Help Desk	**Microsoft Teams Meeting - How-to Guides**

Meeting controls

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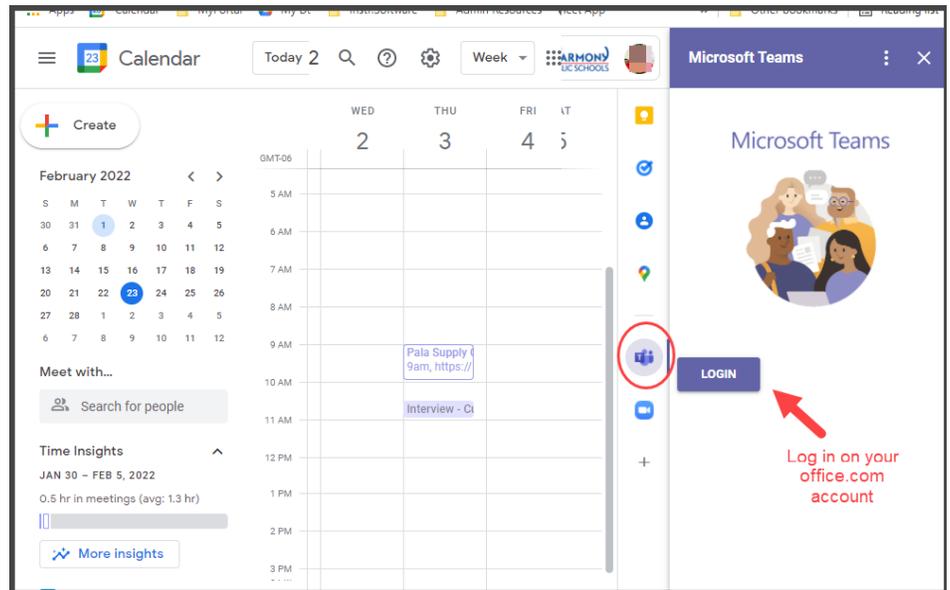[How to use Whiteboard](#)

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# How to schedule a meeting using Google calendar

1. The Teams Add-on is already installed on HPS employee's computer

Go to Google calendar, you can see the Add-on on the left-sidebar. Click on the Teams icon, you may be asked to log in to Office.com (one time only)

