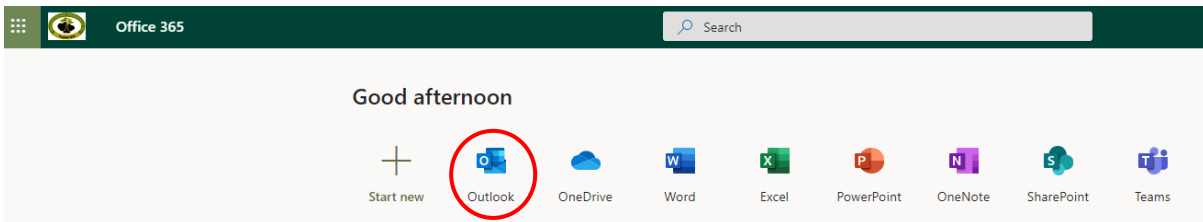
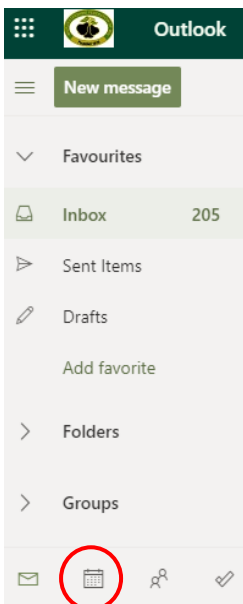


## **How to setup a Microsoft Teams Meeting**

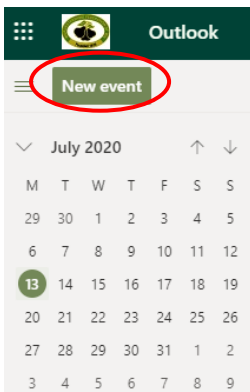
1. Sign into [www.office.com](http://www.office.com) with your WI email account and password
2. Click on the Outlook tile



3. Click on the calendar button at the bottom of your web browser



4. Click on **New event**, which is towards the top of the browser screen, which will pop out a screen to configure your event.



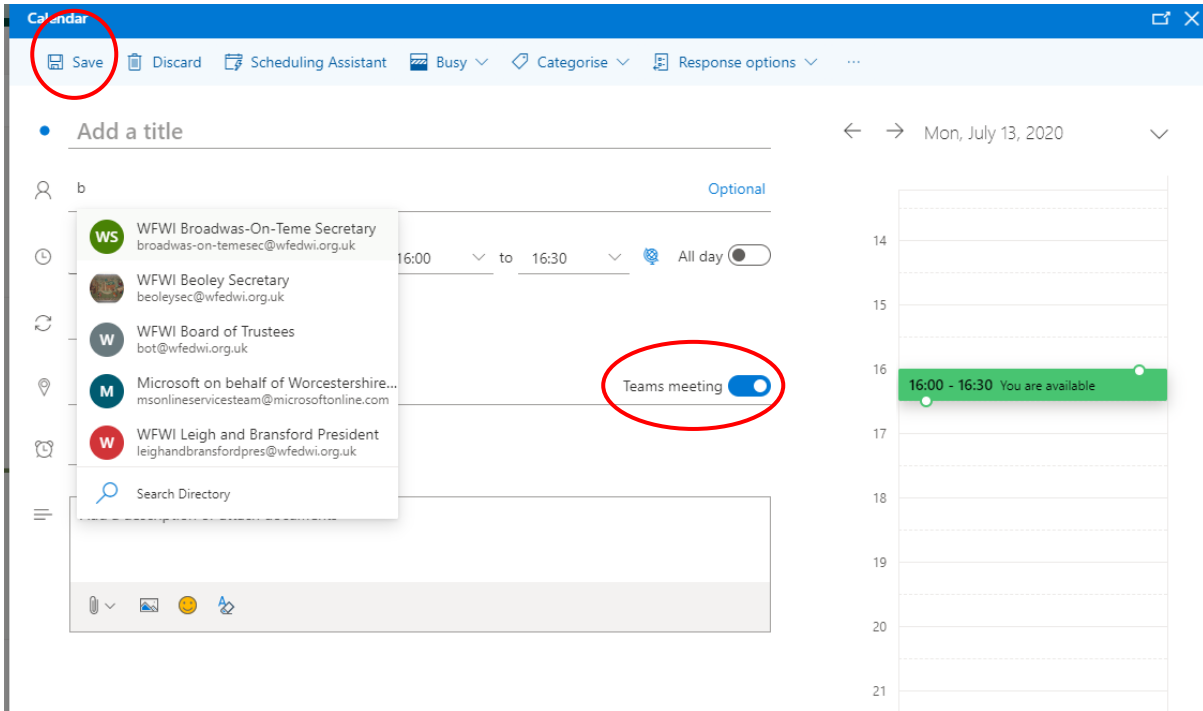
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5. Setup your meeting with all required attendees (Microsoft Distribution groups can be used here e.g. bot@, secretaries@, where the invite will go to multiple address at the same time) and ensure you turn the **Teams meeting** on (by sliding to the right). Once meeting information has been completed, click **Save**. This will email the meeting request to all attendees.



