Using Microsoft Teams for Small Group Instruction

## Table of Contents

Installing Office 365

Installing Office 365 will give you access to the entire Office package for MCW, including Microsoft Teams. Having access to Office 365 will also allow you to have access to Teams through your Outlook account.
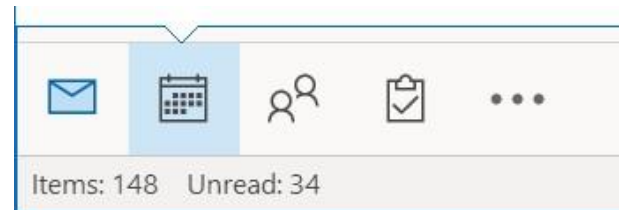
- Open your web browser to the MCW Infoscope home page.

- Scroll across the icons at the top of the screen and click on the "Office 365" icon.

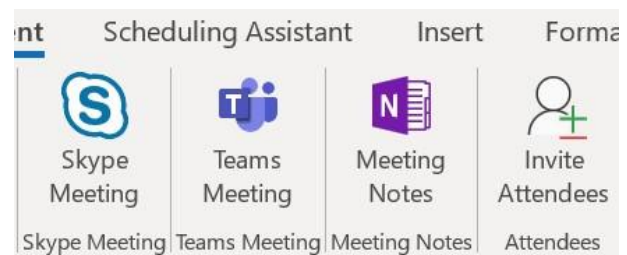- Click on the "Install" icon at the top right of the screen.
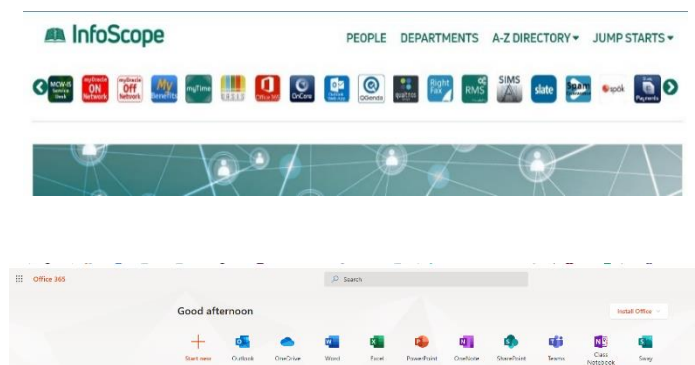
Using Outlook to Schedule Small Group Sessions

Use your Outlook calendar to schedule meetings for your Microsoft Teams. Doing so will place the meeting in participants' calendars and provide them with a link to join the meeting.

- Open your Outlook Calendar

- Select the date and time of your session in the Calendar by double clicking to create a new meeting.

- Click on the Teams Meeting icon on the menu bar at the top of the screen.

- Enter the name of your session (including small group identifier), enter the names of the Required and Optional attendees, and check your date and time information to ensure it is accurate.

- Type any instructions you have into the body of the message. Be sure not to remove the link to Join the Teams Meeting.
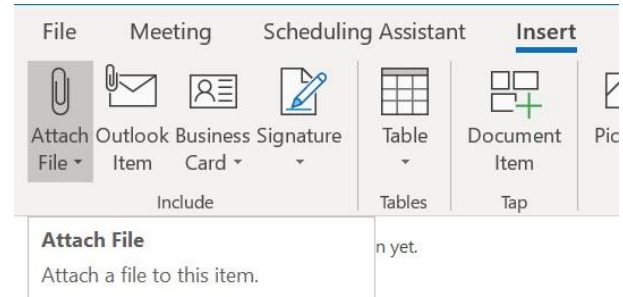
- Click on the Insert tab to attach documents as appropriate.

- When all your information is entered and accurate, click on Send to invite your participants.

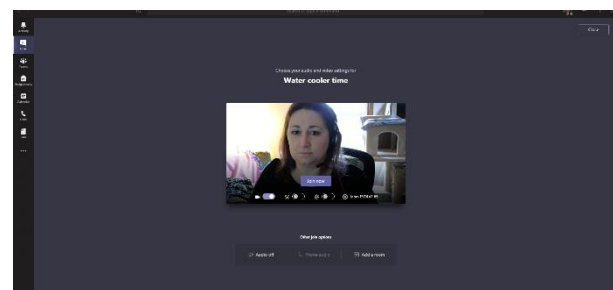## Facilitating Your Small Group Sessions

You can facilitate up to four (4) sessions simultaneously. You can facilitate additional sessions by leaving a session and joining another.

