

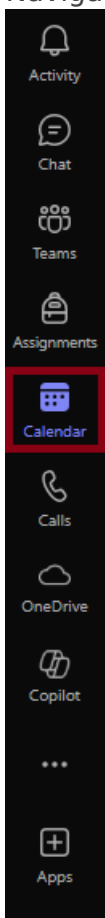
# Microsoft Teams

- [Manage Teams Meetings](#)

# Manage Teams Meetings

## 1. Create a Teams Meeting

1. Open a Web Browser and navigate to <https://teams.microsoft.com/>
  - You can also use the Desktop App version of Microsoft Teams
2. Login using your @lions.piedmont.edu credentials
3. Navigate to the **Calendar** column

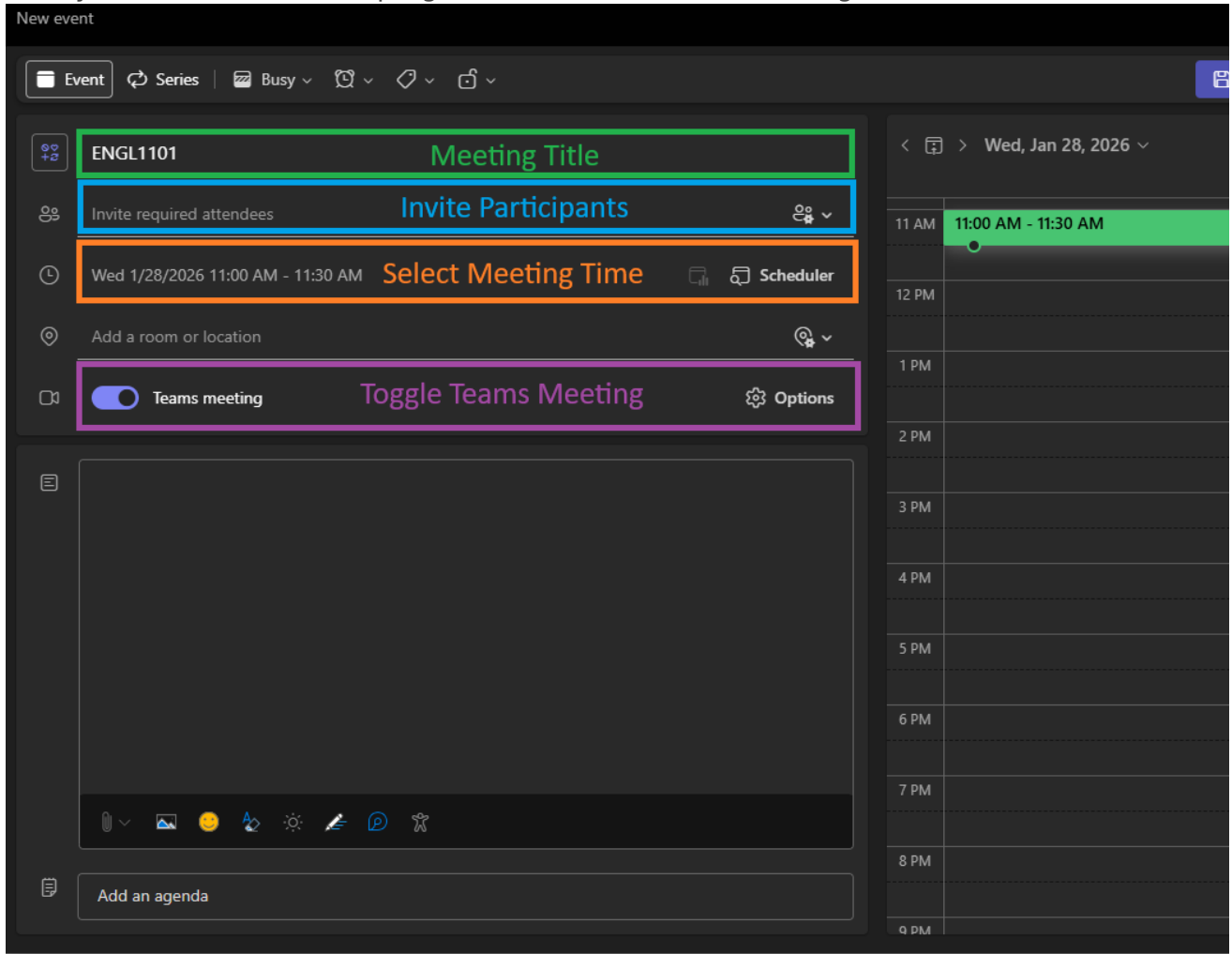


4. Select **New**



5. The **New Event** popup appears, Fill out the fields for **Add Title, Invite Required Attendees**, and be sure to Toggle **Teams Meeting**
  - The **Event Title** will generally be the name of the Class .
  - For the **Invite Required Attendees** field, type in the student's Lions email address to add them to the meeting.
