

Course Title: Use Microsoft Teams to Start a Quick Meeting

General Project Information

Audience	All employees using Microsoft Teams who interact with internal and external (temporary) employees.
Goal	Help employees use Microsoft Teams to quickly meet a mix of internal and external employees.
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Course Objectives:

1. Create an unscheduled meeting in Microsoft Teams.
2. Invite employees and guests to your meeting.
3. Use meeting controls to record the meeting, enable your camera, and share your screen.
4. Use social actions.
5. End the meeting then access the transcript and recording.

Scenario

You're helping Vera, a project manager, working with a team of internal employees and external contractors on an urgent project. You need to quickly set up a meeting with your team of which some are not a member of your Microsoft Teams organization. The objective is to help the project manager start the meeting quickly and gather some information from everyone.

This scenario will help you practice creating a quick meeting, inviting participants, recording the meeting, managing meeting settings, utilizing chat and collaboration features, and concluding the meeting effectively.

Course Outline:

1. Create an impromptu meeting in Microsoft Teams.
 - o Open the Calendar tab.
 - o Click Meet now and name the meeting.
2. Invite internal and external people to your meeting.
 - o Options for sharing the meeting with project team.
 - o Share the meeting via email.
 - o Start the meeting.
 - o Set up the meeting settings before joining the meeting.
 - o Join the meeting.
3. Use meeting controls to record, enable your camera, and share.
 - o Turn on the recording of your meeting.
 - o Turn on your camera.
 - o Share your screen side-by-side.
 - o Stop sharing your screen.

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4. Use meeting controls to use social actions.
 - Send a chat to meeting attendees.
 - View all participants in the meeting.
 - Raise your hand.
 - ~~Use the like reaction.~~
5. End the meeting then access the transcript and recording
 - End the meeting for all participants.
 - Click Chat tab to view meeting chat, videos, and transcript.