1. Click on Create

2. Select the date, start and end time.
Select Guests

3. From the drop-down menu, select Microsoft Teams Meetings
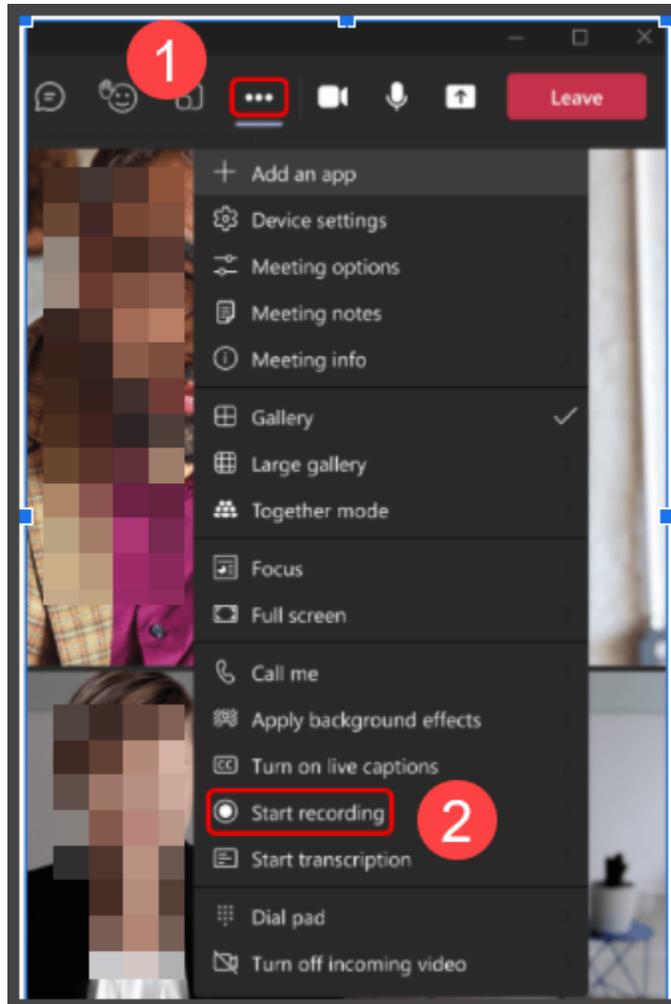
4. Save

Note: users can also click on Meeting options to changes basic meetings settings.
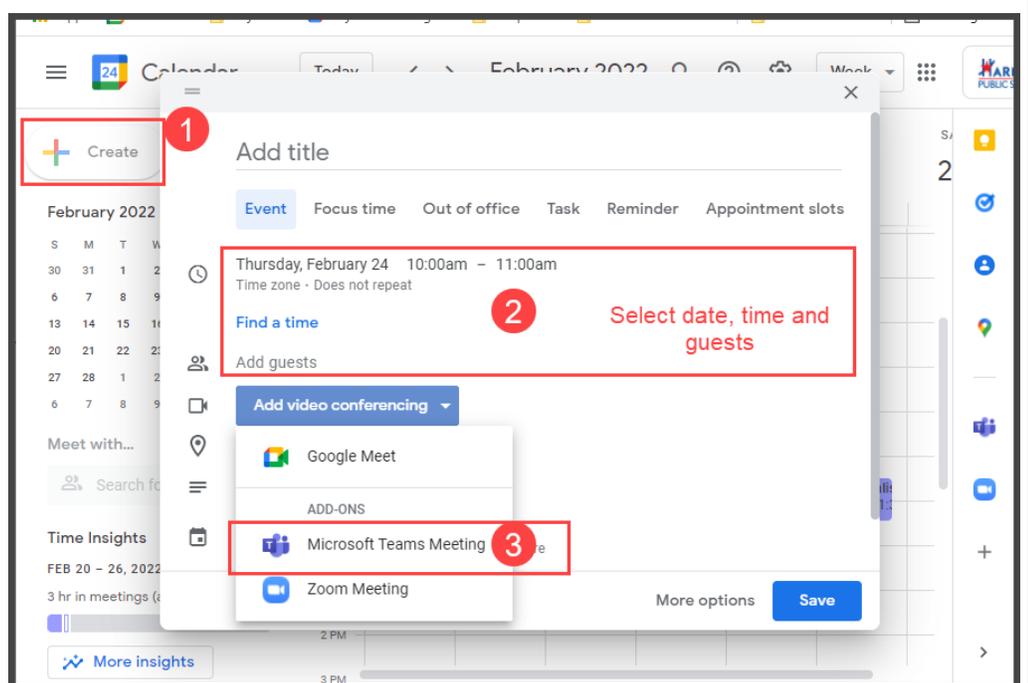
Meeting Options

How to Record a Meeting

1. Start or join the meeting.
2. Go to the meeting controls and select **More actions** ⋯ **> Start recording.**

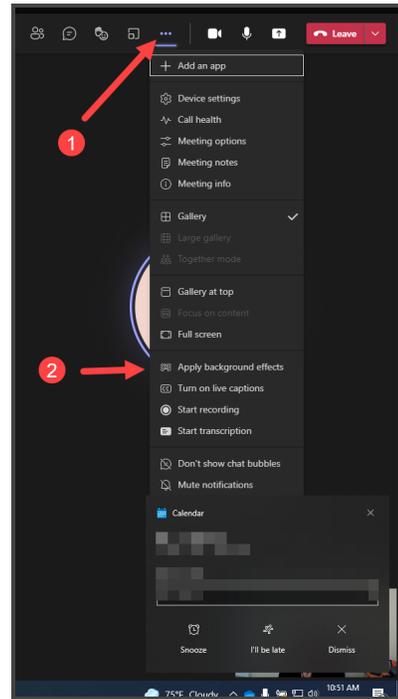After you finish your recording it goes to your OneDrive. Click Here to learn more about it.

Bypass the lobby (waiting room)

