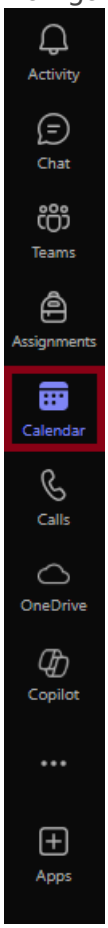
# Manage Teams Meetings

## 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

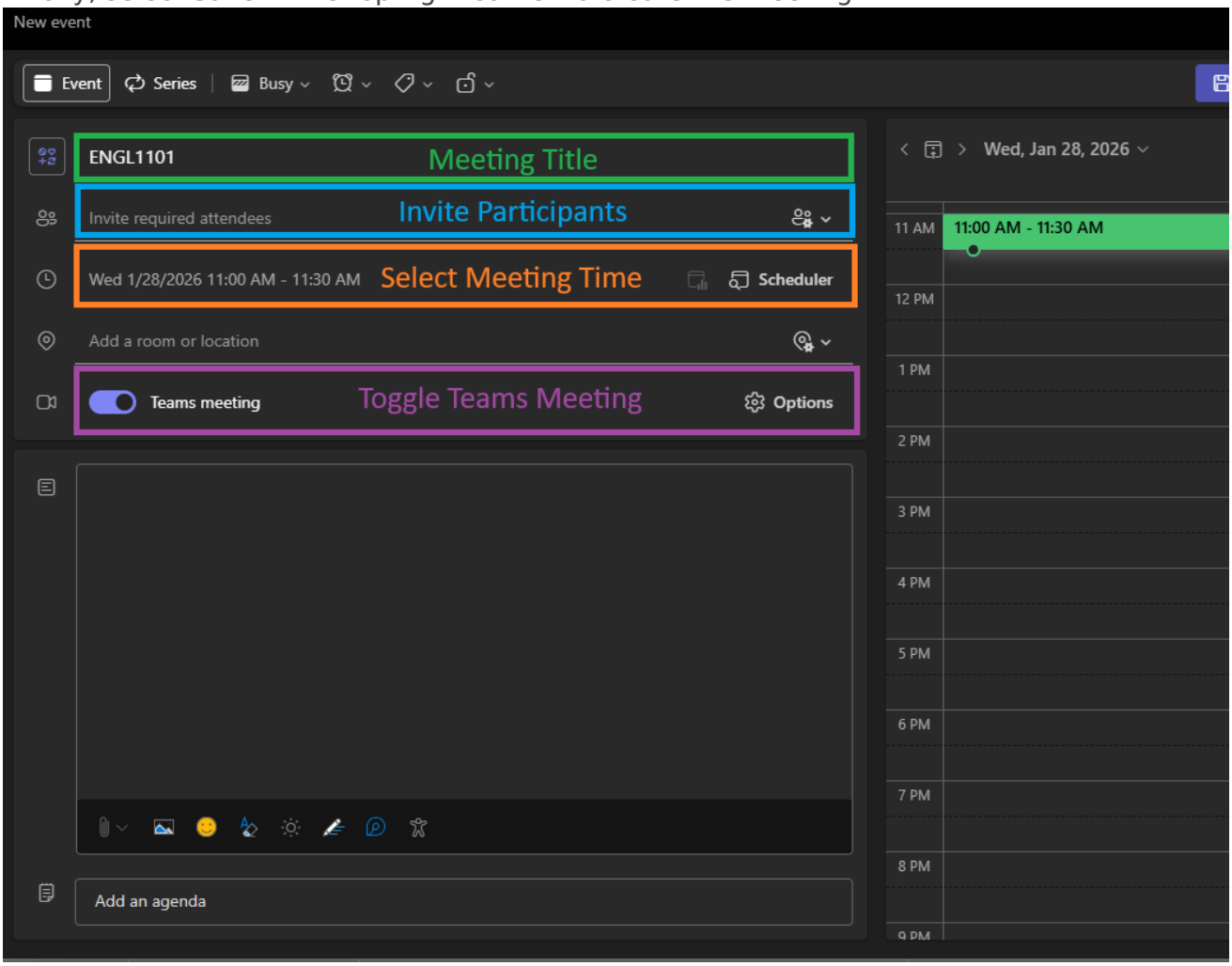



4. Select **New**




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.

