



Conducting Meetings in Teams

This guide covers how to –

- Create a Team Meeting
- Join a Team Meeting
- Share Your Screen

First - Download Teams app

Be sure you've downloaded and installed the Teams app by going [here](#).

(<https://teams.microsoft.com/downloads>)

You can also have the app sent to your phone by going [here](#) – (<https://products.office.com/en-us/microsoft-teams/download-app#desktopAppDownloadregion>)

When you start the app for the first time – ***BE SURE you click ok to give the app permission to use your device's mic, speaker and camera if it asks.***

For more Teams information & training -

You'll find a [complete library of information & video training](#) on Teams [here](#) – (<https://support.office.com/en-us/article/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7>)



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Create a Teams Meeting

You can schedule a meeting within Teams; add specific users to your meeting or create a meeting for your entire Team.

[Watch Manage Meetings tutorial video](#) for detailed instructions

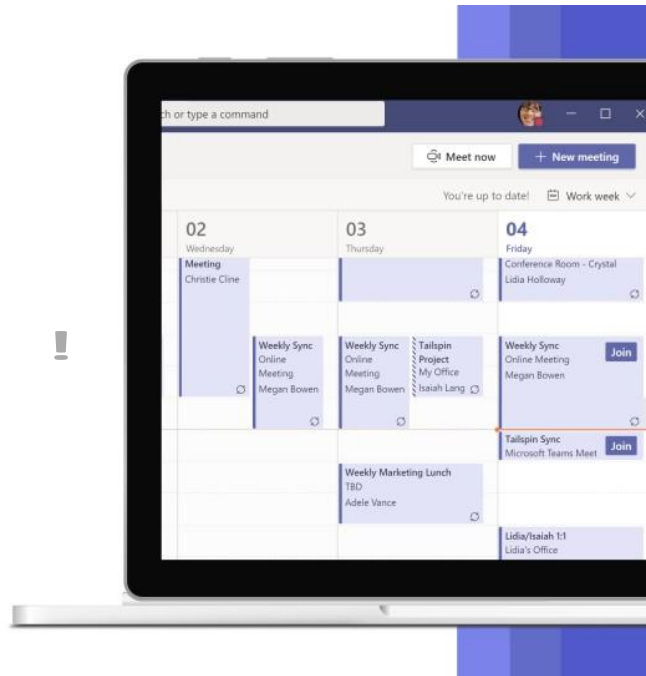
(<https://www.microsoft.com/enus/videooplayer/embed/RWeekQ?pid=ocpVideo0-innerdiv-oneplayer&postJsllMsg=true&maskLevel=20&market=en-us>)

OR

Read written instructions on [Scheduling a Meeting](#) in Teams (<https://support.office.com/en-us/article/Schedule-a-meeting-in-Teams-943507a9-8583-4c58-b5d2-8ec8265e04e5>).

Microsoft Teams

Manage meetings





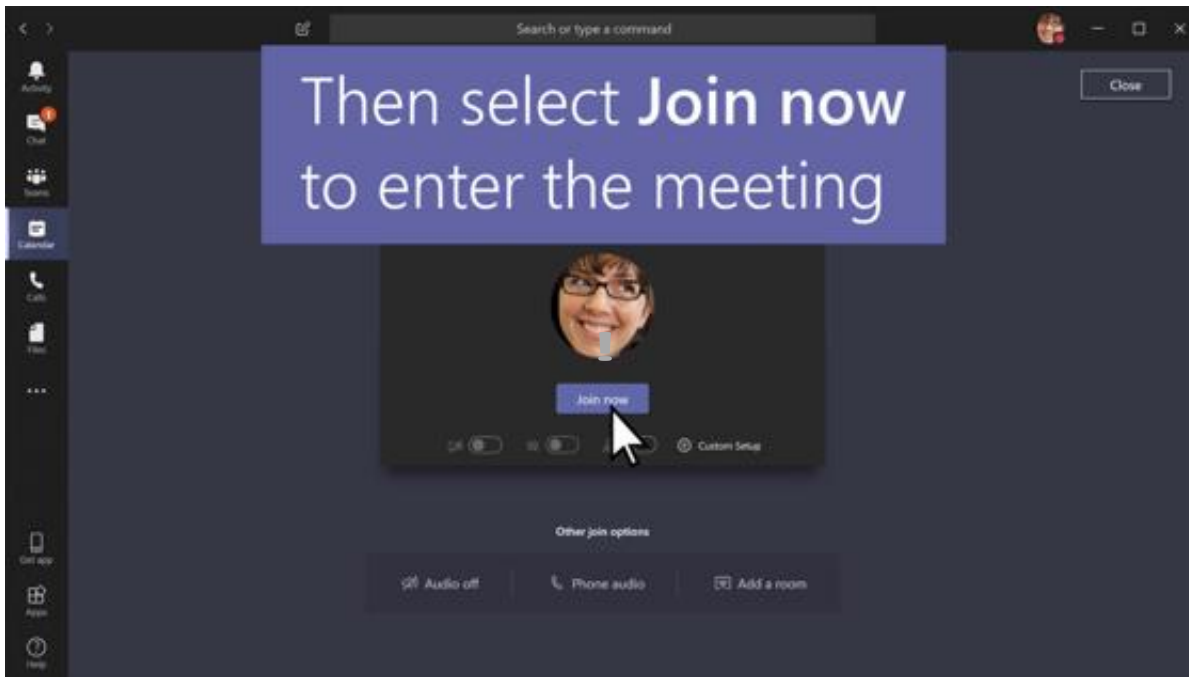
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Join a Teams Meeting

You may join a Teams meeting by clicking on a link in your email or clicking on the meeting in your Team channel, or Teams calendar.

Watch the **Join a Teams Meeting** Video for detailed instructions (<https://www.microsoft.com/en-us/vidoplayer/embed/RE3Oz24?pid=ocpVideo0-innerdiv-oneplayer&postJsIIMsg=true&maskLevel=20&market=en-us>)

or go to **Join a Meeting in Teams** written instructions (<https://support.office.com/en-us/article/join-a-meeting-in-teams-1613bb53-f3fa-431e-85a9-d6a91e3468c9>).





Conducting Meetings in Teams

Share Your Screen

Teams allows you to share content during a meeting, including your entire desktop, a window, a PowerPoint presentation, or a whiteboard. If you need to share video with the participants, you may also share system audio (*please note that the ability to share system audio is currently only available on Windows devices*).

Watch [Show Your Screen During a Meeting](https://www.microsoft.com/en-us/videoplayer/embed/RE2MK6J?pid=ocpVideo0-innerdiv-oneplayer&postJsllMsg=true&maskLevel=20&market=en-us) tutorial video for detailed instructions - (<https://www.microsoft.com/en-us/videoplayer/embed/RE2MK6J?pid=ocpVideo0-innerdiv-oneplayer&postJsllMsg=true&maskLevel=20&market=en-us>)

or go to [Share Content in a Meeting](https://support.office.com/en-us/article/share-content-in-a-meeting-in-teams-fcc2bf59-aecd-4481-8f99-ce55dd836ce8) for written instructions (<https://support.office.com/en-us/article/share-content-in-a-meeting-in-teams-fcc2bf59-aecd-4481-8f99-ce55dd836ce8>).