1. Go to setting (1)
2. It will open meeting options (2)
3. The host will be able to select participants who can bypass the lobby (3) or turn off the lobby option (4)
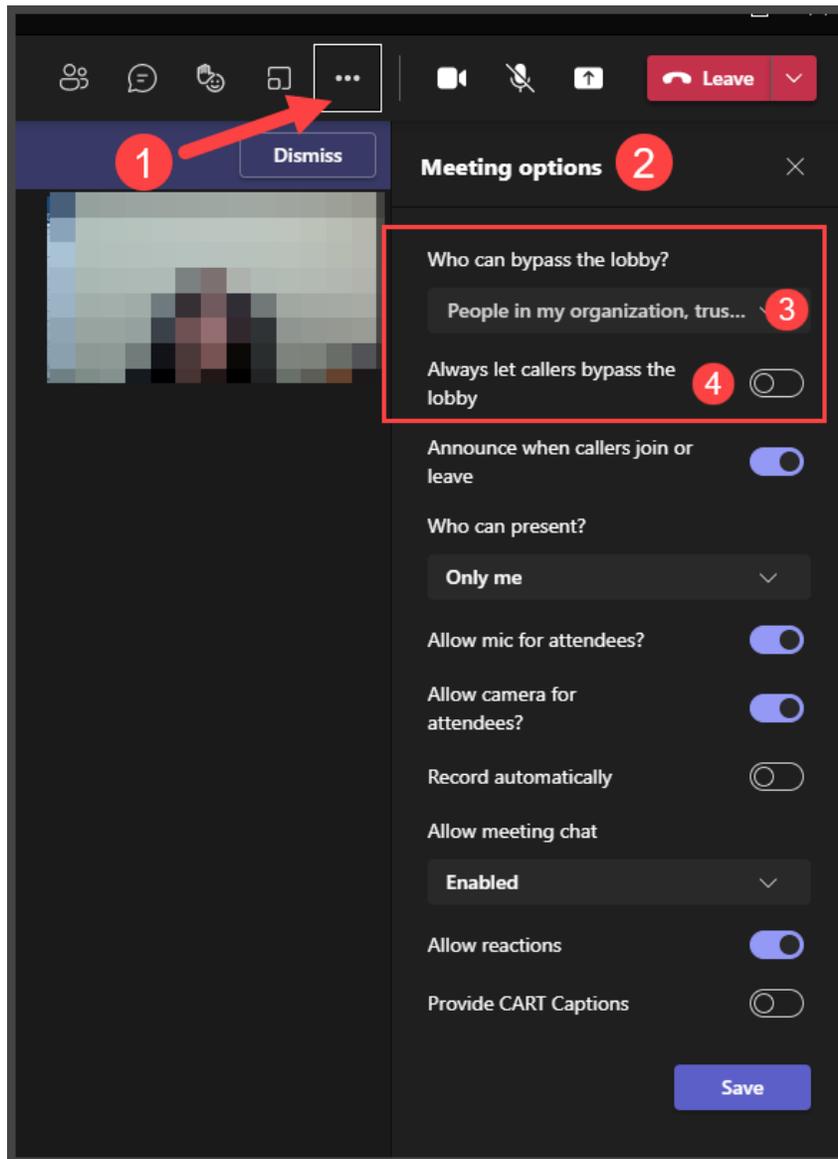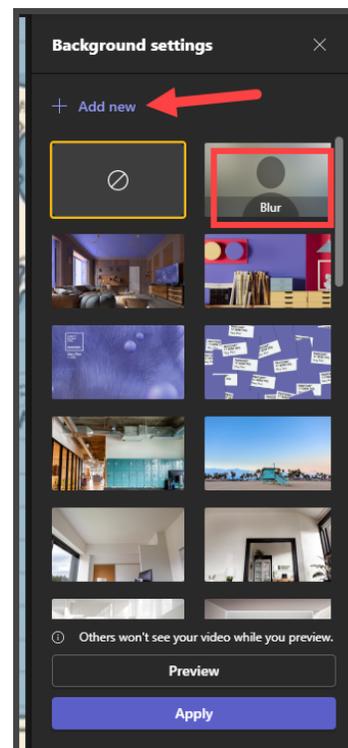
How to change the background

1. Go to more options (1), then Apply background effects (2)	

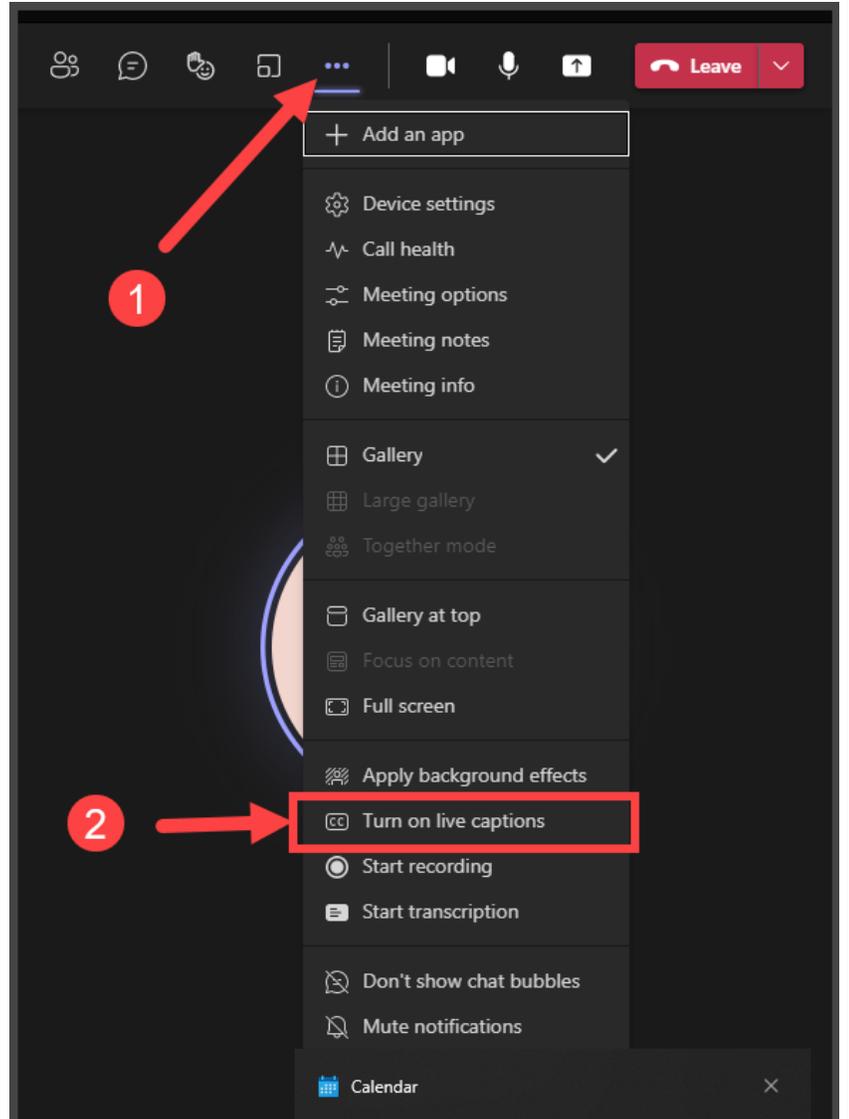|	
1. Users can add their own background picture, by clicking on +Add new 2. Blur 3. Add any background from the gallery	

How to add live captions

Teams allow a participant to add Captions on their own screen.