  - For the **Scheduler** Field, select the **Date & Time** for when the meeting will take place.
  - [OPTIONAL]: Add a meeting room/location if you're hosting a hybrid meeting of in-person and online guests. (Example: DanielHall-310)
  - Be sure to Toggle **Teams Meeting**, so that a URL for the meeting is created.

- Finally, select Save in the top-right corner to create the meeting



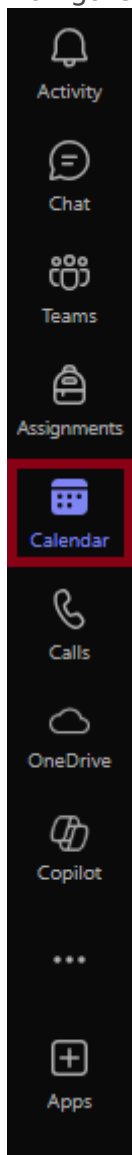
- A Meeting will be created and invites will be sent to the participants.

## 2. Join a Teams Meeting

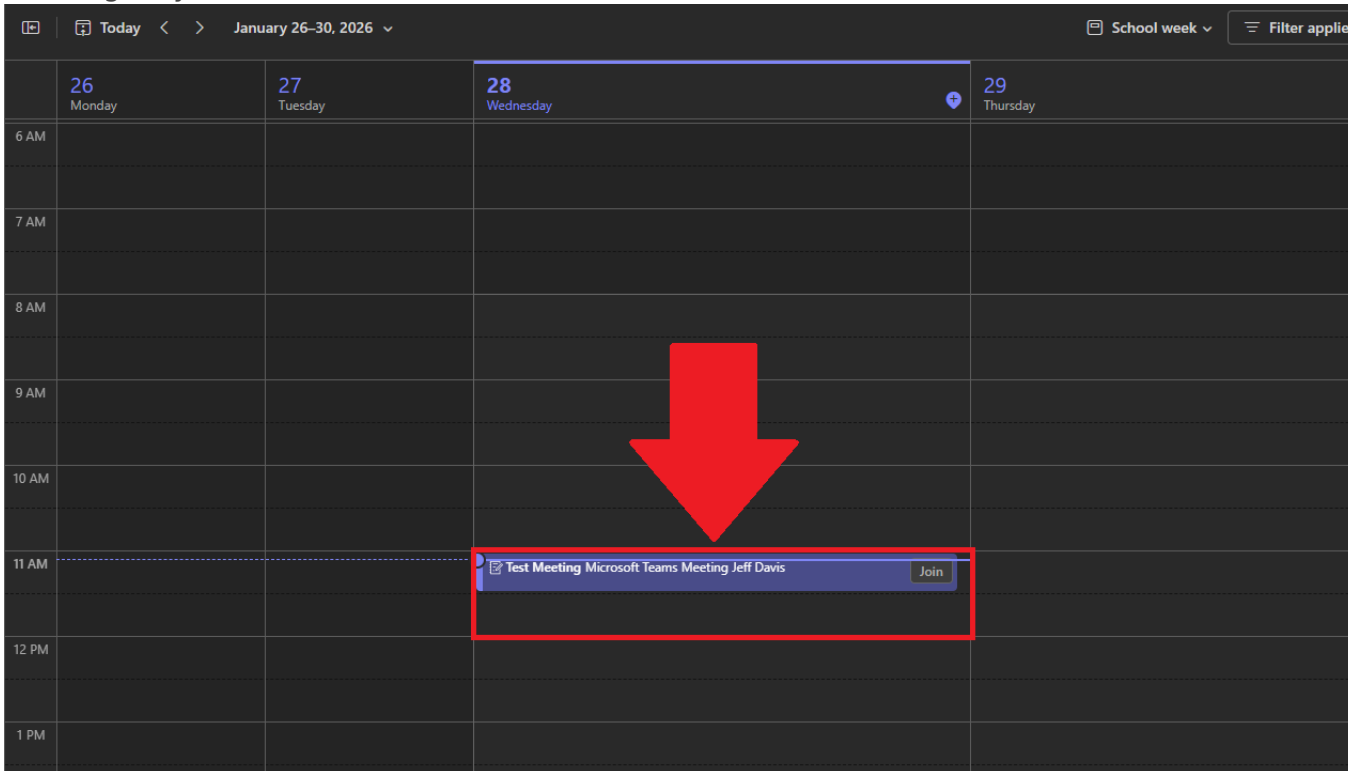
A meeting created with Attendees will send an email invite to the participant's Outlook but you can also view the invite on the Teams Calendar