The screenshot shows the Microsoft Outlook calendar interface. At the top, the 'Calendar' title bar is visible. Below it, a toolbar contains several icons, with the 'Save' icon circled in red. The main area is titled 'Add a title' and shows a meeting setup screen. The meeting is scheduled for Monday, July 13, 2020, from 16:00 to 16:30. The 'Teams meeting' toggle is circled in red and is turned on. The meeting is optional and includes the following attendees: WFWI Broadwas-On-Teme Secretary (broadwas-on-temesec@wfedwi.org.uk), WFWI Beoley Secretary (beoleysec@wfedwi.org.uk), WFWI Board of Trustees (bot@wfedwi.org.uk), Microsoft on behalf of Worcestershire... (msonlineservicesteam@microsoftonline.com), and WFWI Leigh and Bransford President (leighandbransfordpres@wfedwi.org.uk). A search directory option is also visible. On the right side, a calendar grid shows the meeting slot highlighted in green, with the text '16:00 - 16:30 You are available'.

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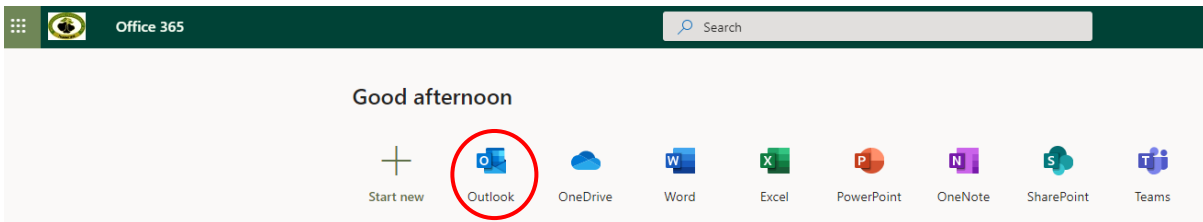
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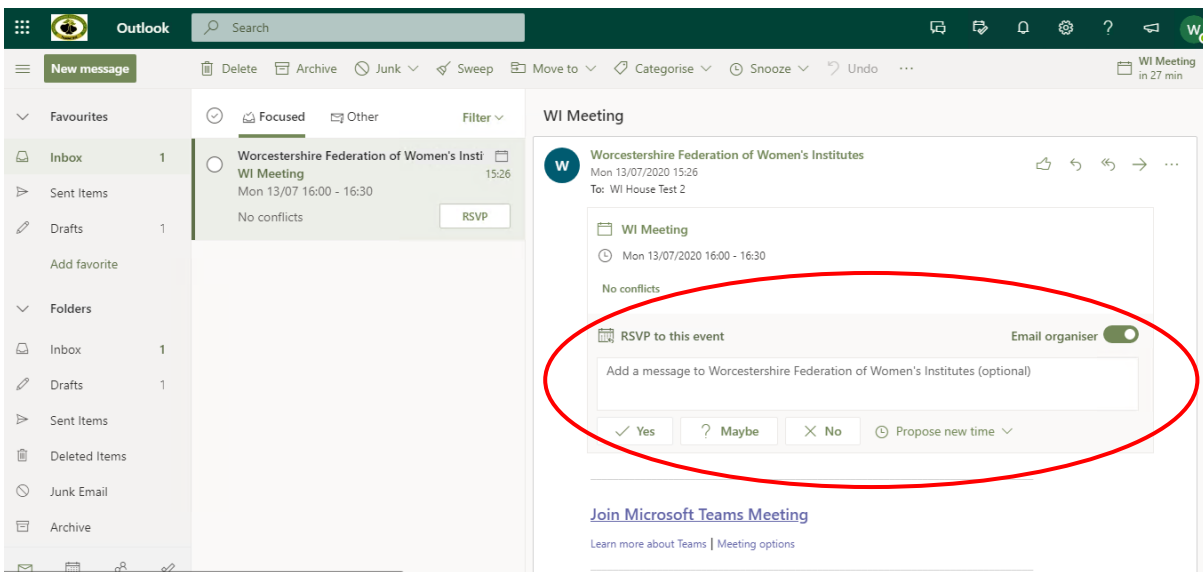
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## **How to accept a Microsoft Teams Meeting** – Organiser can ignore this step

1. Sign into [www.office.com](http://www.office.com) with your WI email account and password
2. Click on the Outlook tile



- 3 Open up the email that has the meeting invite in and send an RSVP to the organiser. This will add the meeting into your email calendar and make it easier to join on the day.



