



Meetings and Calls with Microsoft Teams

Getting Started Guide

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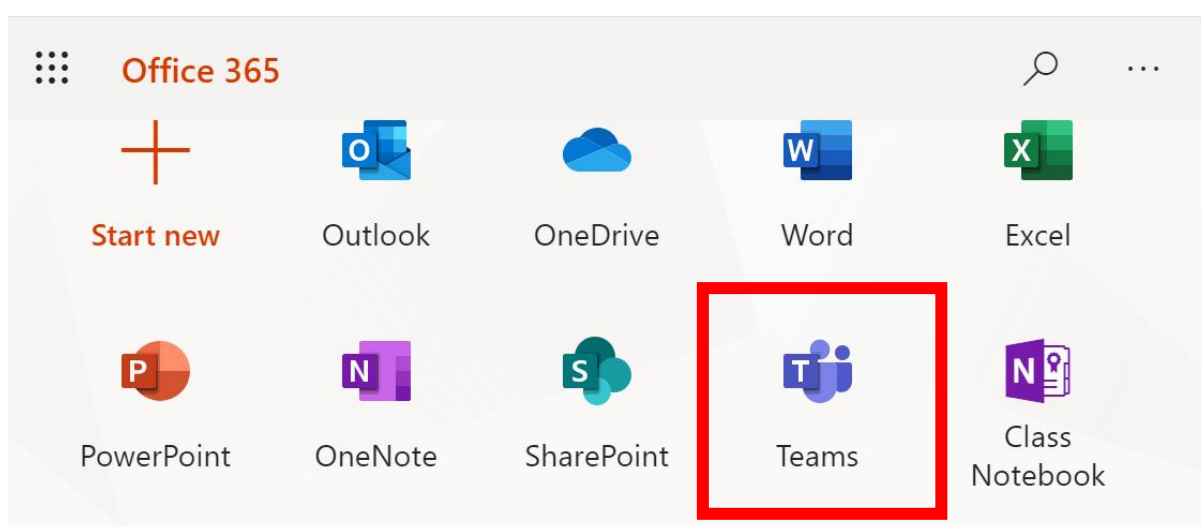
Overview of Microsoft Teams

Microsoft Teams is a collaboration app available through Office 365 which has been designed for groups of people who work together regularly. Its largest benefit is instant communication and the ability to share information and files easily all in one centralised place.

Please note that the majority of laptops have built-in audio, speakers and microphone. If you are using a desktop and do not have external audio, you could use headphones with a microphone, similar to the ones you use for your mobile phone.

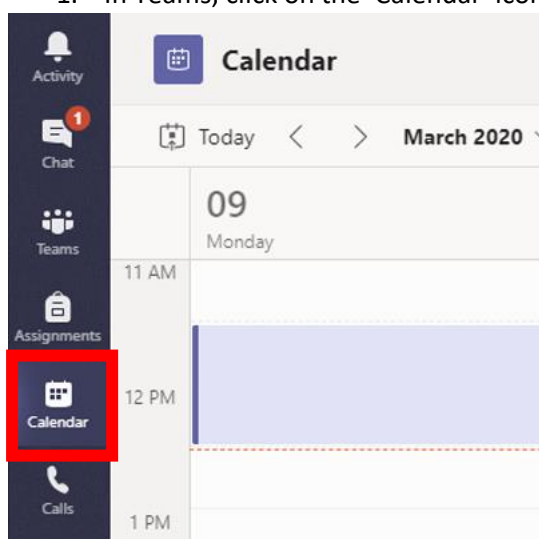
Accessing Microsoft Teams Online

1. Open office.tcd.ie in a web browser
2. Log into your Office 365 account with your Trinity email address and password.
3. Click on the Teams app



