

# 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.

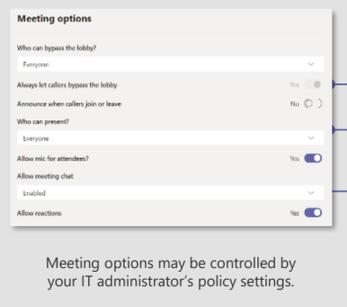
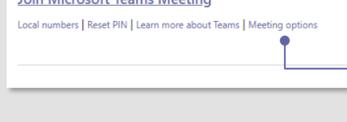
## Before joining a meeting

### 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.
- Control how attendees participate**  
You can **enable and disable the mic, meeting chat, and meeting reactions** for attendees. This can be especially helpful for more critical learning times when you need students to pay full attention to you or another speaker during class.

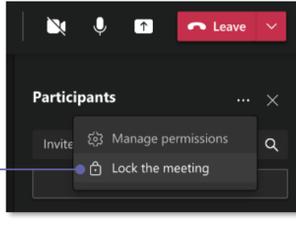
[Visit here](#) for some best practices on how you can keep students safe when using Microsoft Teams

## In the meeting, before class starts

### Lock the meeting

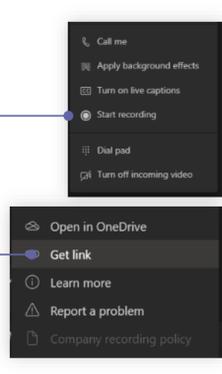
Teams provides functionality to 'lock' meetings and prevent uninvited users from joining.

1. To lock the meeting, click **Show participants** and open the **...** menu.
2. From there, click on **Lock the meeting**.
3. Users who will try to join the locked meeting will be notified that the meeting is not admitting new participants.



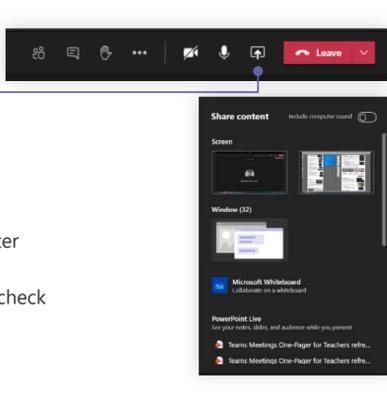
### Record the meeting

1. Open the **...** menu and select **Start recording**. Everyone in the meeting will be notified that recording has started.
2. To stop recording, go to **More Options** and select **Stop recording**.
3. The recording is then processed and saved to Microsoft Stream or OneDrive, depending on your school's settings.
  - Starting around August 2021, all meeting recordings will be saved to OneDrive and SharePoint.
4. Selecting the **Get Link** icon will provide you with a sharable link to the recording that you can paste in a message to students or other teachers.



### Share your content

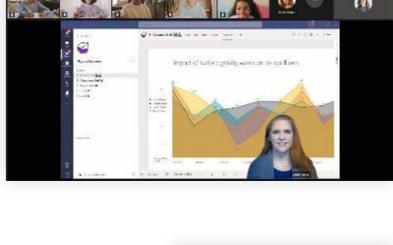
1. Select **Share** in the top right part of the screen.
2. Select what you want to share:
  - Screen lets you show everything on your screen
  - Window lets you show a specific window you have open
  - Whiteboard starts Microsoft Whiteboard
  - PowerPoint live lets you share a presentation in presenter mode (see below)
3. If you need to share your computer audio, make sure you check the **Include computer sound** switch.



### Use presenter mode with PowerPoint Live

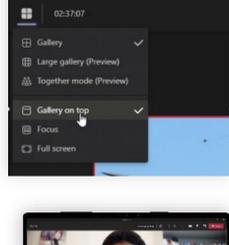
Presenter mode gives educators the option to choose how video and content appear to students during class to create a more natural classroom experience.

- **Standout** shows your video feed to participants in front of the shared content
- **Reporter** displays content as a visual aid above your shoulder
- **Side-by-side** displays your video feed next to your content



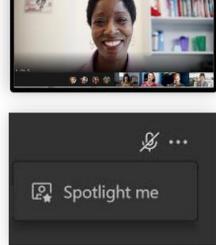
### Change class view

1. Once you're in the call, click on the four squares icon in the top left part of the screen.
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

1. To start **Spotlight**, 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 actions** **...** in the participants panel.
3. In the menu, select **Spotlight me**. This will make all participants screens show you until Spotlight is turned off.
  - For classes that have students who may be heard of hearing, Microsoft Teams supports spotlights for **both the teacher and class interpreter**.