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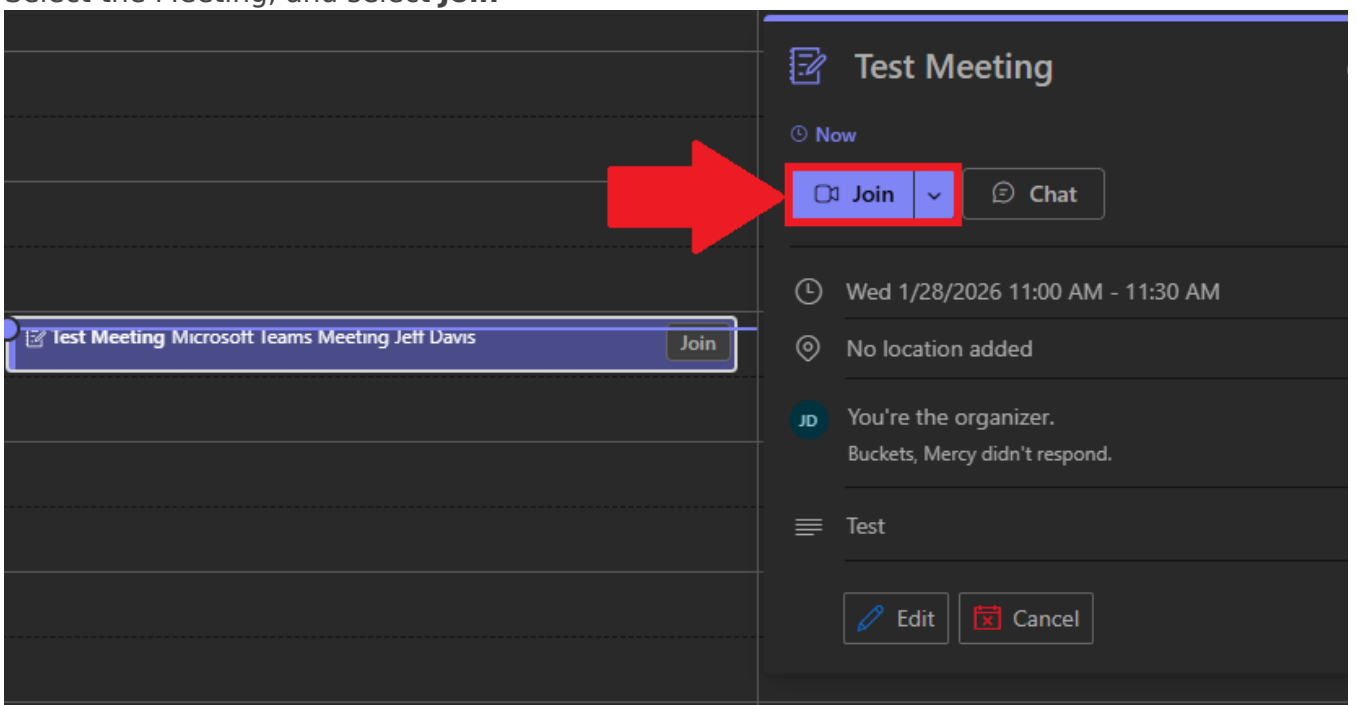
3. Navigate to the **Calendar** column