1. Go to More Option (1)
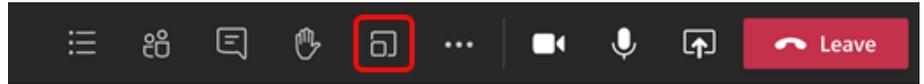
2. Turn on live caption

Note:

Captions are only available in English (US) for now

Breakout room

1. Only meeting organizers on the desktop versions of Teams can create and manage breakout rooms.

1. Start the meeting. 2. In the meeting controls, select Breakout rooms ⬜	

|	
3. Select the number of rooms you want (50 max), and whether you want Teams to assign people to rooms (Automatically) or you want to choose the people for each room yourself (Manually). *Note* *This is the only time you can choose to have people automatically assigned to breakout rooms. You won't be able to change this option later in the meeting.*	
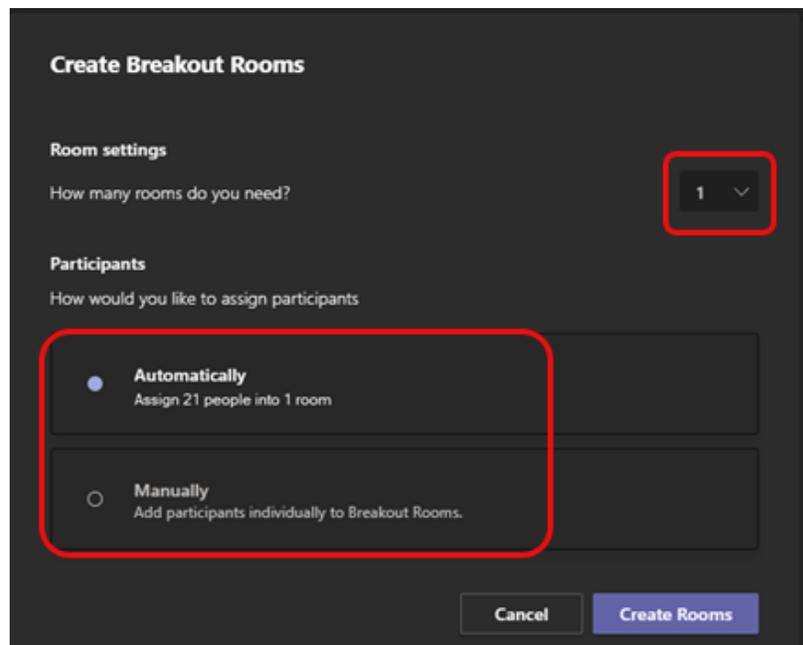
Assign people to breakout rooms manually

