# Setting up Web-conferencing using Microsoft Teams

Beginning Friday, March 13th, 2020, Microsoft Teams became available for UT Health San Antonio employees. One of the functionalities of Teams is the ability to conduct web-based videoconferences, much like WebEx, Skype, Zoom, and other programs. Overall Teams is a program meant to be used for collaboration in a work environment. It has features for launching calls, chats, and sharing calendars within your organization as well. For the purposes of this, we will be going through how – once in Teams – you will be able to navigate through to set up web-conferences so that you can host meetings (or classes) with two-way speaking and video when in-person meetings are not an option.

There are 2 primary ways to start a conference with Teams. The first we will be going over is launched through Teams itself. At a glance you might be confused, there is a call option on the left-hand-side menu in teams, but this is not for the web-conferencing, but for phone calls. The web-conferencing is available through Teams' Calendar menu – accessible through the left-hand-side menu (shown in the image below).
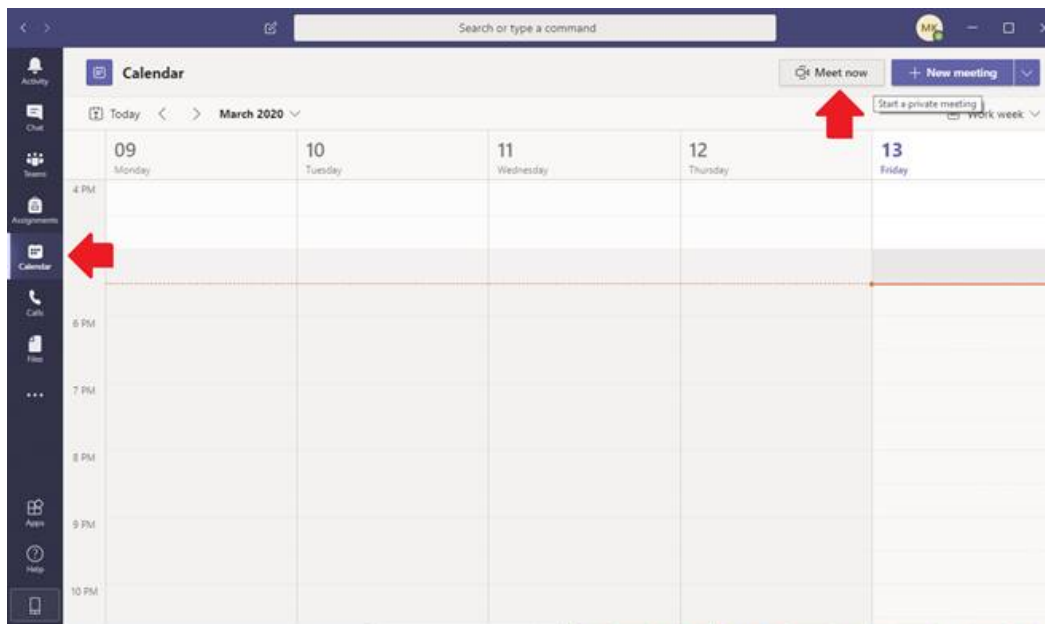
Once in the calendar you can initiate a meeting immediately using the "Meet no" button with the video camera icon (indicated by the upward pointing arrow in the image above). This will open a call from which you can invite people from within the organization – Teams comes loaded with our institution's directory information so all university employees will populate by their university username/email address (see image below for the right-pointing arrow for the invite interface). From teams itself you will only have access to the internal organization directory – but when we get to the