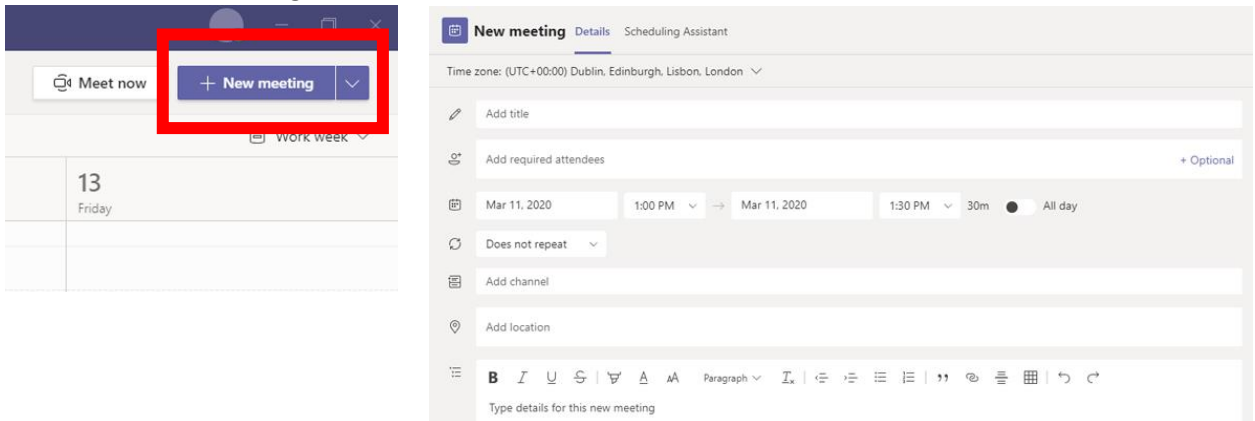
Scheduling a Meeting

1. In Teams, click on the 'Calendar' icon on left-hand side of the screen

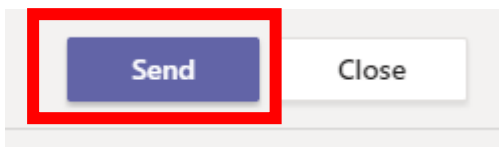




2. Click on 'New meeting' on the top right-hand side of the screen and fill in the relevant details, including attendees.

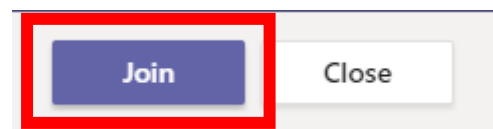
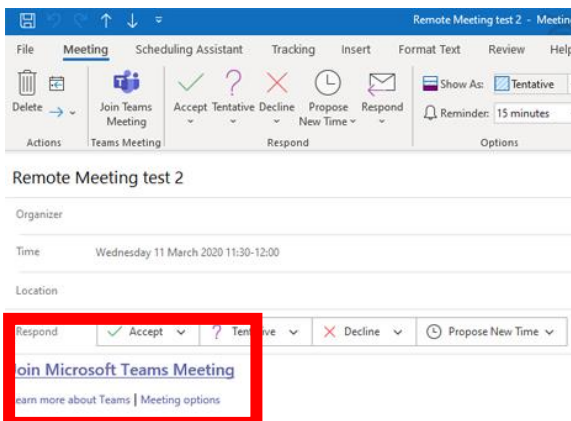


3. Click 'Send' on the top right-hand side of the screen. Meeting attendees will get a calendar invite via Teams and via Outlook.



Joining a Scheduled Meeting

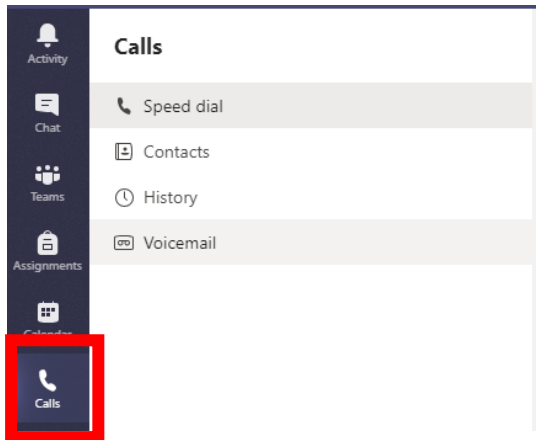
1. To join the meeting, you can do either of the following options:
 - a. In Outlook: Go to the meeting entry in your calendar and click on 'Join Microsoft Teams Meeting'.
 - b. In Teams: Click on Calendar on the left-hand side of the or join the meeting via Teams by opening your calendar on the left-hand side of Teams and



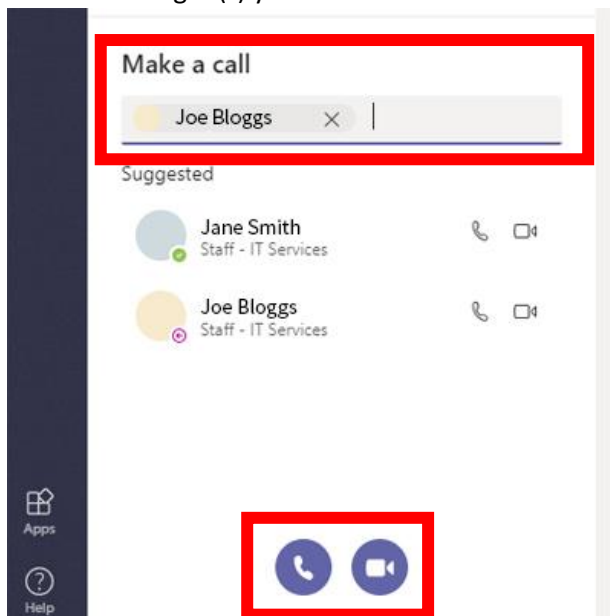


Making a Call

1. In Teams, click on the 'Calls' icon on the left-hand side of the screen



2. In the 'Make a Call' field at the bottom left-hand side of your screen, type the name of the colleague(s) you wish to invite and click either the call or video call icon.



Ending a Call

To end your call, click on the red hang-up icon.