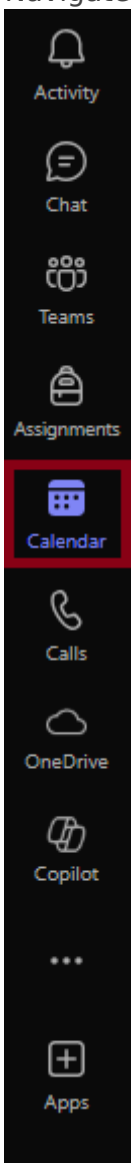
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# 2. Join a Teams Meeting

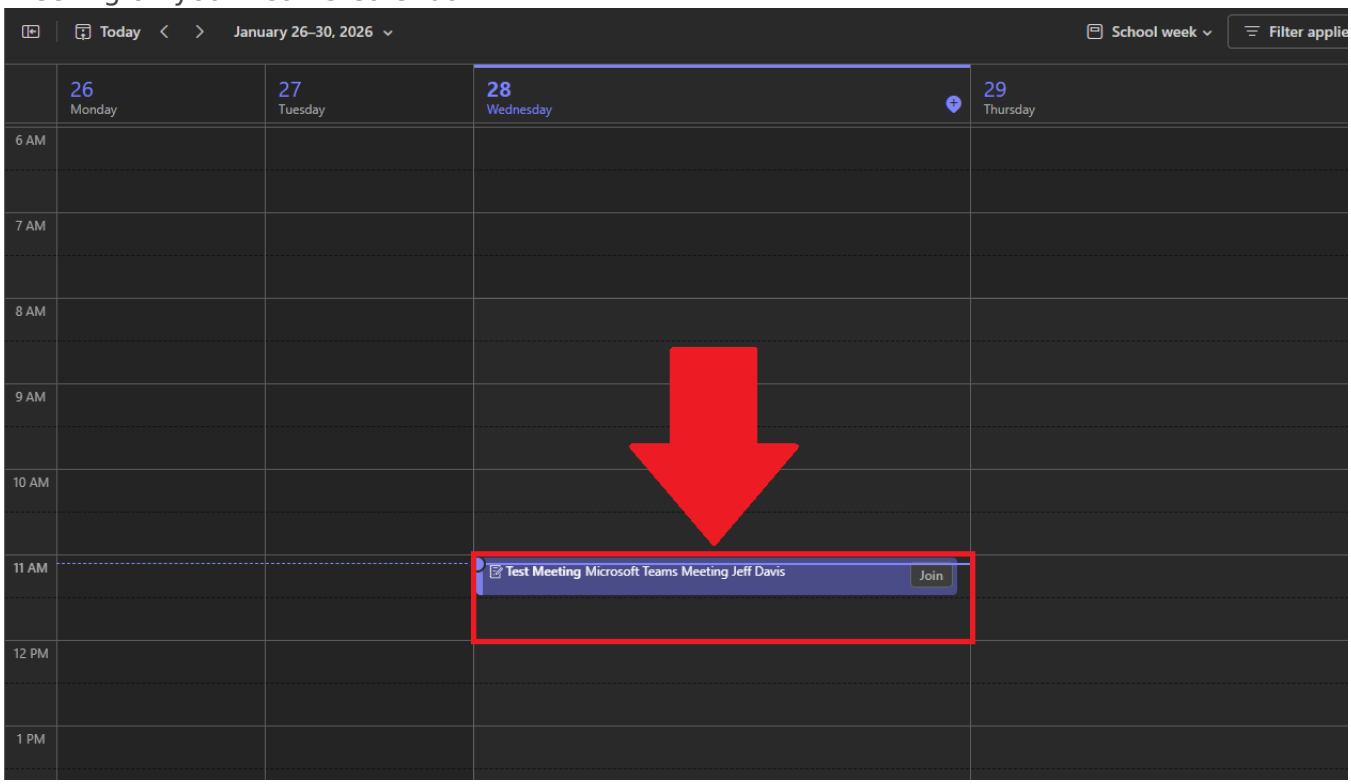
> A meeting created with Attendees will send an email invite to the participant's Outlook but you can also view the invite on the Teams Calendar