4. Scroll to the Date/Time that the Teams Meeting would take place, you should see the meeting on your Teams Calendar.



5. Select the Meeting, and select **Join**

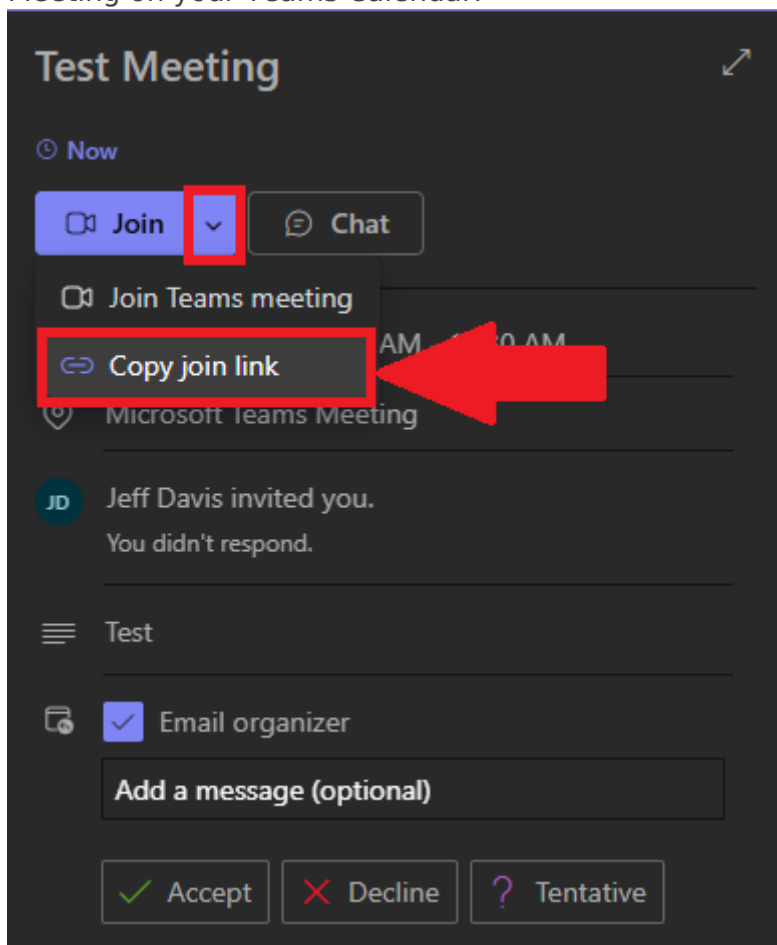


6. Follow through the on-screen prompts to select your Audio and Video equipment as you would normally do so if you were using Zoom.

