

Microsoft Teams Meeting Cheat Sheet

Create a Teams Meeting:

- Meetings can be scheduled from the Calendar in Teams or Outlook.
- Meetings can be started immediately using the Meet Now option in Teams Chat.

Meeting Setting Options:

You are encouraged to **use these Meeting Option settings for maximum control** of the Teams environment:

- Who can bypass the lobby?: Set to *Only Me*
- Always let callers bypass the lobby: Set to *NO*
- Announce when callers join or leave: Set to Yes
- Who can present?: Set to *Only Me*

Adjusting Team Meeting Settings:

There are three ways to get to Meeting options for a scheduled meeting:

- In Teams, go to Calendar, select a meeting, and then *Meeting options*.
- In a meeting invitation, select *Meeting options*.
- During a meeting, select *Show participants* in the meeting controls. Then, above the list of participants, choose *Manage permissions*.

Turn Off Incoming Video

This function only turns the incoming video off for your account. It DOES NOT turn off the students' video. Thus, **students can still see one another, but you cannot see them.**

Remove Student from Meeting

This will completely remove the participant from the meeting.

- Select *Participants* option in Meeting Controls.
- Select *More (...)* to the right of the participant's name.
- Select *Remove from Meeting*

To Mute Students

- Open *Participants* in the meeting controls. Then, select the *More (...)* option to the right of participant names to mute or unmute individually.

Always Close the Meeting

Remember to always close your meeting when you are finished. Leaving students unattended in an open meeting is like leaving them unsupervised in the classroom!

Record a Meeting

- **All participants, including students, currently have the option to Start or Stop Recording if they are permitted to present in a Meeting.** A request to disable this function for students has been submitted to the technology department.
- When a meeting recording starts, Teams shows a notification to all participants. **This is a very subtle notification.**
- **Meeting Recordings are automatically saved to Microsoft Stream.**
- Whiteboards and shared notes are not currently captured in meeting recordings.
- When you view a meeting recording, you'll see not more than 4 peoples' video stream at once.

Additional Resources

This Cheat Sheet is designed to get your started. Learn more about Microsoft Teams in the Canvas course Digital Resources for Teachers 2020-2021. You can enroll in the course using the link at the top of the Help section in Canvas.

Even more resources for Microsoft Teams are available in the Microsoft Educator Center and the Microsoft Support pages. Things change fast in the Microsoft world, so stay tuned in for updates!