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

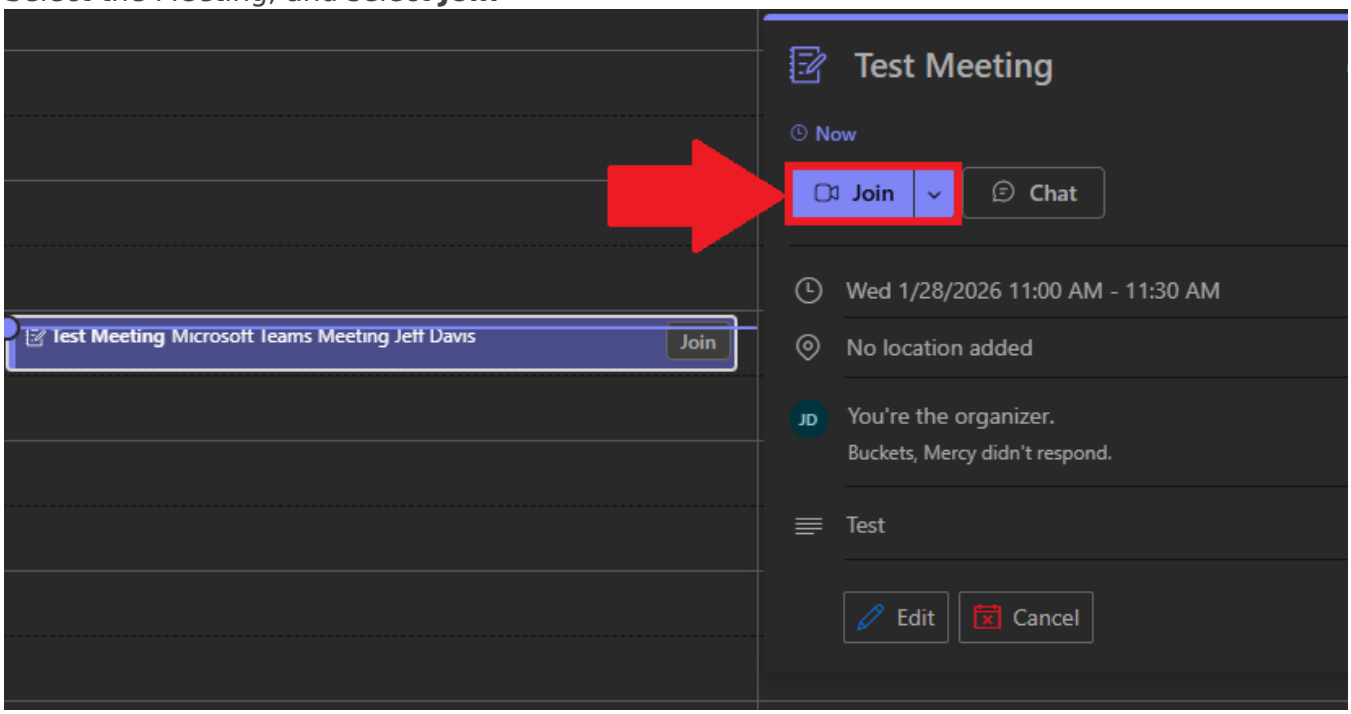
3. Navigate to the **Calendar** column



4. 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**



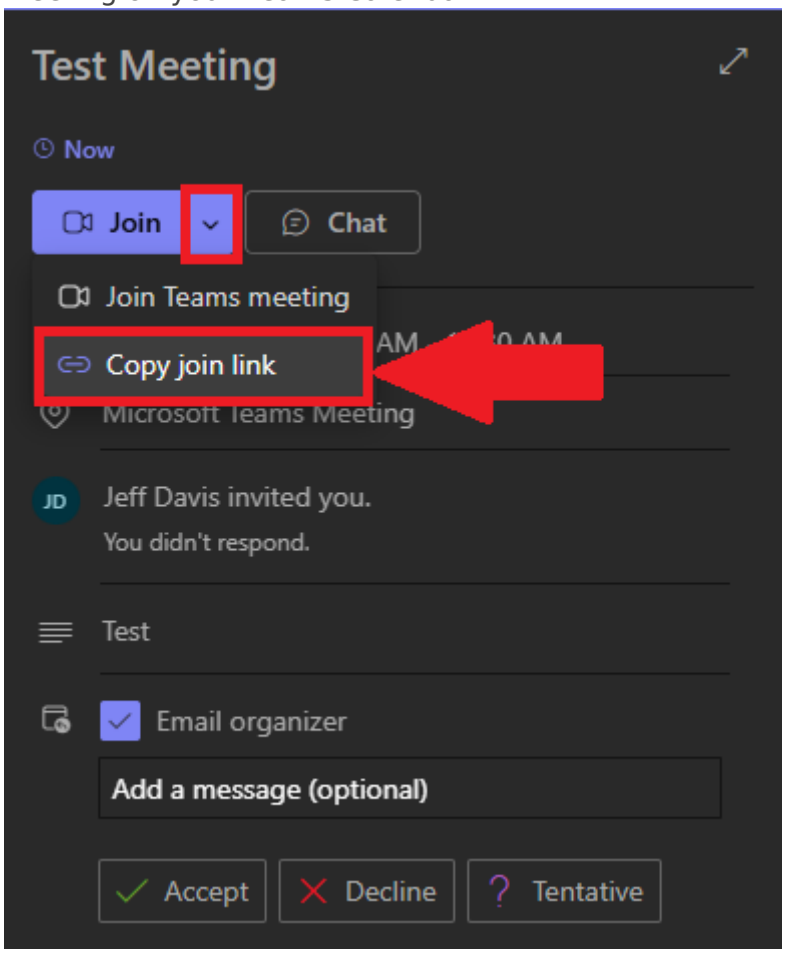