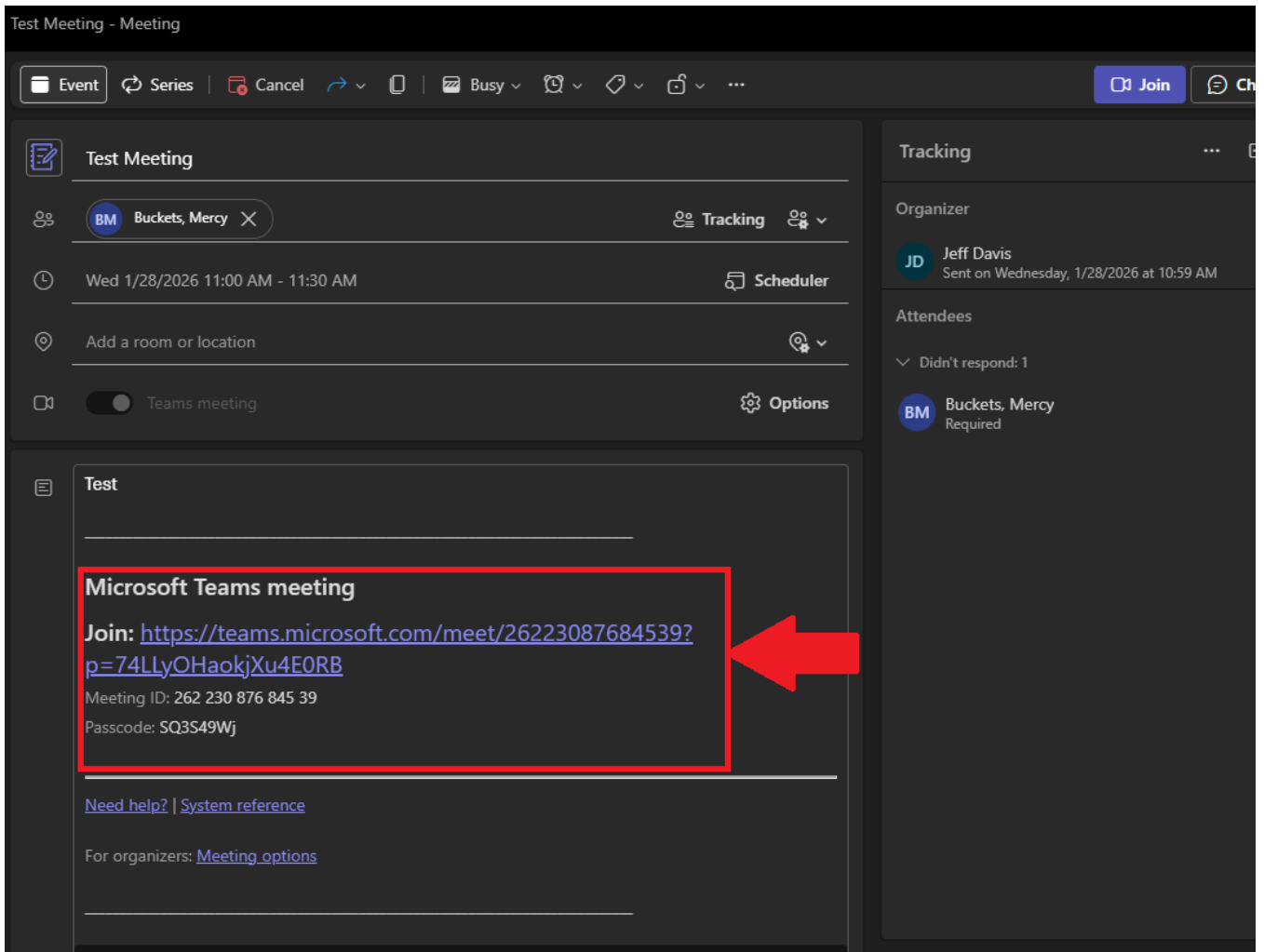
## 3. Meeting ID and Passcode

You can complete the following as either a host or attendee

1. You can obtain the Meeting Link/URL by selecting the Drop-down arrow next to **Join** Meeting on your Teams Calendar.



2. If you Double-Click a meeting on your Calendar, you can see the **Meeting ID and Passcode**

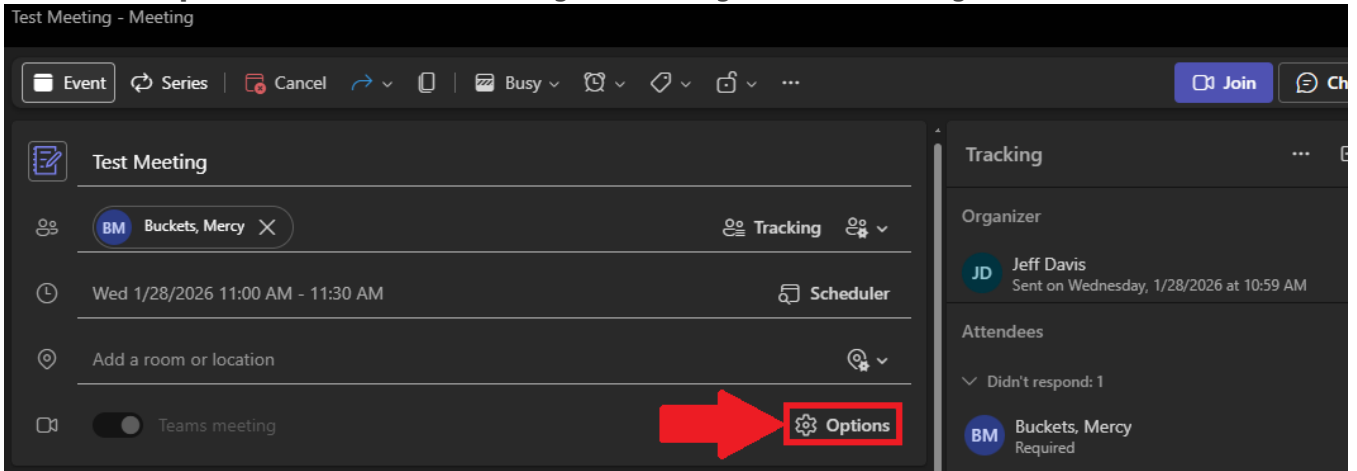


## 4. Advanced Options

The following section can only be completed by the host or co-hosts of a Teams Meeting