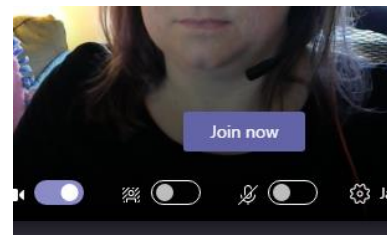- Click on the link in your Outlook Calendar appointment to join the call.
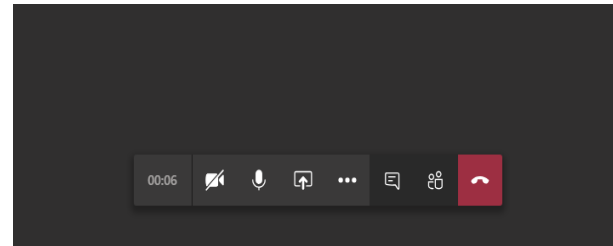

- In the "lobby" of your meeting, you can opt to turn your camera on/off and your microphone on/off.
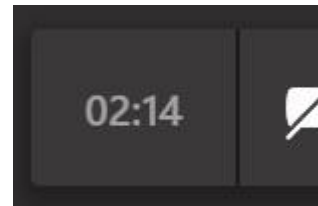

- Once you have your camera and microphone settings determined, click to Join Now

- Moving your mouse across the screen will show a tool bar across the screen – this will provide you with several control functions during the session.

- The clock will tell you how long the session has been active.

- The video camera icon allows you to turn your camera on and off.
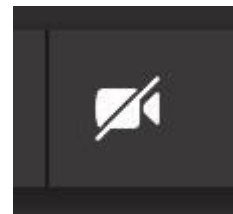
- The microphone icon allows you to turn your audio feed on and off. *Note*: this controls your microphone – it does not mute others in the session.

- The screen icon allows you to share your screen with others in the session.

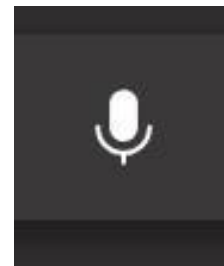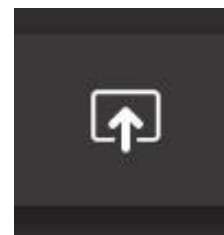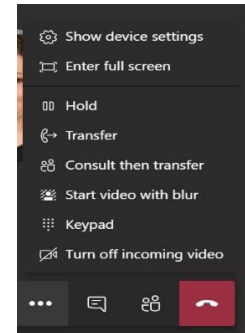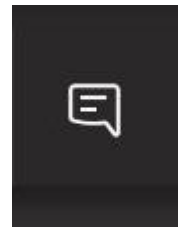- The buttons icon will provide you with a menu of additional controls that allow you to customize your experience.

- The talking bubble icon opens a chat window along the far-right side of the screen. This is a great way to allow participants to ask questions without interrupting the speaker.

- The people icon provides a list of all session participants. If anyone declined or accepted the meeting their name will indicate as such.

- When trying to add a participant that was originally invited but not yet on, right click their name and click "Ask to join." Their Teams icon will ring on their screen wherever Teams is installed.
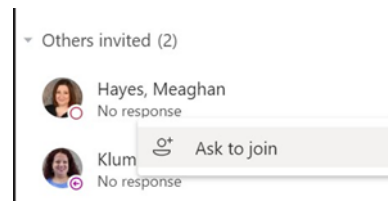
- If you would like to add a participant to the call after it begins, simply bring up the tool bar and go to the participants list. At the top is an option to add people – all MCW users can be added.
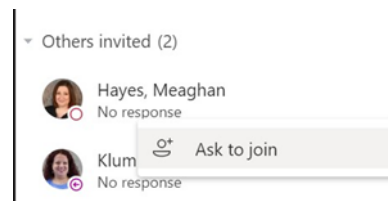
- To disconnect from the session, click on the red phone icon. This will remove you from the active call, but it will not end the call for other participants.
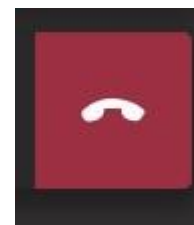
Recording a Small Group Session

You can record each of your sessions, including setting closed captioning as to help you develop a session transcript if needed.

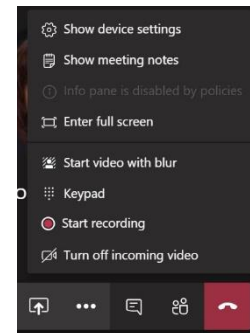If you leave a session you are recording, the recording will continue while you are gone. You will need to re-join that meeting to stop the recording.

- Once you are in a call, make sure to notify your participants that you intend to record.

- Hover over the tool bar and click on the 3 dots which will bring up a menu list of options. Click on "Start Recording."