6. Follow through the on-screen prompts to select your Audio and Video equipment as you would normally do so if you were using Zoom.

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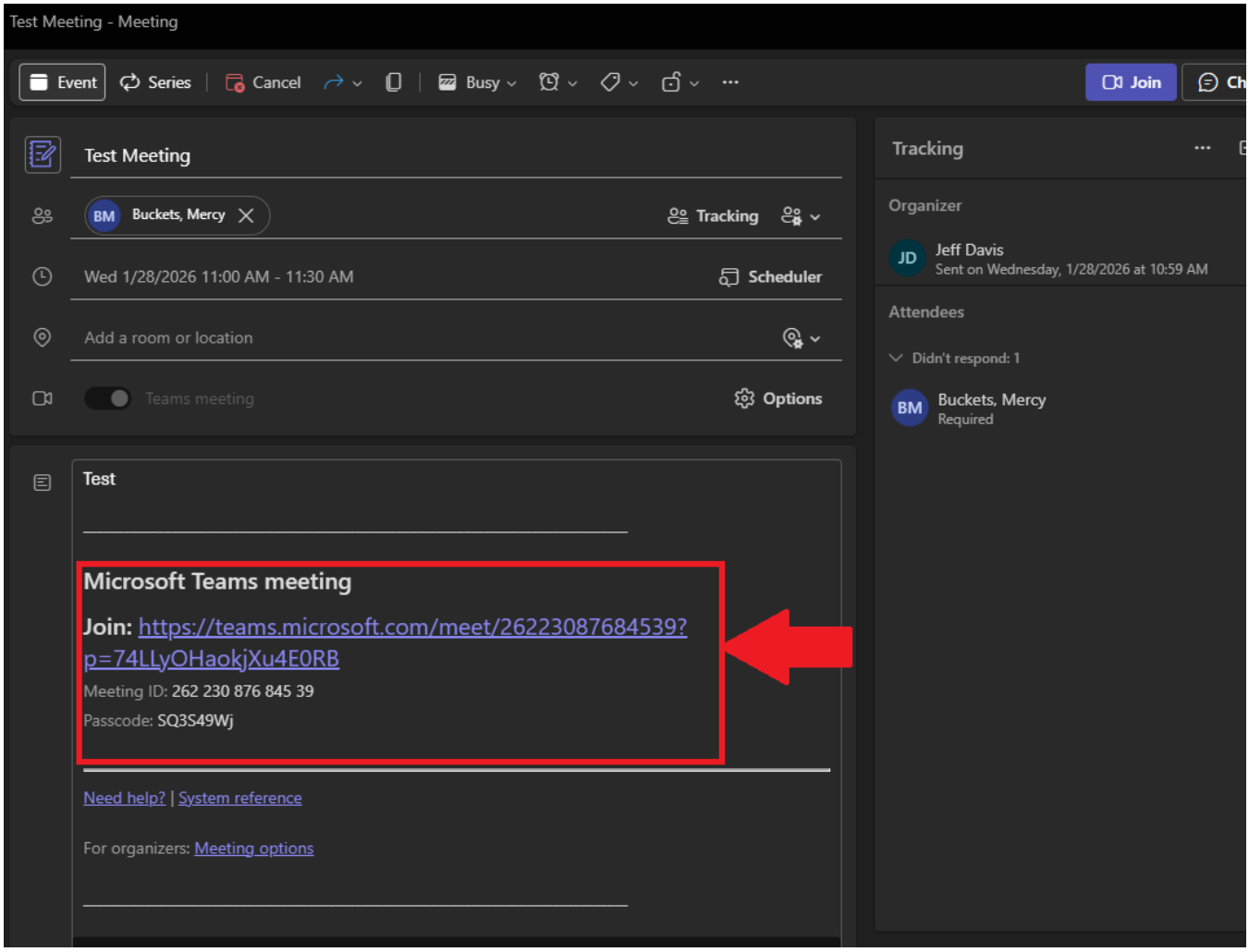
# 3. Meeting ID and Passcode