|	
1. Select Assign participants. 2. Choose the people who will share a breakout room by selecting the checkboxes next to their names. 3. Assign	
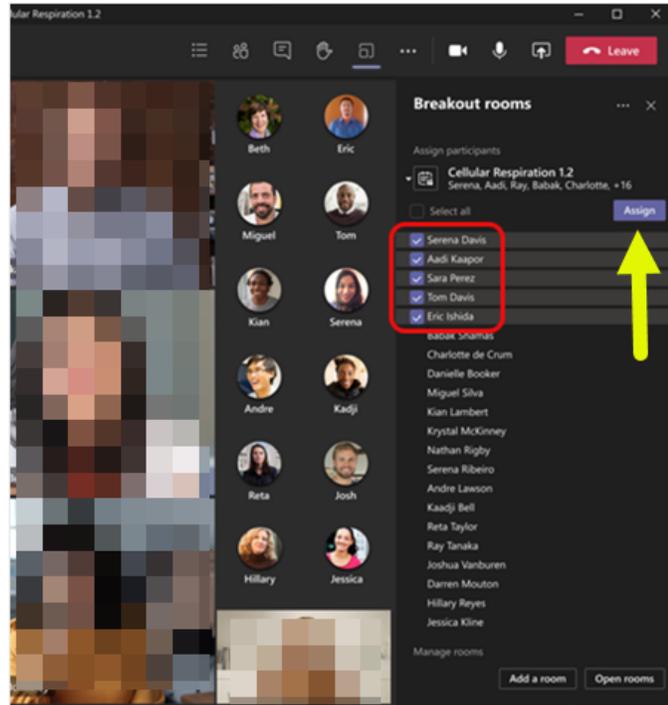
Select Assign and then select a room for those people.	
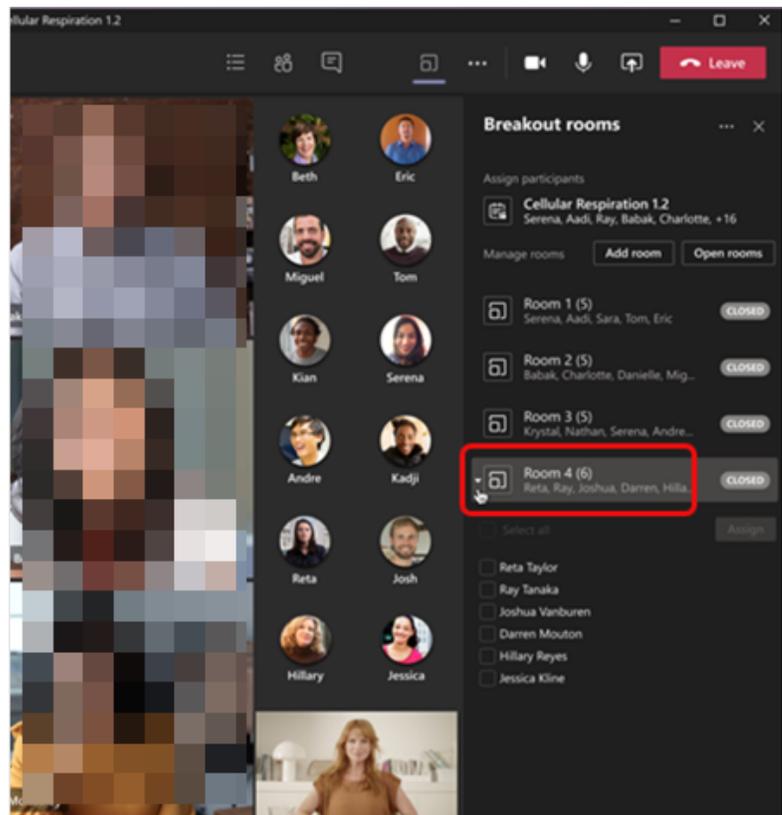
How to use Whiteboard

Whiteboard integration in Microsoft Teams meetings is powered by Whiteboard for the web, which lets participants of Teams meetings collaborate together on a shared digital canvas.

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1. After joining a Teams meeting, click the Share icon in the share tray of that meeting. 2. In the Whiteboard section, select Microsoft Whiteboard.	
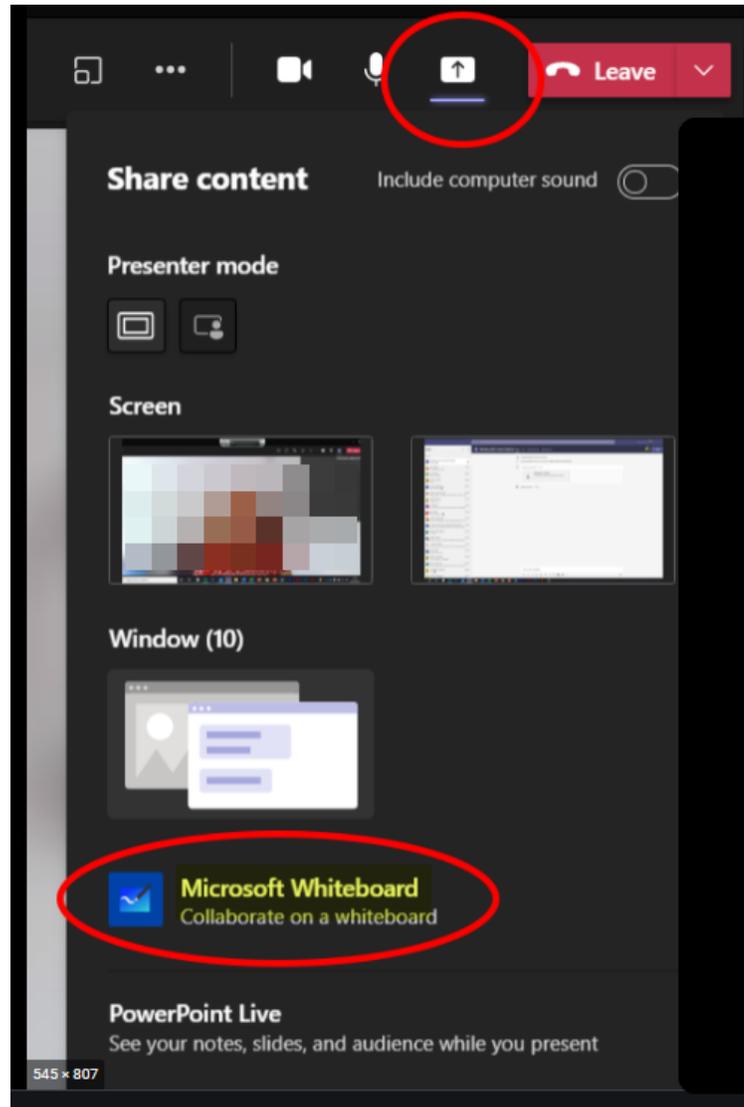
Annotations

MS Teams does not have an Annotation tool available for meetings. The annotation will be only available when the Whiteboard is shared between the participants.