other option to setup a conference there will be the option for other contacts that you have outside of the institution.
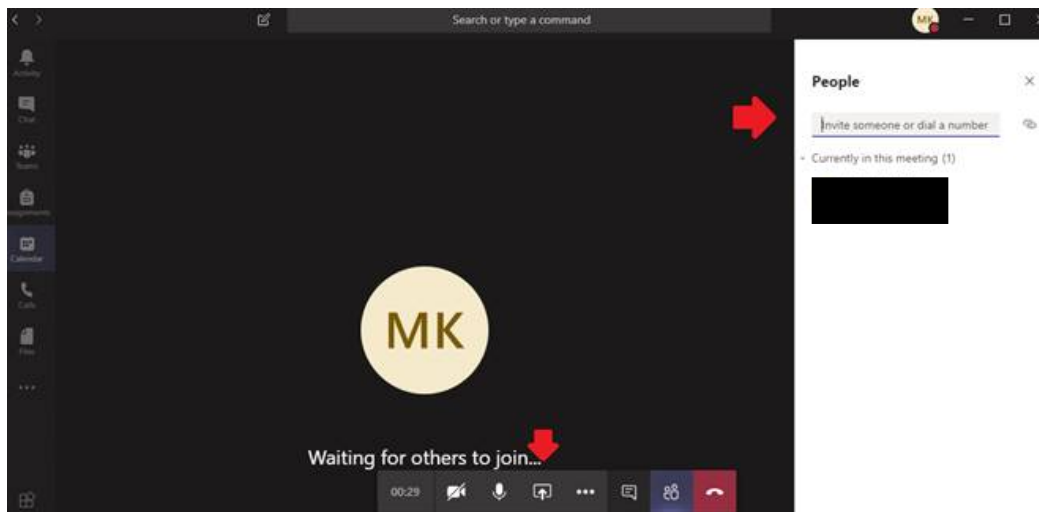

The above image is the layout of an active call – you can see the menu along the bottom being pointed to by the downward facing arrow where you have your in-call options. From left to right you can see – 1. A timer of the length of the current call. 2. Video options/video mute – your camera control. 3. Microphone mute – audio options. 4. Screen share – to allow a participant to share their computer screen to use to present during the call. 5. More options including Device Settings, Meeting Notes, Meeting Details, Full Screen option, a Keypad, a Recording option, and a button to Turn Off Incoming Video from other participants. 6. Show Chat – the conference also allows for a group-chat between participants during the call. 7. The purple Show Participants option so that you can see a list of those active in the call and where you can invite more persons to attend. 8. The red End Call button where you can leave the meeting.

Within Teams still - you also have the option to schedule a meeting in Teams on the calendar. You add an event to the Teams calendar just as you would for any other calendaring application you might use (such as Outlook). Once the meeting is built you should be able to re-open the appointment and you should see a "Join Microsoft Teams Meeting" invitation link which will be available to those you invite – in Teams that is within the University's directory.