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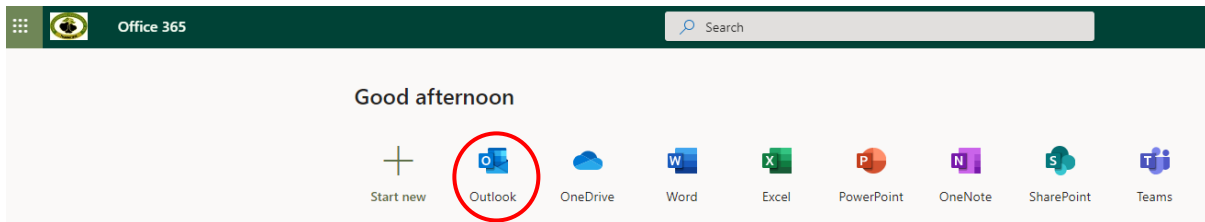
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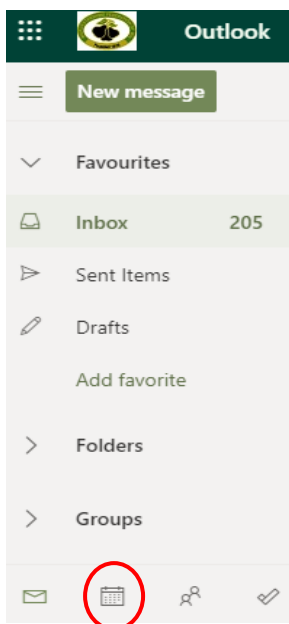
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## **How to join a Microsoft Teams Meeting**

1. Sign into [www.office.com](http://www.office.com) with your WI email account and password
2. Click on the Outlook tile



3. Click on the calendar tab towards the bottom left hand corner of your web browser



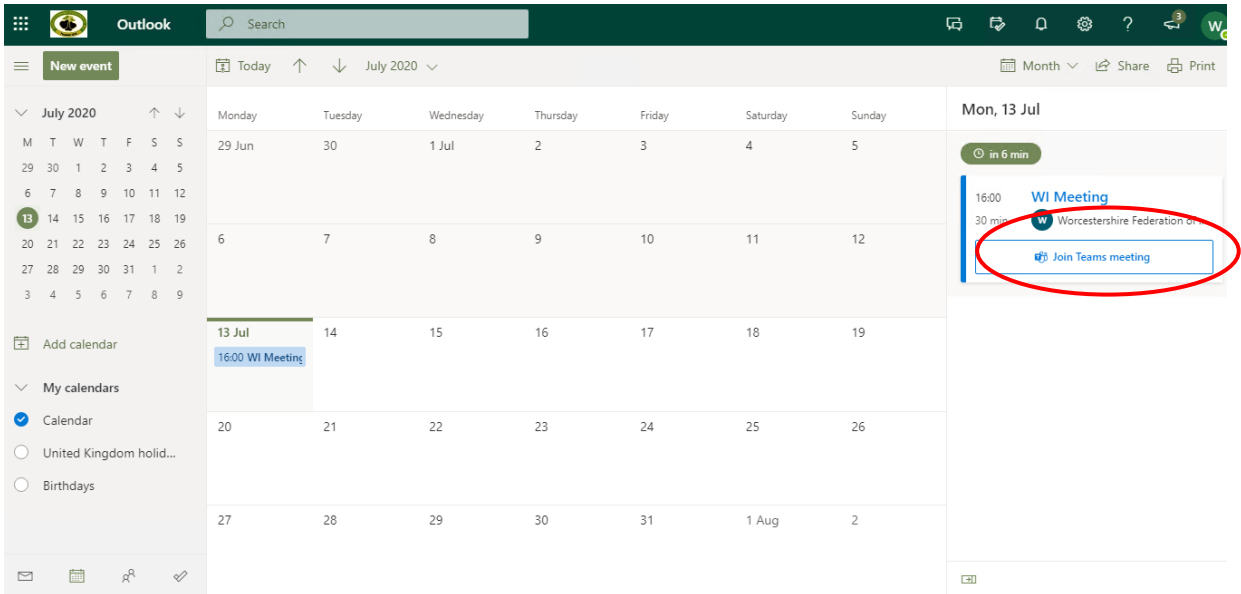
4. Click on the **Join Teams Meeting** button on the right-hand side of the page

