
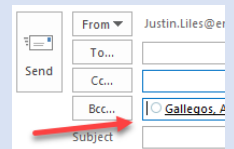

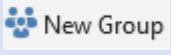


Tutorial: How to create MS Teams class meetings

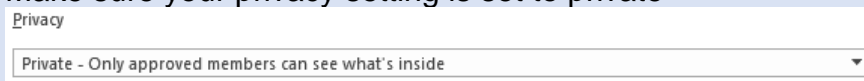
How To Create A Class Team

- Go to the Faculty Services tab in SSB.
- Click on Summary Class List from the choices.
- Select the current Term.
- Select your CRN.
- At the bottom of the Class List is an icon to Email the class. 
- This will bring up an email with all the names from the class in the Bcc... Select all the names from the Bcc... and copy them (CTRL+A, CTRL+C).

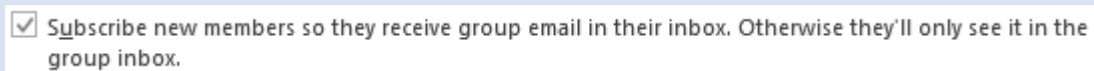


- Open MS Outlook (make sure it is Outlook 2019 when you first open it)
- Go to the  tab if it did not open up there by default
- Left Click  located above the 'Groups' section
- Enter a name for your group, preferably your class name and the semester it is taught (as an example: CS120FA20)

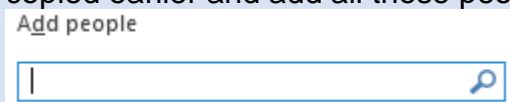
- Make sure your privacy setting is set to private



- Make sure the Subscribe box is checked:




- Left Click into the 'Search People' box and press CTRL+V, this will paste in the list you copied earlier and add all those people to the group



- Add a description so your students know what group they are being added to and why. This is not necessary but it is courteous.

- Left Click 

- Now open your desktop MS Teams. It is important for faculty to access teams through the desktop version and not the web because there are more features on the desktop client, and a few of these are often needed, such as screen share. If you don't already have the desktop version you can download it from Microsoft [here](#), and then install it.

- If you haven't already, make a team for your class by Left Clicking 

- Left Click 

- Left Click  by hovering over 

- Left Click 

- Enter a Name and Description. Like the Group, preferably with the same name convention and description.



- Left Click 

- In the 'Search for Students' bar, search for the group you just made by typing in 'group<insert your group name here>' without the quotes and no spaces between the word group and your group name.






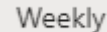
- Left Click 




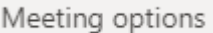
- Now Left Click 

How To Schedule A Meeting

- Now up towards the top corner left, to the right of your Team name you should see , Left Click on this and then Left Click  Add channel that shows up in the drop down menu.
- Name this new channel 'Lectures'. This is where students will be able to access the lectures as they are live and the recordings afterwards for studying. You can optionally add a description to this effect, it is not necessary but again, it is courteous.
- Make sure the Check Box for automatically show is checked as seen below:


Automatically show this channel in everyone's channel list

- Left Click 
- Now Left Click on the Channel you just made if it hasn't automatically sent you there.
- From this location you can Left Click the dropdown arrow  next to 'Meet' 
- Left Click  Schedule a meeting
- Name your meeting, preferably your class name and the day it is being scheduled for, such as REL*** - Tuesday Lecture.
- Now Left Click the area to the right of  and select  (You will need to cancel these meetings at the end of a semester)


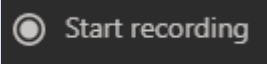
- Now Left Click 
- Left Click on , which is to the right of the meeting which should now have appeared in the channel
- Left Click  View meeting details
- Left Click  Meeting options, located near the top. This will open up a tab in your web browser.
- While you can change the other settings to your preference, it is strongly encouraged that you set 'Who can Present?' to 'Only Me'. This makes it so only you can kick

people out of the call.

Who can present?

- Left Click 
- Repeat the above steps for scheduling a meeting for each day the class meets.
- Repeat these steps for any other classes you would like to set up with Teams Meetings.

How To Record A Meeting

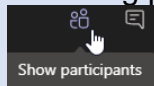
- When you start each class remember to go to the  at the top right and Left Click . At the end of class remember to stop the recording.
- Once the recording process, which sometimes can take a bit of time, they will be available to all members that you have added to the Team you made.


Other Features to Keep in Mind During Meetings

- While you are in the meeting, don't forget about the control interface at the top right:



- 'Show Participants' is where you can conduct administration such as muting and removing people from meetings.



- Break out rooms can be done via . If you are interest in breakout rooms, a tutorial on how to use them is located [here](#).

Additional resources for employees are located at:

www.enmu.edu/workfromhome.

For student assistance with the online transition:

www.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

–ENMU Portales ITS Technical Trainer