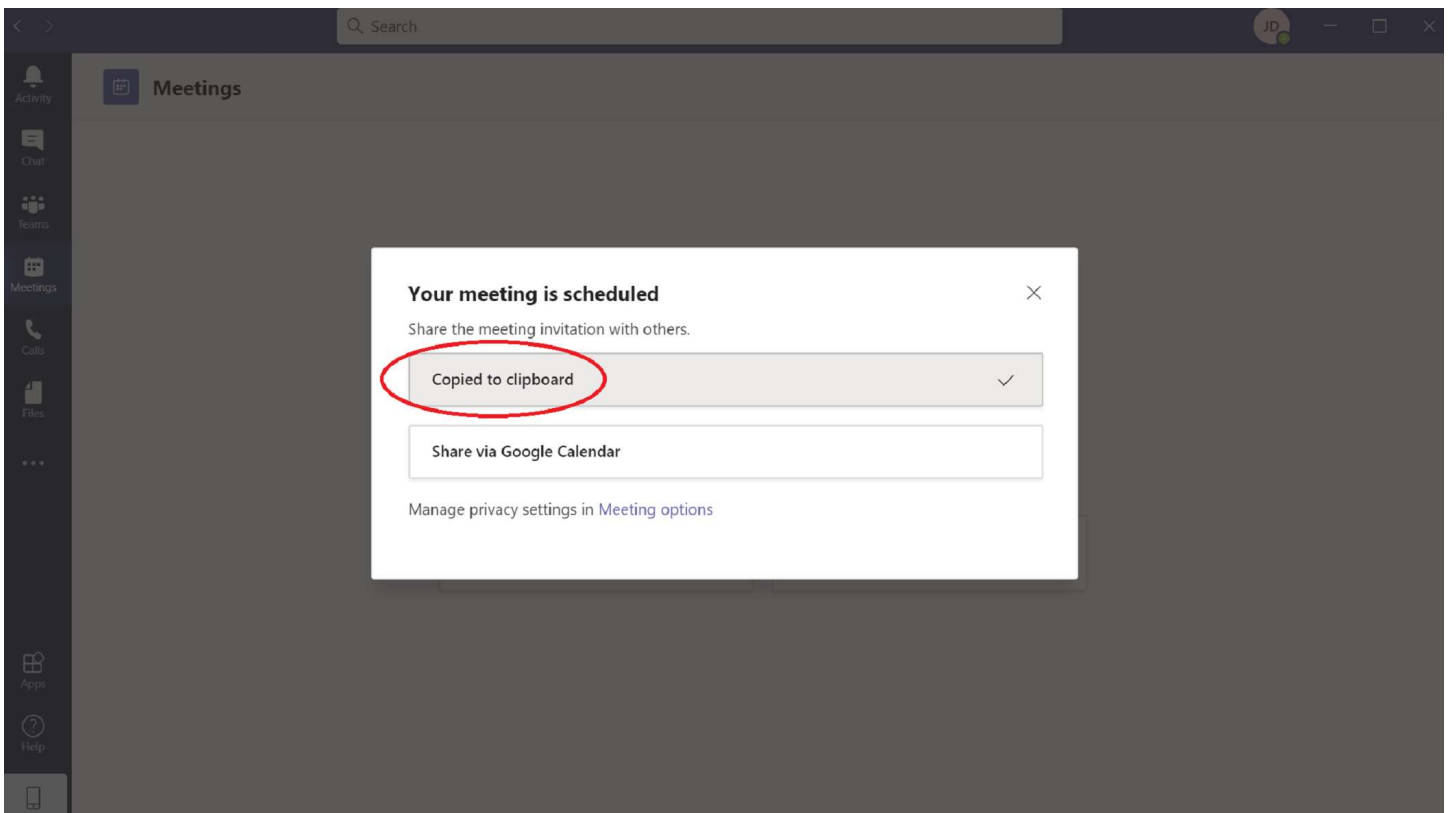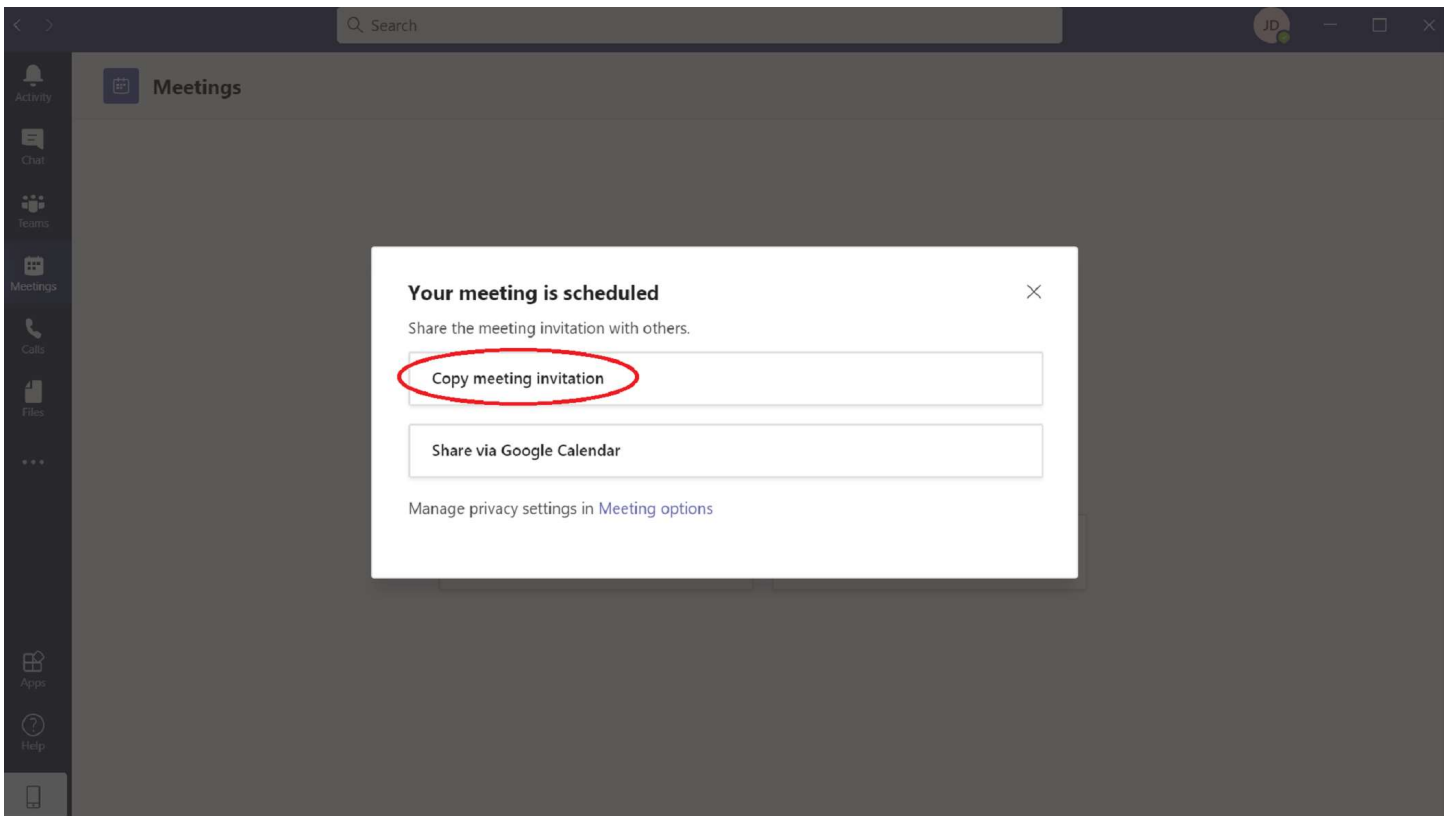
Alternatively, you can add this meeting to your Google Calendar by clicking on the "Share via Google Calendar."   Screen shots of what this looks like are shown below.
