Meetings in Microsoft Teams
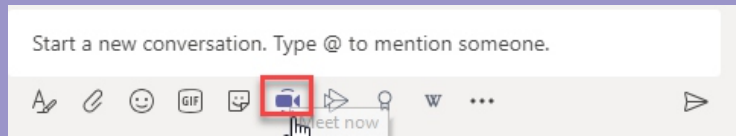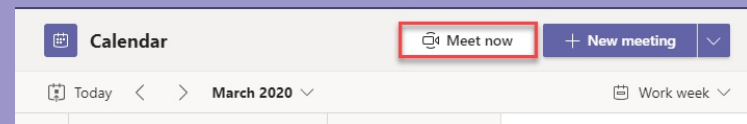
Impromptu meeting - Meet now

from a **channel post**
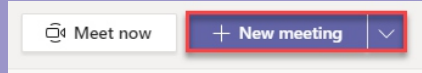
> Start a new conversation. Type @ to mention someone.

Meet now

from **Calendar**

📅 Calendar	📹 Meet now	+ New meeting ▾
🕐 Today < > **March 2020** ▾		📅 Work week ▾

Scheduled meeting

Calendar | New meeting

📹 Meet now	+ New meeting ▾

Chat message area

> Type a new message
>
> A⁄ ! ⎘ ☺ 🖼 📅 ▷ 💡 W 🎥 ...

Join from Outlook

Click on the meeting to select. Click **Join Teams Meeting** on the Ribbon.

Video meeting

- Turn the camera on.
- Use **Background features** to blur or select a image as a background.

Audio only meeting

- Switch off the camera.
- Set mic options to mute.
- Mics are automatically muted in meetings that have 4 or more participants.

Pop-up and notices

Windows Focus Assist blocks any pop-up notifications while you are presenting

MEETING METHODS · START THE MEETING · AFTER THE MEETING · DURING THE MEETING

Recording

- Meeting recordings are available in Microsoft Stream.
- Link to recordings in the channel's **Post** tab.

Jump to relevant sections

- Jump to specific sections in a video using the transcript search functionality.

Access meeting notes

- Go to the channel where the meeting was hosted.
- Access notes from a private meeting in **Chat.**

Meeting conversations

- Meetings conversations will automatically be added to the **Chat** section. Any files shared during the meeting can be found in the meeting's **Files** tab.

Meeting recordings

- Capture all meeting activities (i.e. audio, video, screen sharing and whiteboard input).
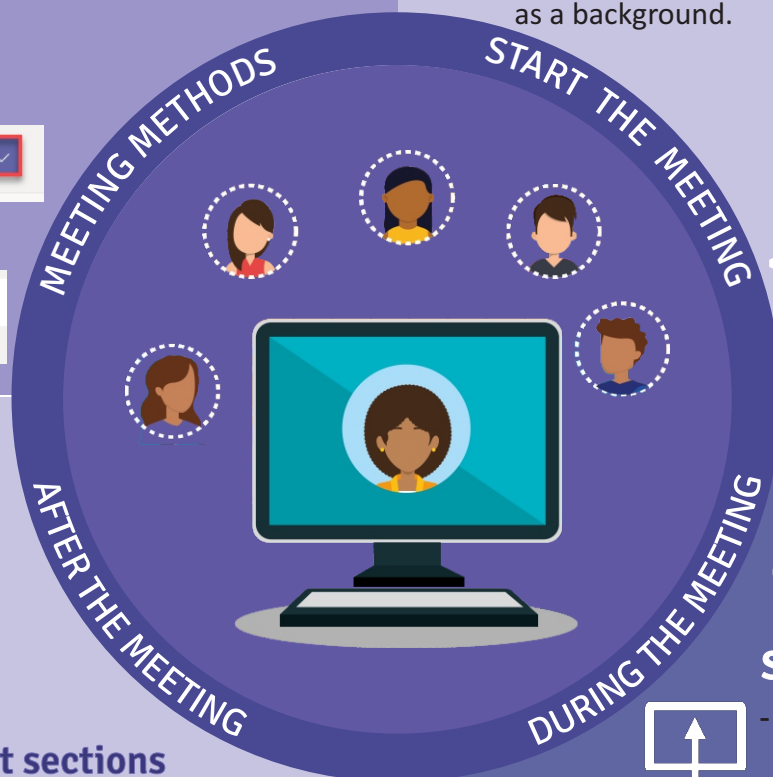
Screen sharing

- Share your desktop, a window (e.g. a document) or a PowerPoint presentation.
- Stop sharing.

Meeting notes

- Go to **More options ...** > **Show meeting notes** > **Select Start taking meeting notes.**
- Notes are only available to invited attendees.
- This feature can only be used for meetings that have 20 attendees or less.

Multi-tasking in Teams

- You can still move around in Teams, while you're in meetings. The meeting window will shrink and move to a corner of your screen.
- All meeting controls remain active.
- To maximise it again, simply click on the screen.