

Make meetings easy with Microsoft Teams for Education



With Microsoft Teams meetings, teachers can hold class, collaborate with peers, and engage with students, all from a single tool. In this guide, you'll find some helpful tips on how to get started with Teams meetings for your class.

Before joining a meeting

Schedule meetings

1. Select **New meeting**.
2. Add a title, date, and time for your meeting.
3. Once you're done filling out the details, select **Save**.

Set meeting options

1. Go to your **Calendar** and navigate to the meeting you'd like to update.
2. Click or tap **Meeting options** near the meeting join link to open the options pane.
3. Click **Save** when you're done. You can always change the meeting options during the call as well.

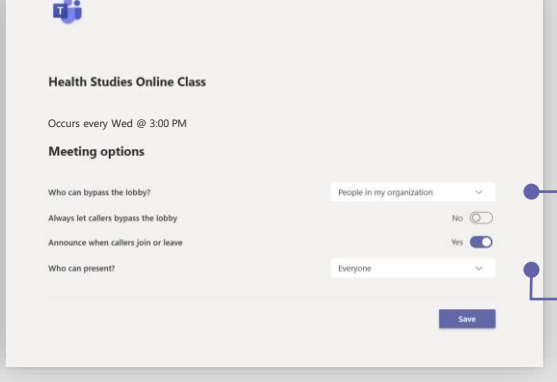
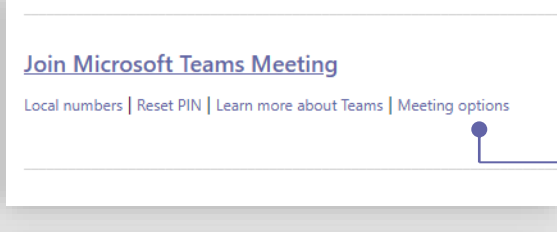
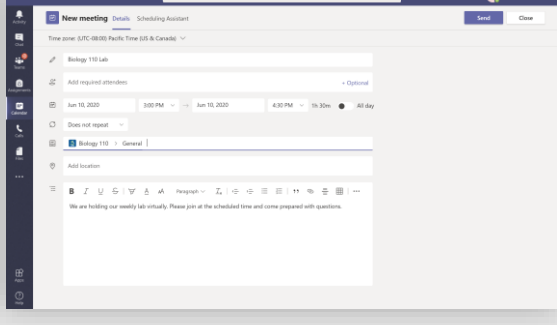
Control who can enter the meeting directly.

Use the virtual meeting lobby so that participants wait to be admitted to the meeting instead of joining immediately.

Control who joins the meeting as a presenter or attendee.

Select **Only Me** to designate all other participants as attendees. This is the safest set-up for meetings held in a classroom setting.

If you expect to have more than one presenter in your meeting, select **Specific people** and pick the other participants who should join as presenters. Select **Everyone** if you want all participants to join the meeting as a presenter.



Meeting options may be controlled by your IT administrator's policy settings.

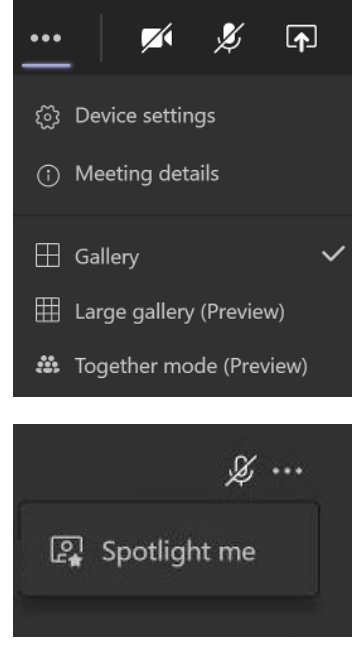
During a meeting

Change class view

1. Once you're in the call, click on the **More options** icon **⋮**. Depending on your version, this will be in the top right part of the screen or in the middle of your screen towards the bottom.
2. In the drop-down menu, there are three different view options: **Gallery**, **Large gallery**, **Together mode**. Click on the view you want to see.