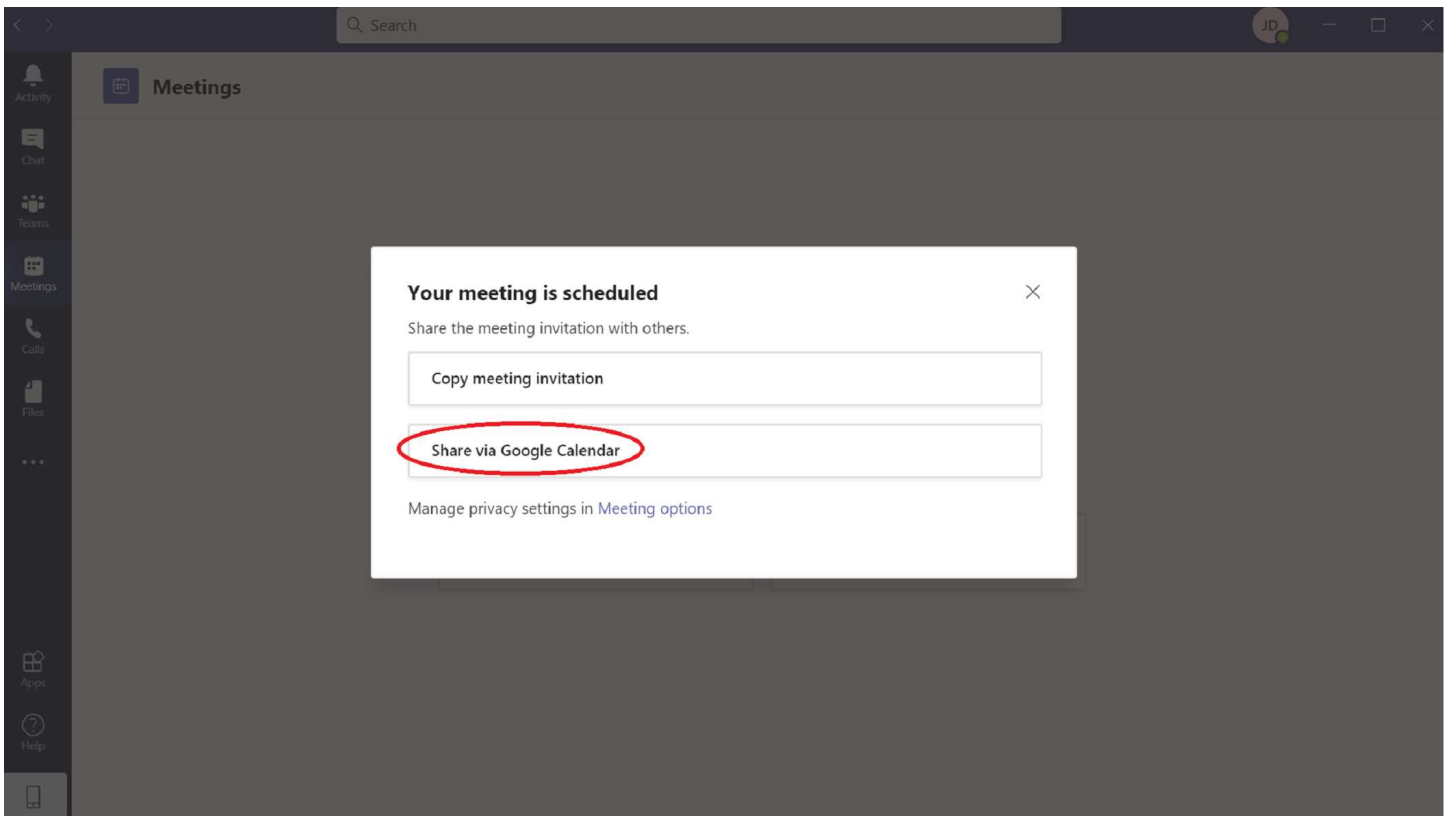
Below is a screenshot of adding this meeting to your Google calendar.   Click on the "Save" button to add to your calendar.