> 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**

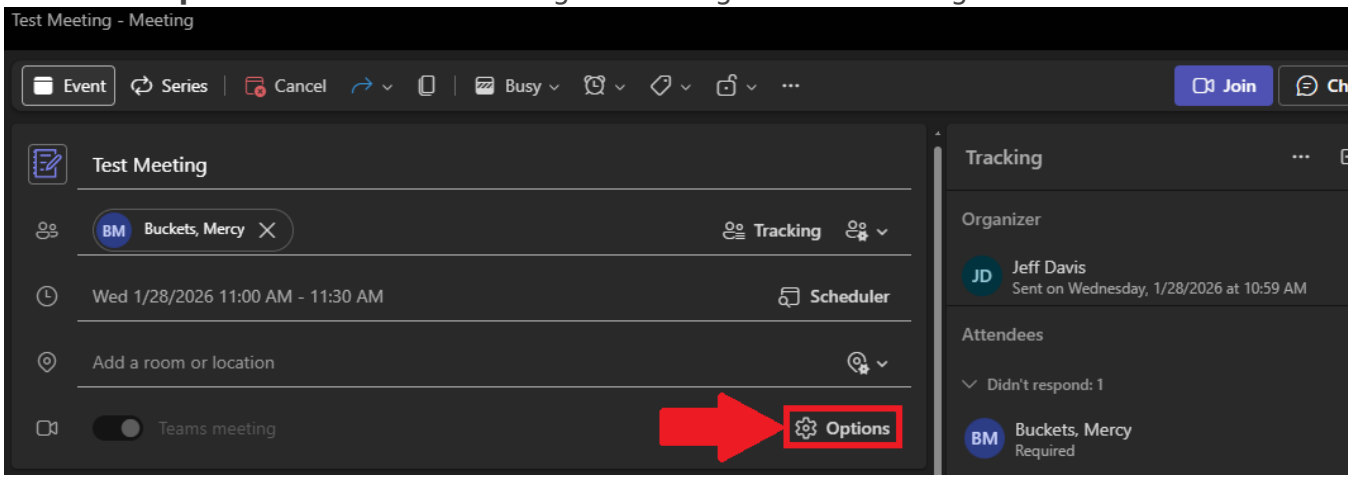



# 4. Advanced Options

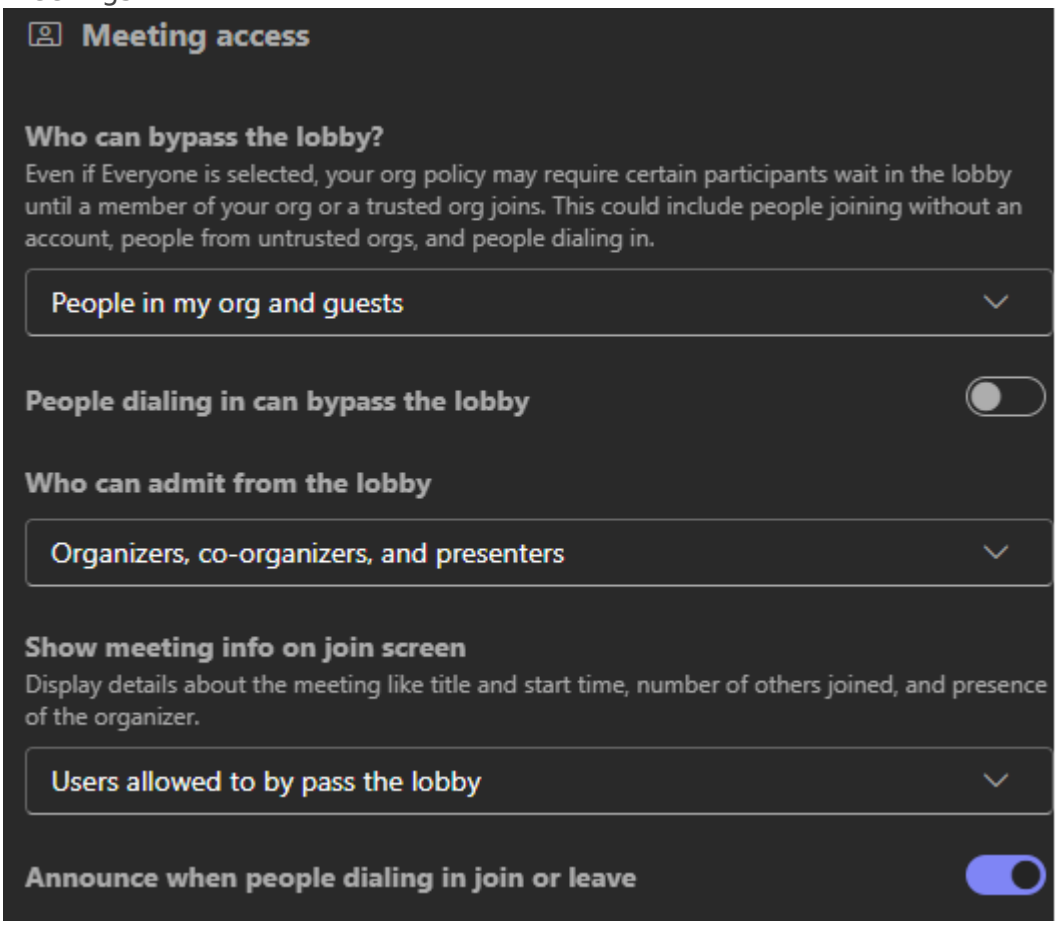
> The following section can only be completed by the host or co-hosts of a Teams Meeting

