

Working remotely

Video conferencing in Teams

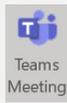


How to create a Microsoft Teams meeting?

You can do this in multiple ways, both in Teams and in Outlook.

In Outlook

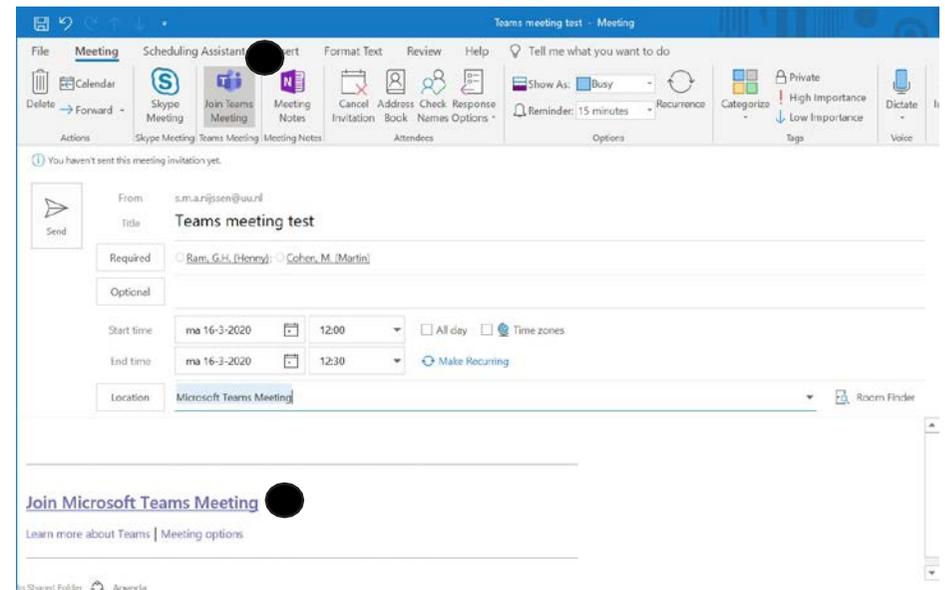
1 Click on 'New meeting', select the date and time, fill in the subject meeting, invite your colleagues.

2 Click on  [Teams meeting].

Next, teams will automatically enter the location 'Microsoft Teams Meeting'. A link will also appear in the text area (see screenshot).

This link will take you and other guests to the video meeting at the time of the meeting.

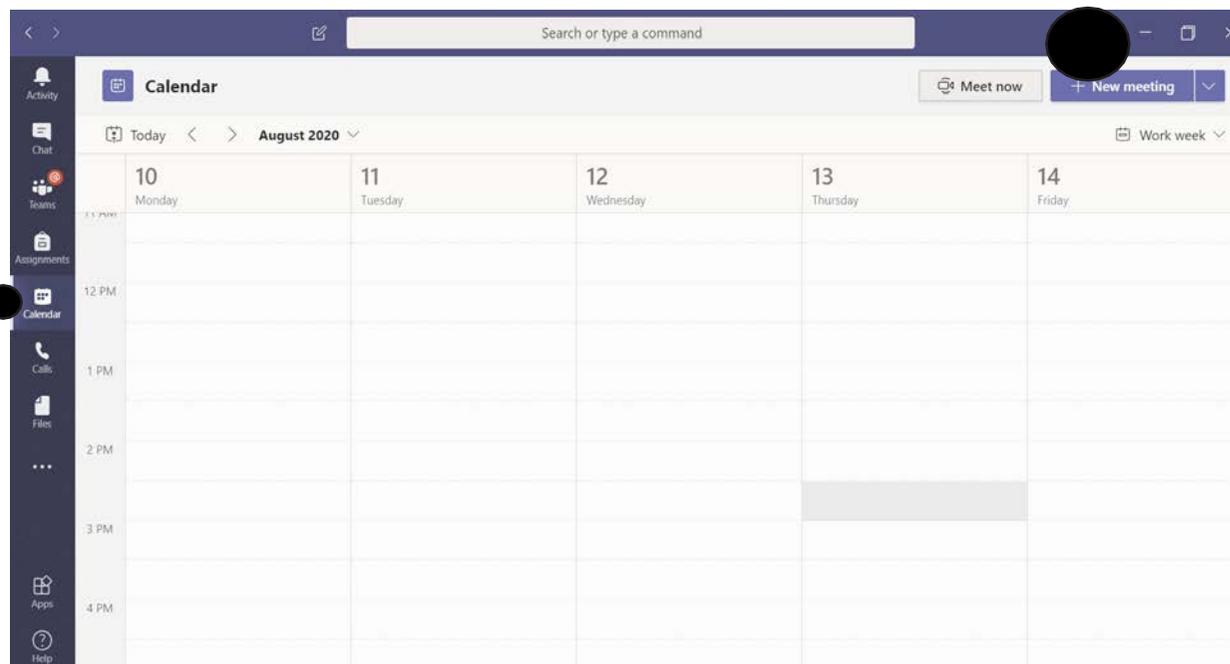
3 Click on send. The meeting is now in your calendar and your colleagues have now received an invitation.