Turn on Spotlight mode

1. To start **Spotlight** mode, click **Show participants** **⋮**. Depending on your version, this will be in the top right part of the screen or in the middle of your screen towards the bottom.
2. Click on **More Options** **⋮** in the participants panel.
3. In the menu, select **Spotlight me**. This will make all participants screens show you until Spotlight is turned off.



Encourage your students to use the mode that works best

The different view modes work better in different classroom situations.



Gallery

For smaller group calls or collaboration. This mode is the default view for every meeting.



Large gallery

For when you want to view the entire class. This view shows up to 49 attendees in a 7x7 grid.



Together mode

For large discussion groups. This view also helps students avoid meeting fatigue.

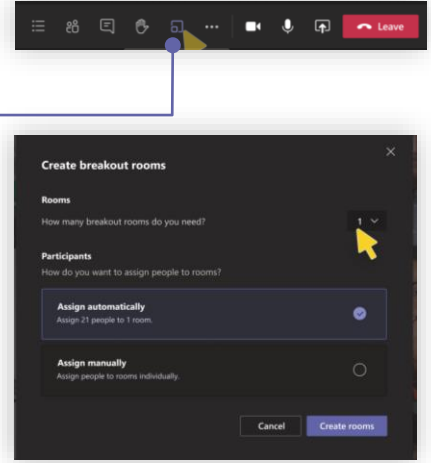


Spotlight

For when you need student attention. Only teachers can turn on Spotlight.

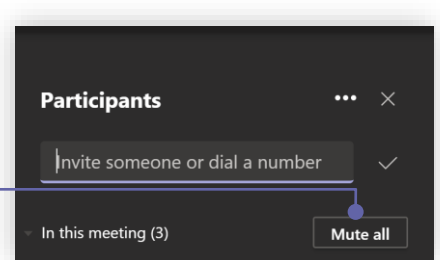
Set up breakout rooms

1. Click on the **Breakout rooms** icon. Depending on your version, this will be in the top right part of the screen or in the middle of your screen towards the bottom.
 - Only the meeting organizer will be able to start breakout rooms for their class
2. This will open a window to set your room settings, including how many rooms you need and whether you want assign participants manually or automatically.



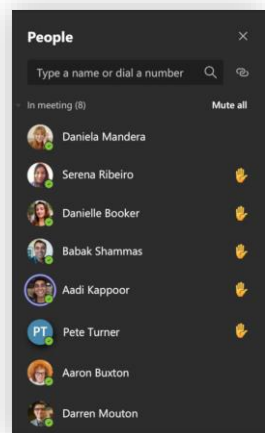
Mute and unmute the class

1. If you ever need to mute all the other participants in a meeting, Select **Show Participants** **⋮**.
2. Select **Mute all** above the panel that shows every attendee.
3. Each student will get a notification they are muted and be able to unmute themselves if they need to.



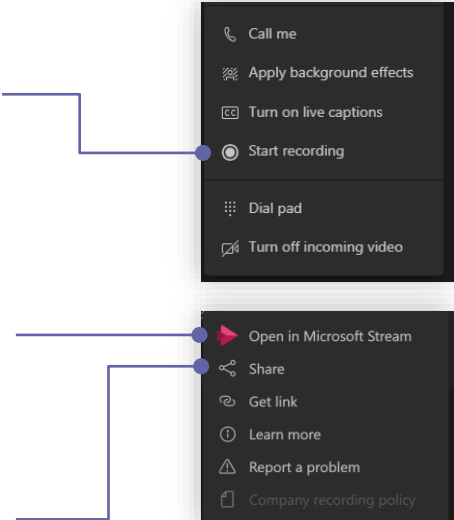
Check who's raising hands

1. Select **Show Participants** **⋮** to see a list of everyone in attendance.
2. Anyone who's raised their hand will have a hand icon next to their name. When multiple people raise their hands, they'll be listed in the order in which they raised them.



