

Using Teams to manage student appointments and phone calls.

Your calendar in Teams is connected to your Exchange calendar in Outlook. So when you schedule a student meeting in Teams it will show up in Outlook automatically, and vice versa. Each meeting schedule in Teams is automatically made into an online meeting.

How to schedule a meeting:

- Log into Office.com
- Select the Teams once from the options available on the page.
- When Teams opens. Select the 'Calendar' icon from the left side vertical panel of options
- Select a range of time in the calendar. A scheduling form will pop open.
- The scheduling form is where you'll give your meeting a title, invite people, and add meeting details. Use the Scheduling Assistant to find a time that works for everyone.

New meeting Details Scheduling Assistant

Time zone: (UTC-08:00) Pacific Time (US & Canada) ▾

Mar 10, 2020 4:00 PM ▾

Mar 10, 2020 4:30 PM ▾ 30m

- Once you're done filling out the details, select **Save**. This will close the scheduling form and send an invite to everyone's Outlook inbox.

Invite people outside your organization:

Teams lets you invite people outside your organization, including those who don't have a Teams license. You'll need their full email address to invite them

- Go to where it says **Add required attendees**. If anyone is an optional attendee, select **Optional** instead.
- Type the person's full email address (ex: Joe@example.com).
- Select **Invite**. They'll receive an email with a link to the meeting.

How to Join a Teams Meeting

Join a Teams meeting from the app

- From your Calendar, select Join on an in-progress meeting.
- Choose the audio and video settings you want.
- Select Join now.

Join a Teams meeting on the web

Don't have the Teams app? You can still join a Teams meeting.

- In your email invite, select Join Microsoft Teams Meeting. You can also use a dial-in number and conference ID from the email to call in.
- You have two choices:
 - Download the Windows app: Download the Teams app.
 - Join on the web instead: Join a Teams meeting on the web.
- Type in your name.
- Choose the audio and video settings you want.
- Select Join now.
- Depending on meeting settings, you'll get in right away, or go to a lobby where someone in the meeting can admit you.

Using Teams to make Calls

You can make one-on-one or group calls with anyone in your organization directly from a chat without having to host a team meeting. These calls are private and won't appear in any team conversation. Entries for the calls will appear in your chat, though.

- Go to your chat list, and click New chat New chat button to start a new conversation.
- Type the name or names into the To field at the top of your new chat.
- Then click Video call button or Audio call button to start a call.
- If you are not currently in a chat with a person you want to call, you can start a new call from a command. Go to the command box at the top of your screen and type /Call then type or select the person you would like to reach.