How to create a Microsoft Teams meeting?

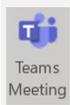
In Teams

- 1 Open Microsoft Teams and go to  [Calendar]. Teams will link your personal calendar (which is linked to your UU mail) directly to this calendar.
- 2 It is possible to schedule a new appointment (such as an online meeting) by clicking [+ New Meeting].
- 3 Fill in a title, possible location, description and start and end time. Add participants under [Add required attendees].



How do you turn a regular meeting into a team meeting?

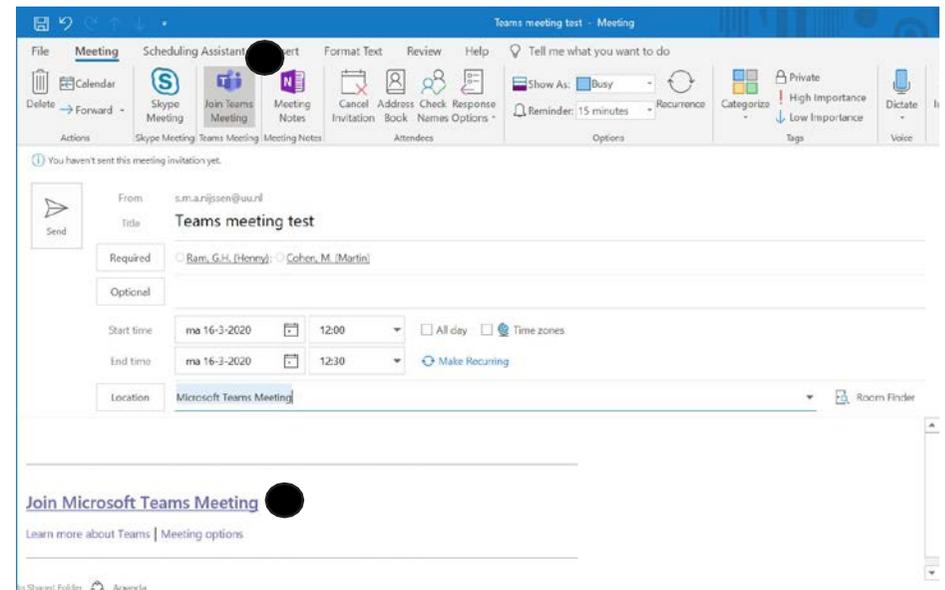
1 Open the relevant meeting in Outlook.

2 Click on  [Teams meeting].

3 Next, teams will automatically fill in the location 'Microsoft Teams Meeting'. A link will also appear in the text area (see screenshot).

