

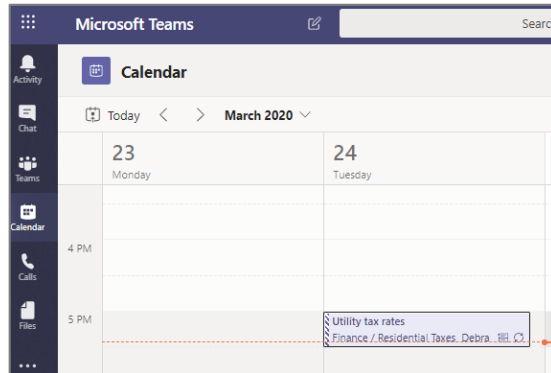


Microsoft Teams Meetings Quick Start Guide

Getting Teams meetings right comes down to the different scheduling options and getting yourself properly configured when you join.

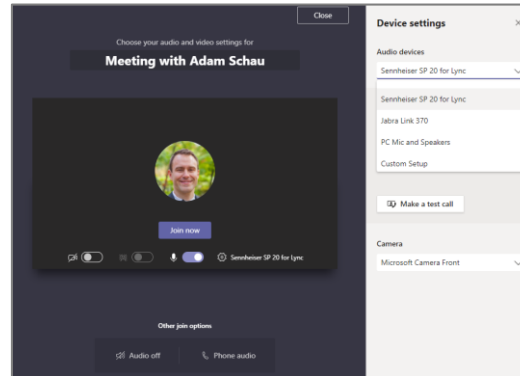
Meeting types and best practices	How do you schedule?	Visual
<i>Ad hoc</i> meeting, video conference or screen share with an individual or group of people (private)	Teams chat button on top right	
<i>Ad hoc</i> meeting with members of a team or channel only	Team channel conversation button – <i>Meet Now</i>	
Scheduled meeting with internal and/or external attendees	Through calendar in Teams	
Scheduled meeting with members of a team or channel only (meeting will only be available to team members)	Through calendar – <i>New Meeting</i> – choose to select a channel to meet in when creating	

How to have a great meeting experience



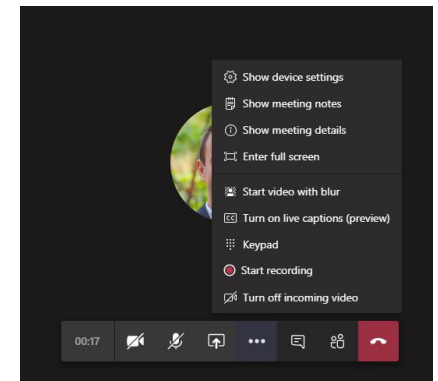
Join via Teams

You can join a Teams meeting via Teams directly. If opening the meeting link, you'll receive a prompt in your browser to open via browser or your Teams client (if installed) – the choice is yours. Full Teams functionality is available through [Edge, Internet Explorer and Chrome](#).



The "Powder Room"

This is your chance to get everything configured the way you want before you join. Choose to turn on camera, blur background, mute yourself and choose your preferred device. You can also join with audio off or dial audio out via phone (if available).



Meeting features

From left to right on meeting toolbar: **Duration**, **Camera** on/off, **Mute** on/off, **Share** screen, **Ellipsis** (access to additional features such as recording and blur background), **Chat**, **Participant** list and **Leave**.