

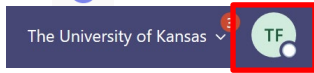


# Meet using Microsoft Teams




## Download the Teams app:

1. Browse to [office365.ku.edu](https://office365.ku.edu).
2. Enter your KU Online ID if prompted.
3. Click on the **Teams** icon. 
4. Select your photo or initials in the upper right-hand corner. Choose **download the desktop app**. Note: To download the Teams app on your phone or tablet, go to the App Store or Google Play.



## Schedule a Meeting:

### In Outlook:


1. Open your Calendar.
2. Choose **New Teams Meeting** 
3. Enter a meeting title and attendees.
4. Set a date and time.
5. Select **Send**.

### In Teams:

1. Open the Teams desktop app.
2. Select **Calendar** from the left menu.
3. Select **New Meeting**.
4. Add a meeting title and attendees.
5. Set the date and time.
6. Optionally add a location and meeting details.
7. Select **Send**.

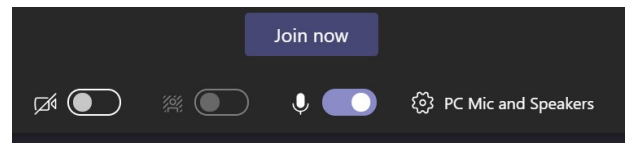
## Meet now:

Meet now allows you to turn a team conversation into a meeting. Anyone that has access to the channel can see and join the meeting,

1. In the Teams desktop app, select a Channel.
2. Click on the **Posts** tab.
3. Click on Meet  button in the upper-right corner.
4. Add a **subject**.
5. Turn your camera and microphone on or off then select **Join Now**.

## Join a Teams meeting:

1. In Outlook click on the **Calendar**.
2. Double-click on the meeting.
3. Select the **Join Teams Meeting** link.
4. Turn your video on or off.
5. Mute or unmute your Microphone *Note: You can change your speaker and microphone settings under PC Mic and Speakers.*
6. Choose **Join now**.



## Meeting Options

1. Meeting length/duration
2. Video on/off
3. Mute/unmute audio
4. Share Screen (desktop)
5. More options
6. Open/View Chat
7. Open/View Participants list
8. Leave meeting