### Encourage your students to use the mode that works best

The different view modes work better in different classroom situations.



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.

## In the meeting, during class

### Unlock interactive class sessions with Teams extensions

Integrate first and third-party apps in Teams to develop new ways of interactive classroom experiences.



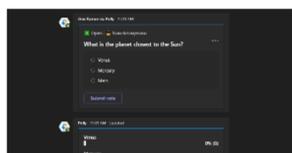
Microsoft Forms

Easily create polls and quizzes and launch them during meetings for quick knowledge check-ins



Kahoot

Develop Kahoot challenges and share them during meetings directly in the Teams app

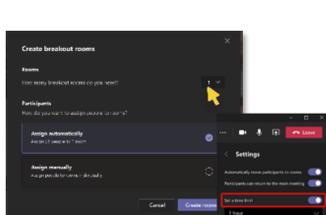


Polly

Create polls and share results with the entire class through the Teams meeting chat

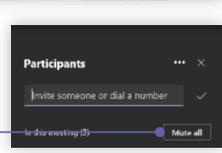
### Use breakout rooms for small group work

- Teams' breakout rooms help you bring participants into small groups for lively conversation and brainstorming sessions.
- Teams enables educators to choose whether they want to auto-assign students to rooms or do so manually, and/or set a time limit for the rooms. [Learn more about breakout rooms here](#).



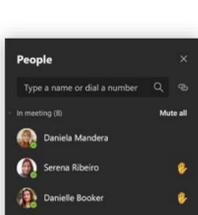
### Mute and unmute class audio and video

1. If you ever need to mute other participants in a meeting, you can right click on their meeting feed and select either **Disable mic** or **Disable camera**.
  - Once an attendee has had their video disabled, they can't turn their video back on.
2. You can also **Mute all** students from the participant pane.



### Check who's raising hands

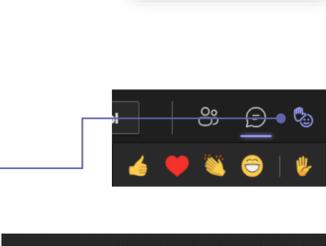
1. Select **Show Participants** to see a list of everyone in attendance.
2. Anyone who's raised their hand will have a hand icon next to their name. When multiple people raise their hands, they'll be listed in the order in which they raised them.
3. Educators can lower students' raised hands from the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



### Encourage participation through meeting reactions and polls

There are a few different ways you can help students stay engaged during class meetings.

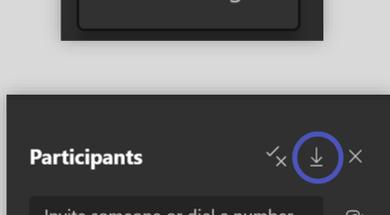
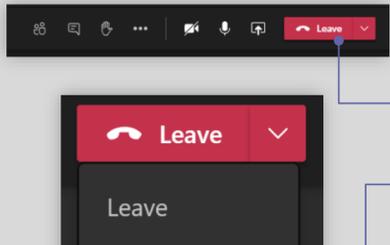
- Students can hover their mouse over the **reactions button** and then click on the reaction they want to share during the meeting.
- You can track student sentiment by **adding polls to the meeting chat through Microsoft Forms**. After adding the app to Teams, you can click on the Forms icon below the message pane and build your poll questions directly in Teams.



## After the meeting

### End the meeting

1. To end the meeting, click on the arrow next to the red **Leave** button in the top right part of the screen, and select **End meeting**.
  - In some versions of Teams, this option is available under **More actions** **...**
2. This will end the meeting and close the window for all attendees.



### Check and save meeting attendance

There are a few different ways to save meeting attendance.

- During the meeting, you can select **Show participants** and choose **Download attendee list**.
- A table labeled **Attendees report** will pop into the chat about five minutes after your meeting ends. Select it to download the report to your device.
- Educators can use **Education Insights** to create reports on their students' online meeting attendance

Need help with Teams? [Click here](#) to learn more.

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