The Second way to setup a Teams meeting is through your Outlook Calendar. Once you have Teams running, you should be given an option to create a Teams Meeting on your Outlook Calendar – if it does not appear, you should only have to close out of Outlook and re-open with Teams running to obtain the option. See the image below to see where in Outlook's Calendar the Teams option appears.
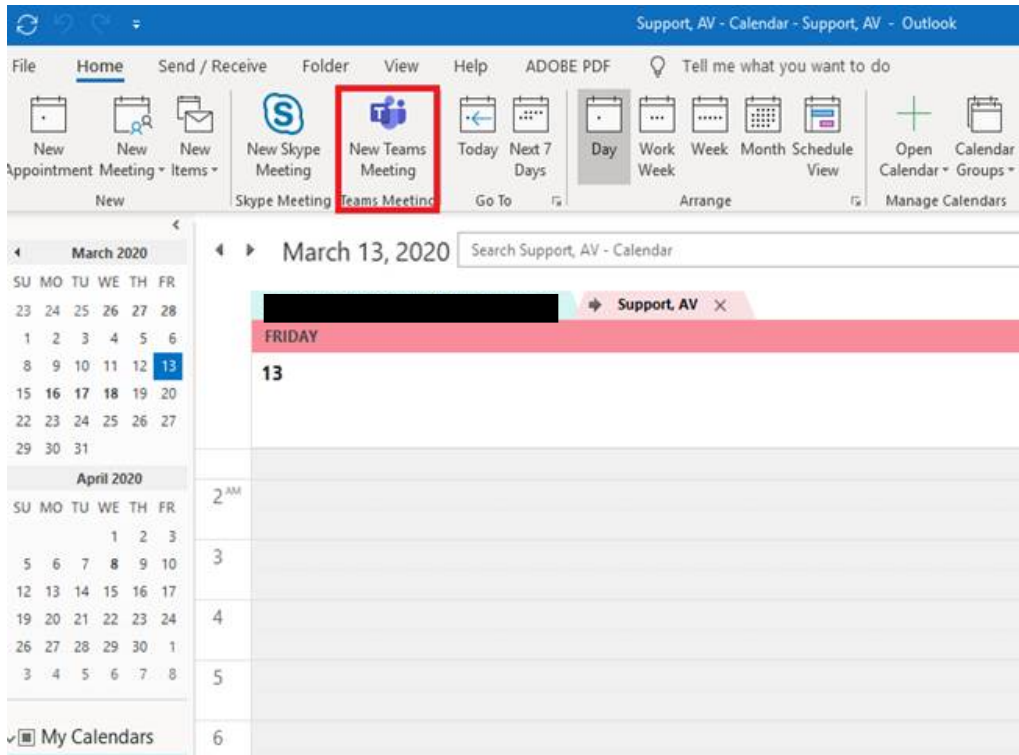
When selecting New Teams Meeting on the Outlook Calendar a window will open for the new calendar item. From here you have all of your standard options to name the meeting, set the time frame, add any text to describe the meeting or to inform your participants of something, and you will have an option to send the appointment to others through email – this will use your Outlook contacts, which include any individuals you have been in correspondence with outside of UT Health San Antonio.
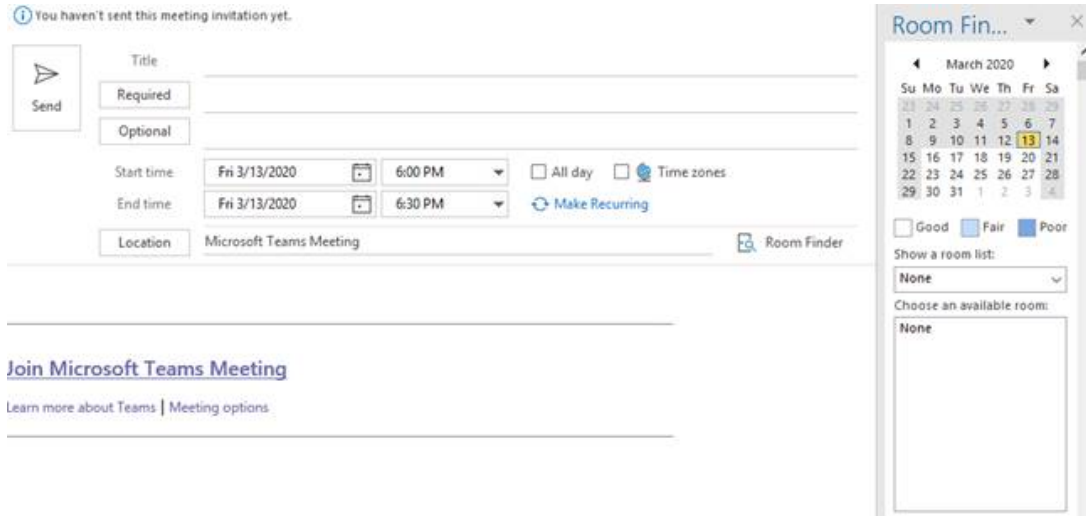
This Outlook Item will also come with the same "Join Microsoft Teams Meeting" link that was mentioned previously. Those individuals who receive this link through invitation by Teams or by email will be able to use the link to connect to the meeting. They will be given the option to connect through Teams if they have it, and if they do not there is an option to connect through a web-browser (Google Chrome, Firefox, Edge, Safari, etc.) that will only require a simple download of an extension so that they can connect to the meeting. Once the call connects participants will have access to the meeting controls listed above in the italicized section of this guide.