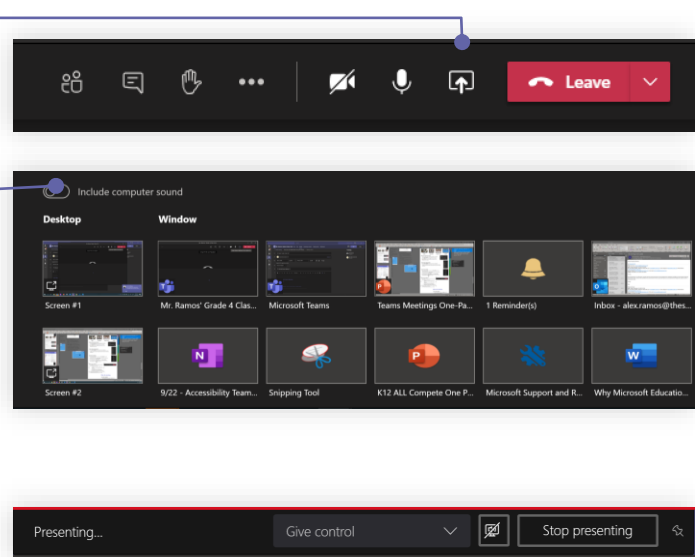
Record and share the meeting

1. Click on **More Options** **⋮**
2. Open the menu and select **Start recording**. Everyone in the meeting will be notified that recording has started.
3. To stop recording, go to **More Options** and select **Stop recording**.
4. The recording is then processed (which could take awhile) and saved to Microsoft Stream, and then it's ready to play.
5. You can watch the recording in the chat or Select the **More Options** **⋮** icon > **Open in Microsoft Stream** to watch the video on Microsoft Stream.
 - Microsoft Stream enables you to watch with **closed captions** and search the meeting transcription.
6. Selecting the **Share** icon will make the meeting available to everyone to watch. You can also **Get Link** to the recording and paste in a message to someone else.



Share your content

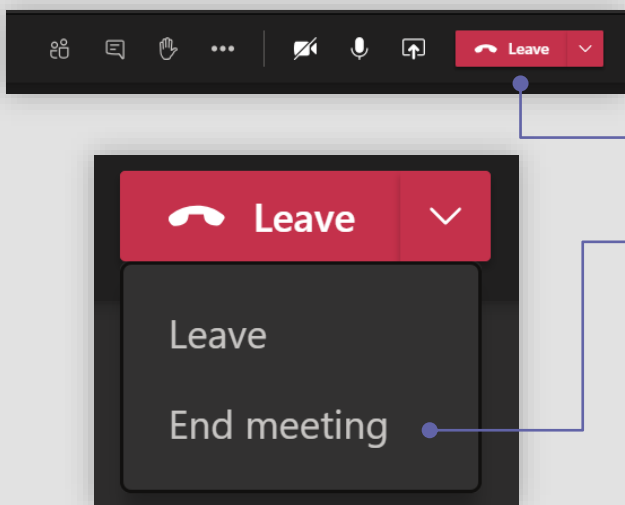
1. Select **Share** **↗** in the top right part of the screen.
2. Select what you want to share:
 - Desktop lets you show everything on your screen
 - Window lets you show a specific window you have open
 - PowerPoint lets you share presentations
 - Whiteboard starts Microsoft Whiteboard
 - Browse lets you find the file you want to show
3. If you need to share your computer audio, like when watching a video, make sure you check the **Include computer sound** switch.
4. After you select what you want to show, a red border surrounds what you're sharing.
5. Select **Stop presenting** from the menu at the top of the screen to stop showing your content.



After the meeting

Leave the meeting

1. To leave a meeting, click on the red **Leave** button in the top right part of the screen.
2. You can end the meeting for everyone by clicking the drop down next to **Leave** and selecting **End meeting**.
 - In some versions of Teams, this option is available under **More Options** **⋮**
3. You'll know you've successfully left when the meeting window is closed.



Check and save meeting attendance

1. During the meeting, select **Show participants** **⋮** and choose **Download attendee list** **↓**.
2. The report will download as a .CSV file that can be opened in Excel. The .CSV file contains the name, join time, and leave time of all meeting attendees.
3. Keep in mind that you'll only be able to download the attendance report while the meeting is in progress and participants are still present.