4 This link will take you and other participants to the video meeting at the time of the meeting.

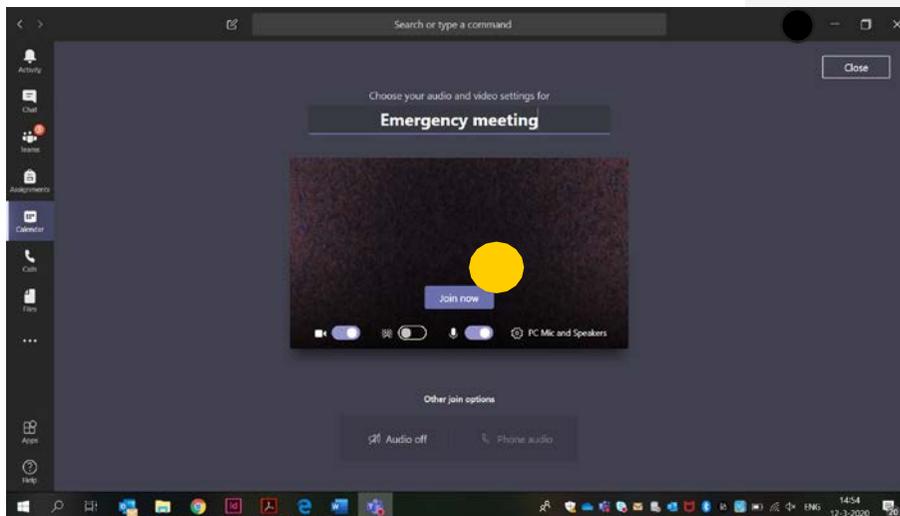
5 Click on send. The meeting is now in your calendar as a Teams meeting. *Make sure recipients receive the updated meeting.*



The meeting is about to commence, what should I do?

1 Open your meeting in Outlook or Teams and click on the link. Next, an internet window will open (see screenshots). After that Teams will automatically open to the video conference.

2 Click on [Join Now]. This will take you to the video conference.



The meeting is about to commence, what should I do?

3 Using Teams during your video conference call

If you move your mouse over the screen, you will see a control panel (see screenshot). Here you control everything about the use of Teams during your video conference.

I Sharing documents

Click on the [share] icon  to share documents with the participants.

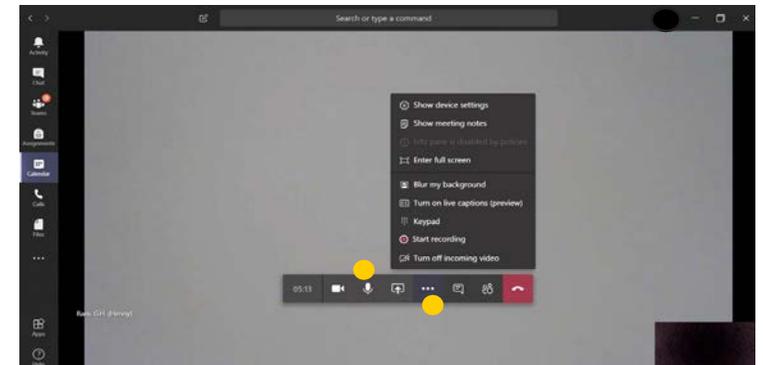
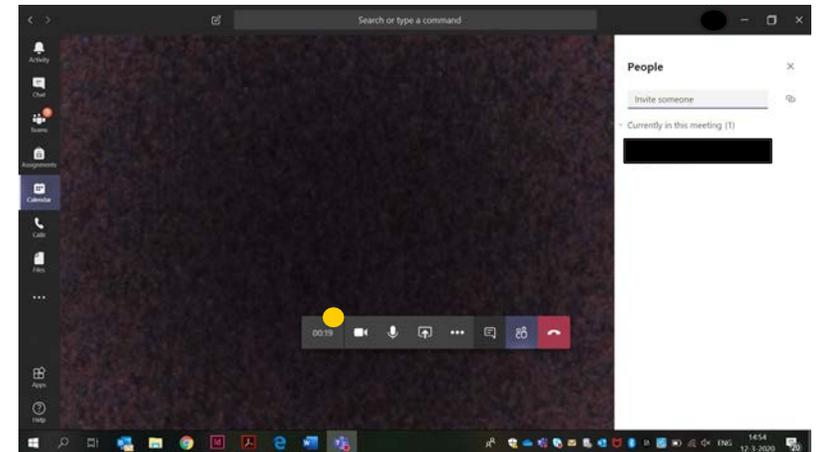
II Presenting

Click on the [share] icon  to give a PowerPoint presentation.