One option is to install an extension on Google Chrome called Annotate.net. Then participants will be able to annotate on the shared screen (one at a time)

Once the extension is working for the meeting's organizer, participants with Remote Control can annotate on the shared screen.

How to Add an extension:
1. Go to the Chrome Web Store
2. On the search field type in: Annotate
3. Click on the Annotate.net icon as shown below
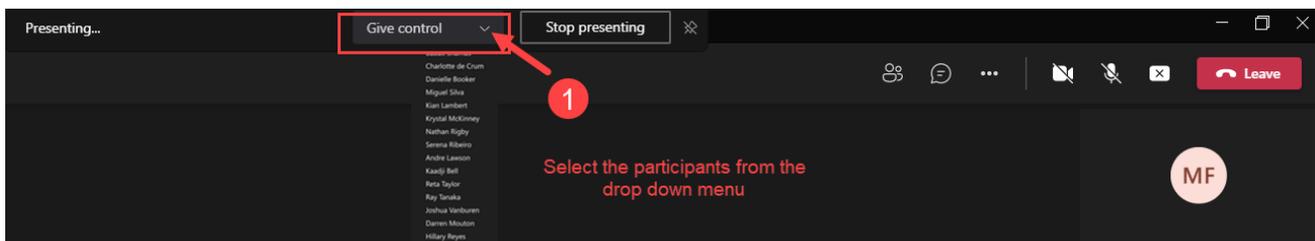4. Click on Add to Chrome
5. Add extention
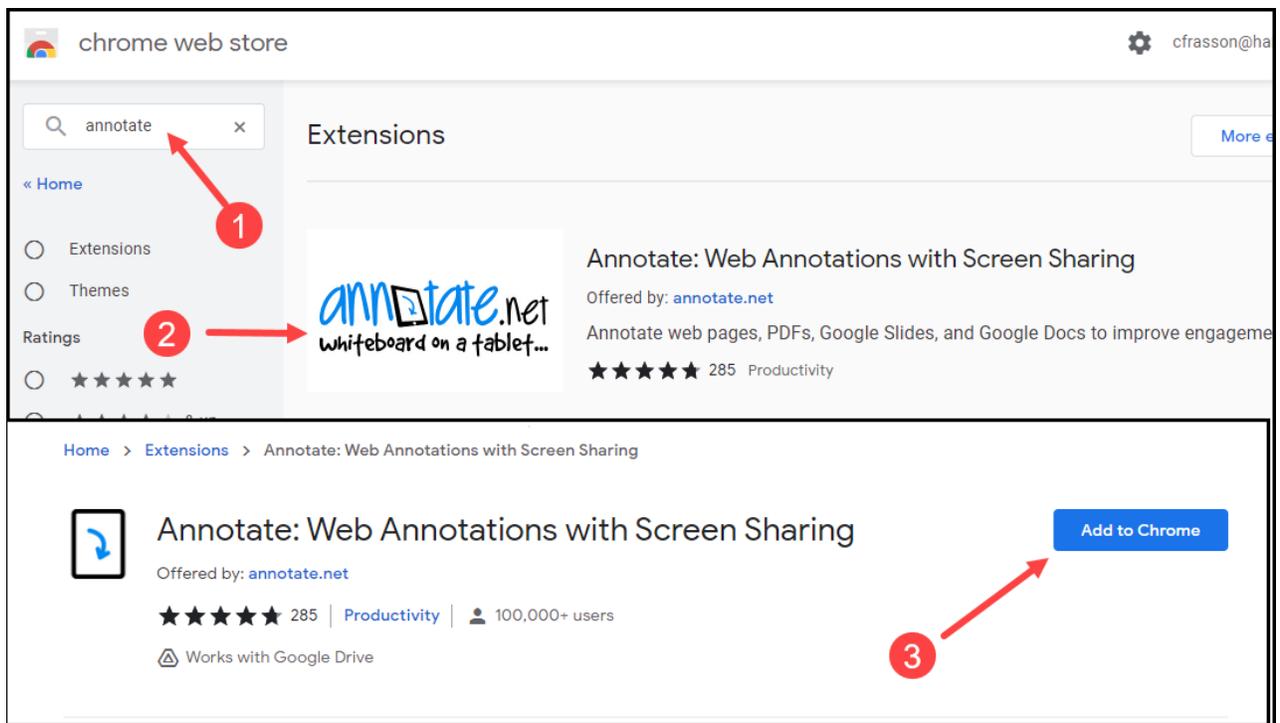
6. Create a free account using your Harmony email address.
7. To see the extension, click on the Extention Icon (A) Pin the extension to the bar, by clicking on the 'pin" next to it (B)
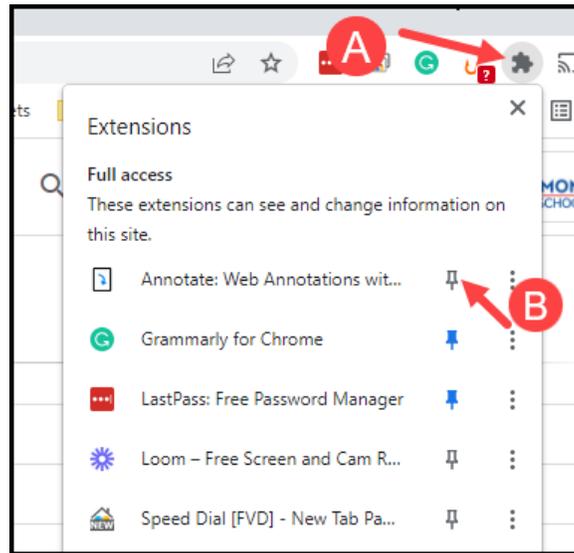
8. Chose to show or not to show the Toolbar, by clicking on the extension icon.
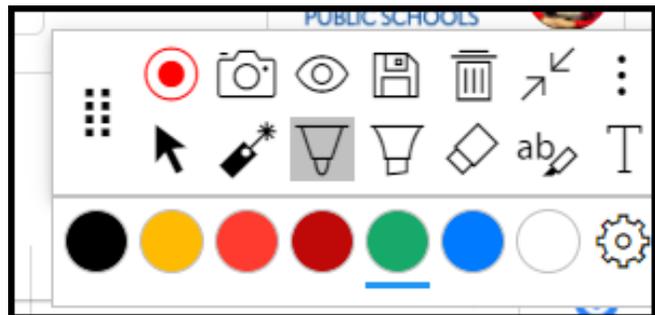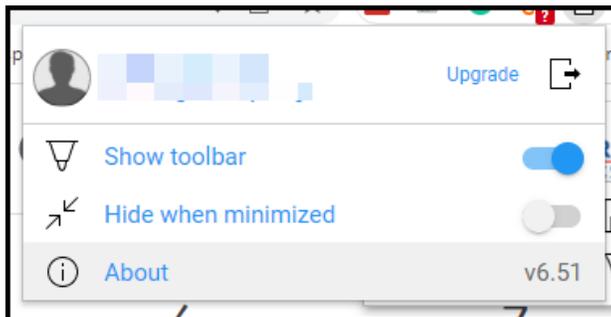
How to give remote control on a meeting:

