



## MS Teams Online Meeting Capabilities Tutorial


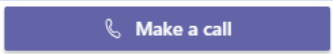


Teams has the capability to host one-to-one and group meetings, which can be used for office hours, appointments, and other use cases; providing audio/video, screen share, file share, whiteboard, closed captioning, real-time translation, and other capabilities.

### To schedule a meeting for a future date and time:









*Use case:* For meetings without a pre-existing Team, or for one-to-one meetings

- On the left-hand side of MS Teams, left click 
- Left click on the desired time and date
- Enter desired information, including attendees
- Left Click 

### For impromptu one-to-one calls (audio/video):

- On the left-hand side, left click 
- Left click 
- Type in desired name
- Locate person in the results and left click on  or 

### Alternatively, you may also on the left-hand side of Teams

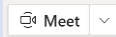
- -left click 
- -left click 
- -left click  to make a contact group for your class
- -left click 
- -left click 
- -add all the desired students via  which uses the ENMU global address list
- -once all the desired people are included, left click 
- -now one can click on one of the names in the group and start a call via clicking one of the following icons located in the top right   for video/audio respectively.

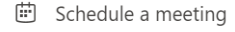

### If a Team already exists for the desired class/group

*Advisory:* To work with and make calls/meetings for a group, a Team should be created.





#### Scheduling a meeting:

- From any Team, Left Click the drop-down arrow next to the 'Meet Now' icon



- Left Click  Schedule a meeting
- Enter desired information, including attendees
- Left Click  Save

#### For impromptu one-to-one calls (audio/video):

- left click into the Team
- left click  located next to the Team name
- -left click  Manage team
- -left click to expand  Members and guests if it is not already expanded
- -left click on the desired member
- -left click on  to start an audio/video call respectively



Anytime you see this icon, you can start a video call from there by left clicking



Anytime you see this icon, you can start an audio call from there by left clicking



Anytime you see this icon, there are more options you can access by left clicking

#### Additional MS Teams Technical Training materials can be found at:

<https://enmu.edu/workfromhome>

<https://enmu.edu/schoolfromhome>

If you need any assistance or have questions, please contact the Help Desk

via Teams by clicking [Here](#)

via phone at: **575-562-4357**

via email at: [Help.Desk@enmu.edu](mailto:Help.Desk@enmu.edu)

–ENMU Portales ITS Technical Trainer