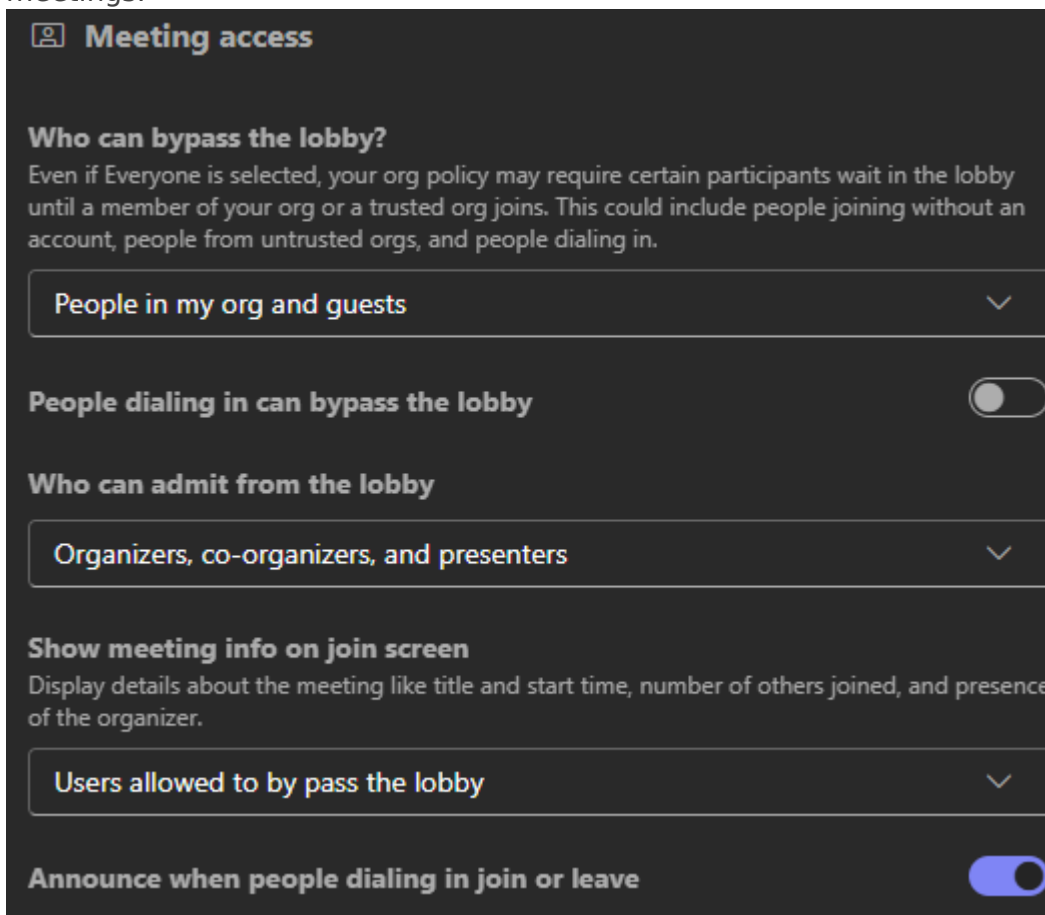
1. Navigate to Teams Calendar, the following options can be performed on New Meetings, before they're created, or afterwards for existing Teams Meetings.

2. Select the **Options** button when editing or creating a Team Meeting



3. In this menu, you can manage **Meeting Access** and **Roles**

- **Meeting Access:** Here you can manage the basic permissions of attendees in the meetings.



- **Roles:** Here you can manage co-hosts and presenting permissions for participants.

## Roles

### Choose co-organizers:

Has the same capabilities as the organizer.

Search for participants



### Who can present

Everyone



### Enable language interpretation



Add interpreters who can interpret one language into another in real-time. To assign interpreters, send the meeting invite then refresh this page and choose them.

### Department Contact Info

For any issues or questions regarding Microsoft Teams, please contact IT Helpdesk support

? (706) 894-4205

?? [ITSupport@piedmont.edu](mailto:ITSupport@piedmont.edu)

? <https://itsupport.piedmont.edu/>