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

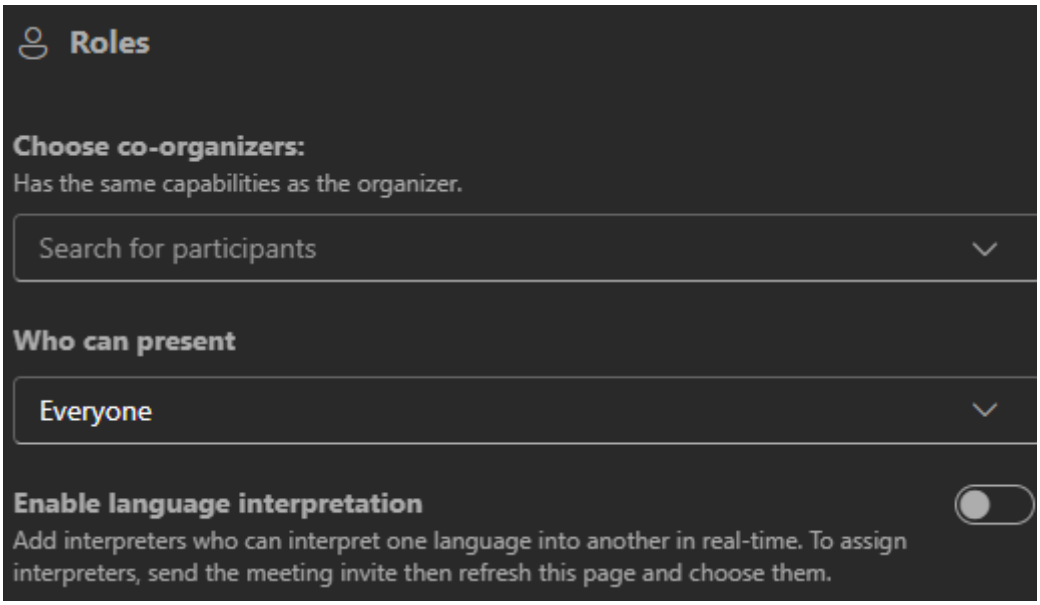
2. Select the **Options** button when editing or creating a Team Meeting




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.




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