Select your presentation and click on 'Add'. Other participants will see the slides on the screen.

III Sound / Microphone

You can temporarily mute your microphone by pressing [microphone]. Do you want to adjust your sound, or transfer your sound to a headset? Then click on [...] 'more actions' and below that on [device settings]. Here you can control your sound and select your headset, among other things. The latter is done under '**Audio devices**'.



I want to set up a conference call right now. How do I do that?

Setting up a conference call

1 Open Microsoft Teams, go to [Calendar]



2 Click on [Meet now] (see screenshot). Then a video screen opens. Here you can enter the name of the meeting.

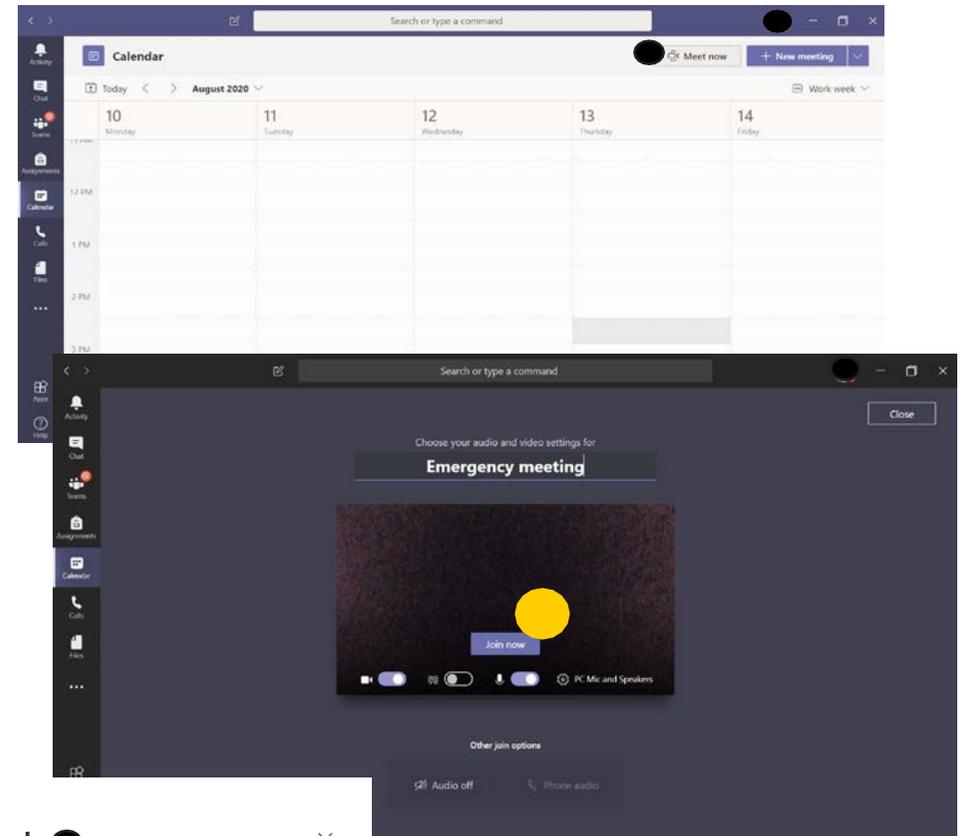
3 Then click on [Join now]. Now you are in the video conference as the organizer.

Invite people

You can invite anyone with a UU mail. Fill in the e-mail of the person you want to add to this conversation and click on his/her name. This person will then receive an incoming call on his/her laptop.

Using Teams during your conference call

See previous page (page 6).



I have a meeting with a few colleagues. Some are working remotely. How do I use Teams video conferencing for this?

Make sure you're in a room where you can connect your laptop to a TV screen with audio, or to a conference microphone. This ensures that you can hear the participants, both in the room and remotely.