- You can leave the call, but the recording will continue until the last person hangs up OR you click on the 3 dots again and click on "Stop recording."
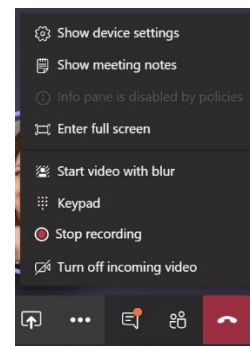
- Once the recording has "buffered" it will move into a connected Microsoft App called Stream. You will receive an email with a link to Stream and the recording.
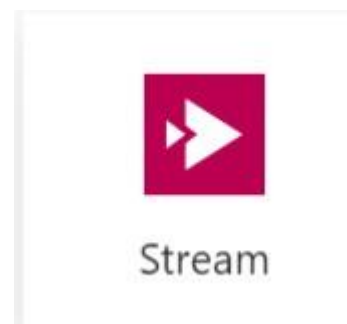
- Contact Media Services if you need assistance in transferring your video from Microsoft Stream into Panopto so it is accessible through your course in Brightspace.

MediaServices@mcw.edu

Sharing Your Screen
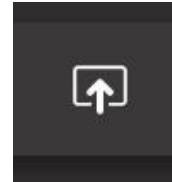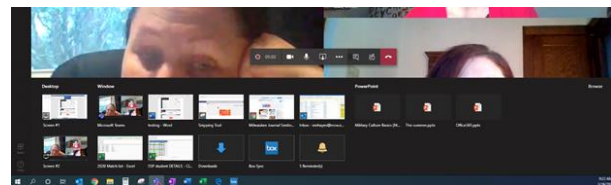
Below are some tips and tricks from experienced course coordinators to help support your success.

- If you want to share what is on your screen, click on the share screen icon in the toolbar.


- Make sure to share only what is appropriate! It is best to have documents or programs opened on your computer prior to clicking share so they are available in the bottom screen right away.
- Because Teams is integrated with Microsoft 365, it will automatically display the last 3 PowerPoint files that you had open.


Tips for Troubleshooting

Below are some tips and tricks from experienced course coordinators to help support your success.

- If call quality begins to decrease, ask users to turn their cameras off. Sharing video, whether outgoing or incoming, requires more bandwidth (internet capacity) which can reduce the sound quality as well.
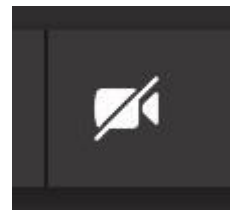
- Some users may call in to the meeting from a mobile device OR open the meeting without first being logged in to the MCW network. These "participants" will not show up as active in the participant list of invitees. They have to enter their identifying information (names) upon entry, so make sure to compare the active participant list at the top of the screen to the invited participant list at the bottom of the participant screen.
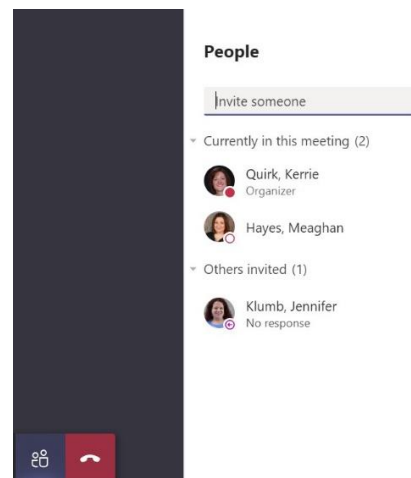
- If you need to check on another call while on an existing call, simply click over to the other call. If you accept or join a second call while on an existing call, you will put the first call "on hold" which will appear under your name to the other participants.
- This does NOT stop a recording.
- You can be involved in up to four (4) calls at one time. If you try to add a fifth the system will ask you to hang up on one of your active sessions.
- There is no "hold" button – you can toggle between calls by clicking on the triangle/play button at any time.

- If you accidentally leave a call and need to get back to it, go to the original Outlook calendar appointment and click on the link.
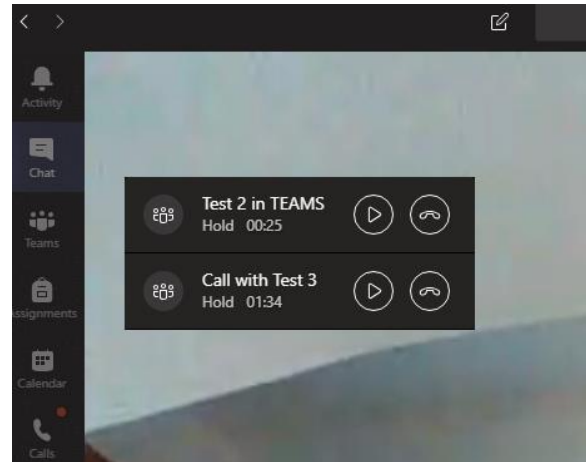
| Location | Microsoft Teams Meeting |

Please complete the pre-work assigned in Brightspace prior to your small group session.

Join Microsoft Teams Meeting

Learn more about Teams | Meeting options