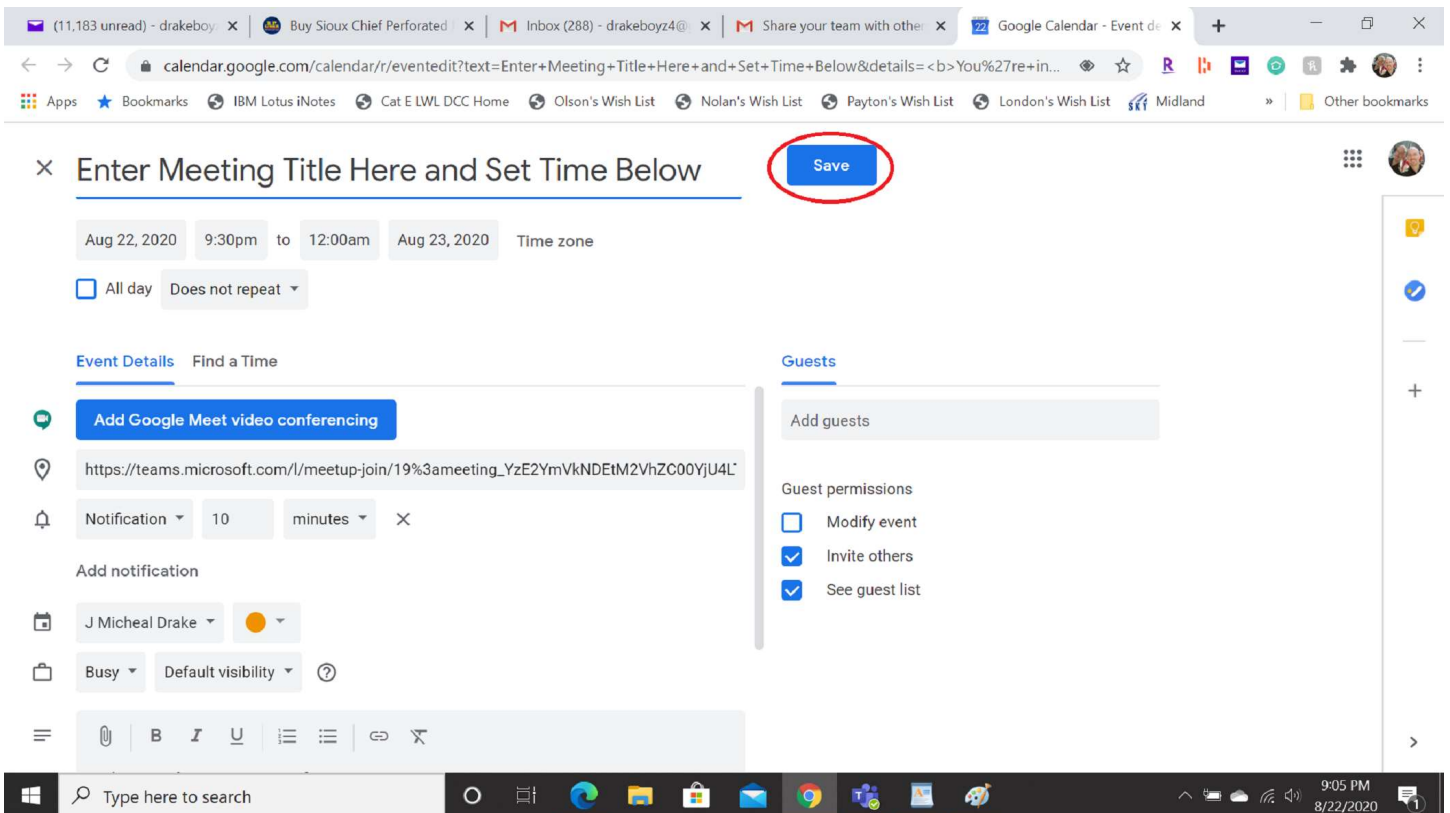
Welcome to the Teams Meeting

Once you are in a meeting with others, you will see a screen similar to the one below.   Teams currently supports dividing the screen into 9 segments so you can see the video from 9 other people at the same time.   If there are more than 9 people in the meeting, you will see their video on the bottom in smaller windows.   As people speak, they will pop up into the main array of up to 9 people.   Moving your cursor on the screen will pop up the tool bar as described in detail above.

Please understand that there are many options not described in this document and that the phone apps may look or behave slightly differently than described.   There are also lots of help documents on the web.   If you have any questions for which you can't find the answers, please do not hesitate to let J know and he will do what he can to help.

Happy Teaming!!!!