[Meeting Control - Home ->>](#)

File Management

How to Access OneDrive

OneDrive is the **Microsoft cloud service** that connects you to all your files**,** similar to **Google Drive.** It lets you store and protect your files, share them with others, and get to them from anywhere on all your devices.

When you use OneDrive with an account provided by your company or school, it's sometimes called "OneDrive for work or school." It used to be known as "OneDrive for Business," so you may still see it called that in places.

If you have Windows 10, OneDrive is already embedded in your computer. Search for "OneDrive through your on the Start Bar or by clicking the little cloud.
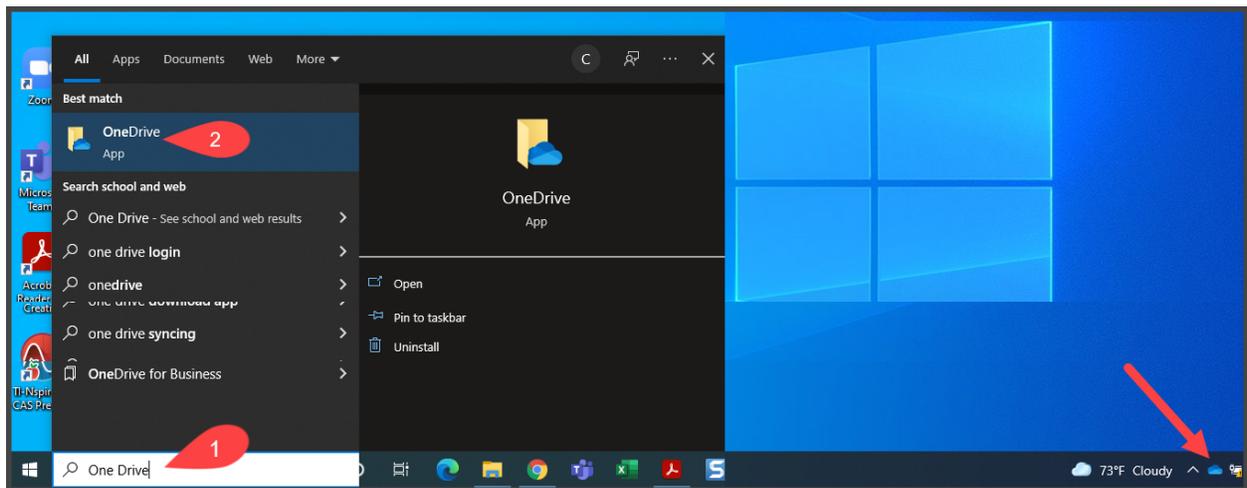
Note:
If you don't have Windows 10 and need to download the OneDrive application on your computer, log in to Office 365 (www.office.com) and click on the OneDrive app. Select "Get the OneDrive apps" in the bottom left-hand corner of the screen. Follow the instructions to download OneDrive to your computer.
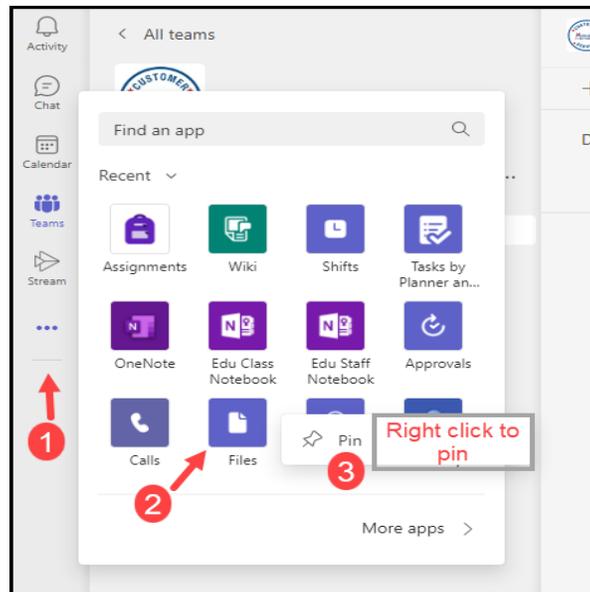
Recording Meetings on Teams with OneDrive