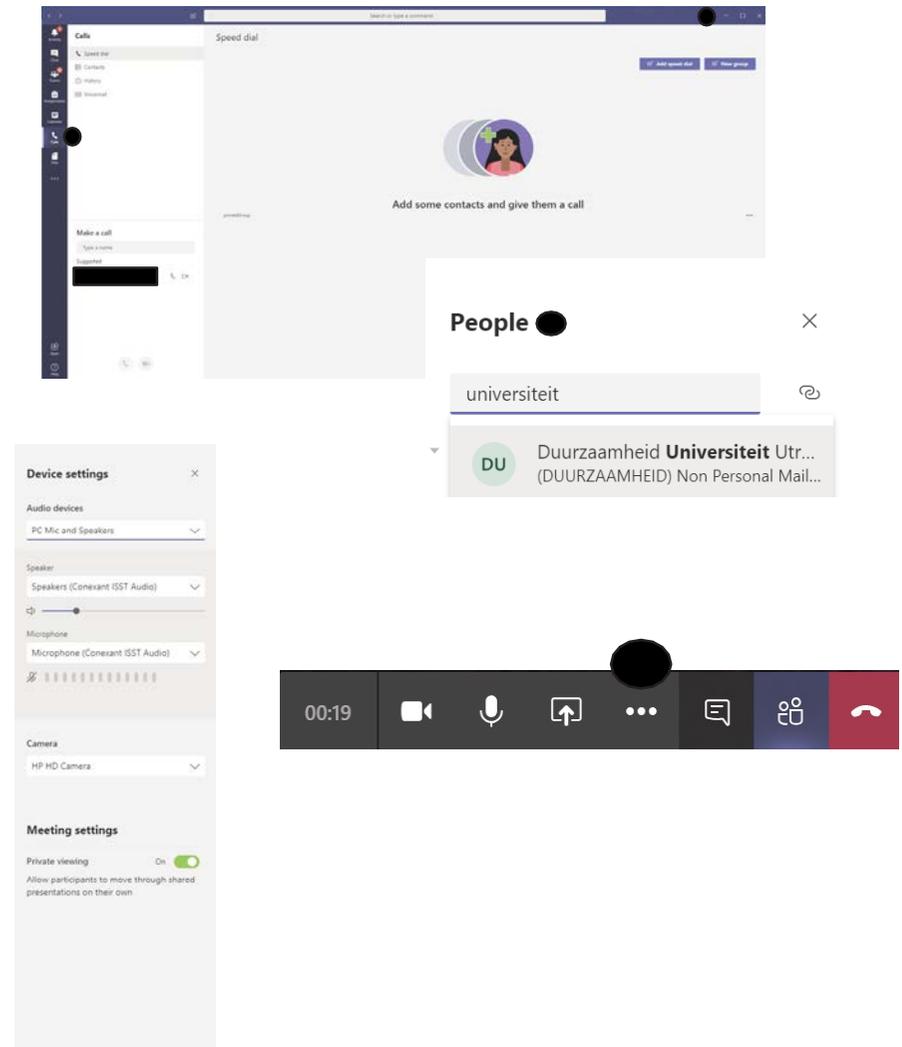
You can let remote colleagues participate by calling them via Teams. Do this as follows:

1 Open Microsoft Teams and click  [Calls].

2 Type in the name of the person you want to participate. As soon as this person participates, you can use the control panel to add other participants if necessary.

Sound settings

Want to adjust your sound, or transfer your sound to a headset or box? Then click on [...] '**more actions**' and below that on [device settings]. Here you can, among other things, adjust your sound and your headset. The latter is done under **Audio devices**.



A few general tips for video conferencing

- *Make sure you use/have a wired internet connection cable or good wifi.*
- *Use a headset with microphone e.g. from your phone or headphone.*
- *Make sure your laptop/camera doesn't face a window (the camera will think that there is a lot of light and will make your screen darker).*
- *If you can't hear everyone properly, your own volume is set too low.*
- *If others can't hear you well, move closer to the microphone or speak a little louder.*
- *Make sure the camera is approximately at eye level. This gives the best experience for others that see you.*