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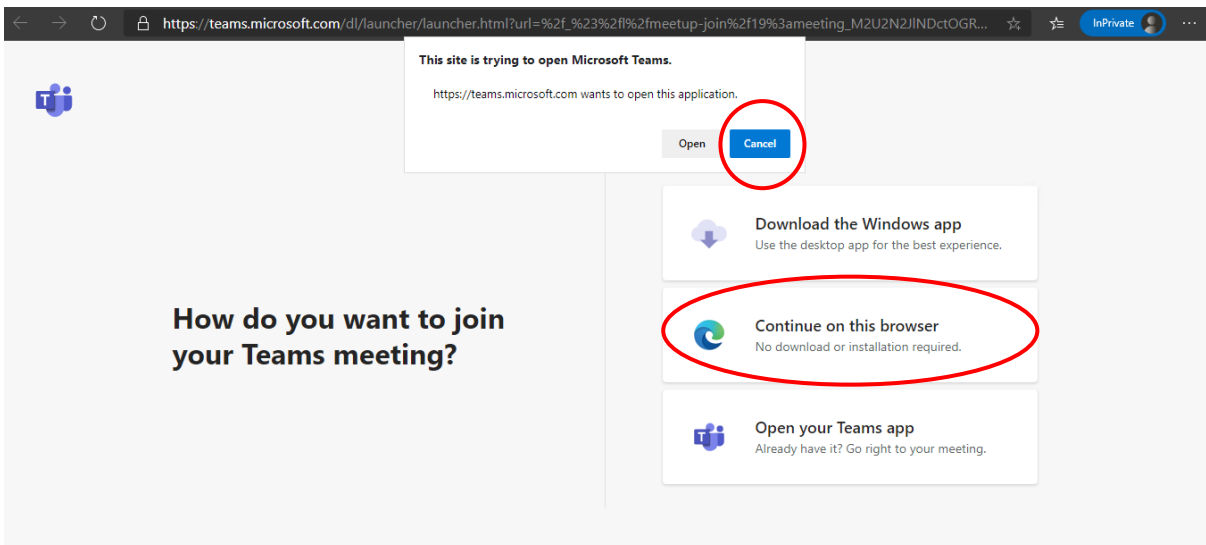
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5. Cancel anything that tries to launch Microsoft Teams away from your browser and choose **Continue on this browser**.



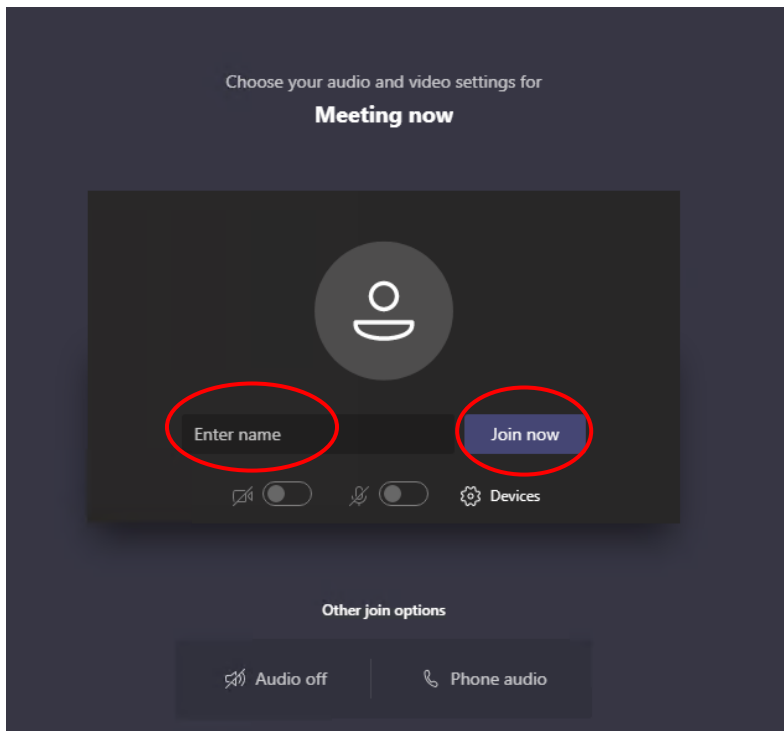
6. Enter your **Name** in the box and choose whether to have your microphone and/ or webcam on then click **Join now**.

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