All recordings from Microsoft Teams Meeting will be stored in OneDrive.

To access your OneDrive files with Teams, select the **Files** tab (1),

If you don't see the files tab on the left-hand bar
* Click the three dots
* Find the files app
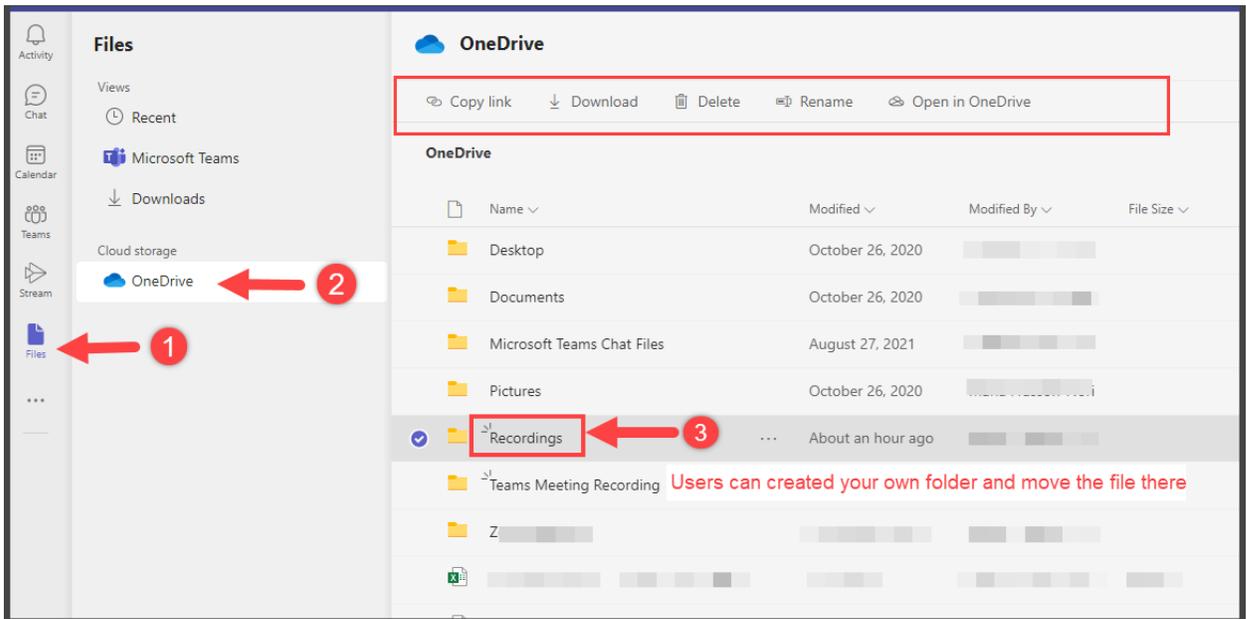* Pin to your bar by right clicking and selecting pin

then select **OneDrive (2),** the meeting will be on individual Folders Called "Recordings" (3), users can rename the meeting by Clicking on the top menu

Note: Users can create their own folder to keep the meeting organized. Renaming the meeting is suggested as the system will name it by date: recording YYYYDDMM

When you select a file, you have the option to Copy link, Download, Delete, Rename, Open in OneDrive, Move and Copy as shown above. If you click the three dots beside the file you will also see the same options.

Meeting Control - Home ->>

When you select a file, you have the option to Copy link, Download, Delete, Rename, Open in OneDrive, Move and Copy as shown above. If you click the three dots beside the file you will also see the same options.