

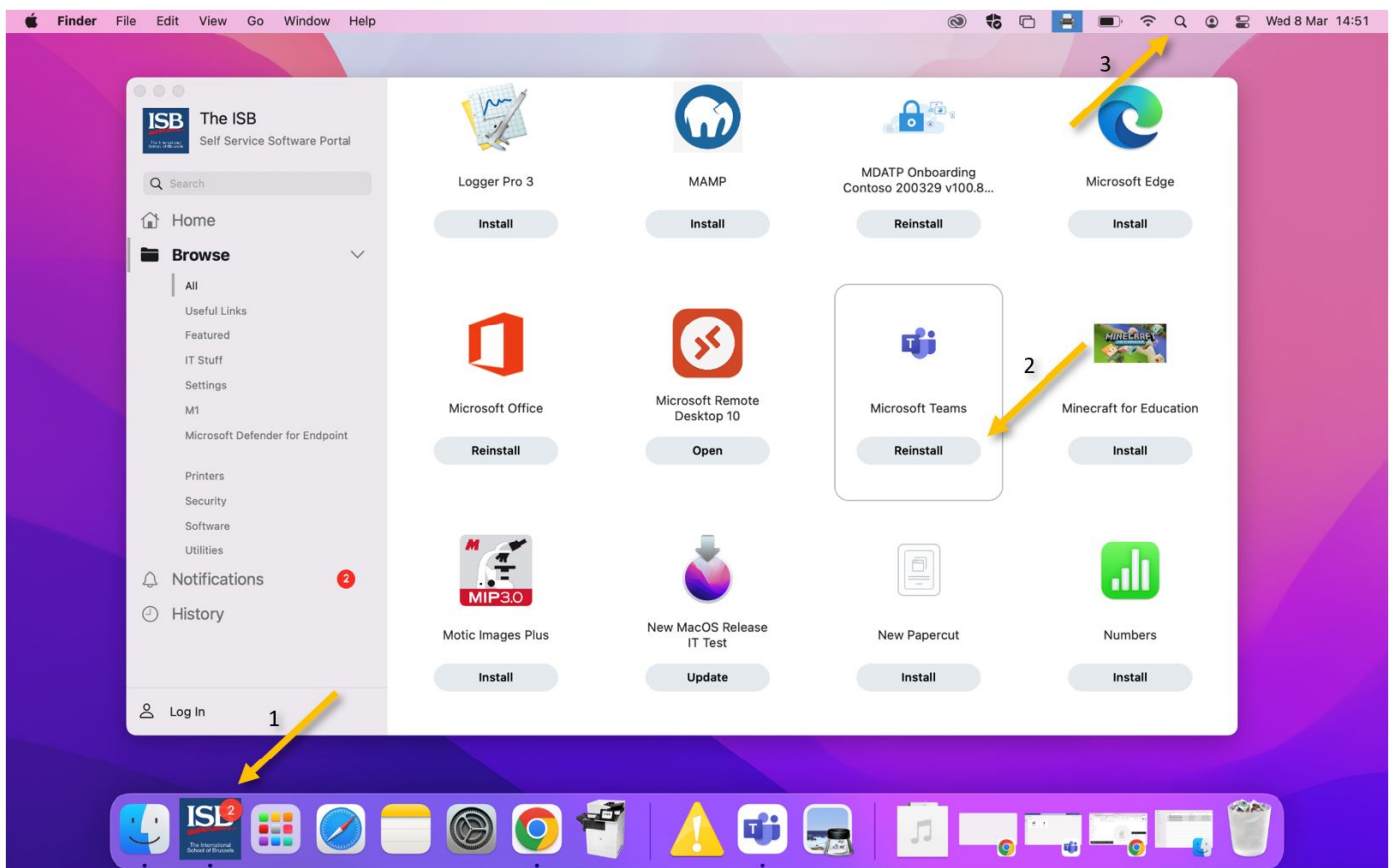
# Teams

- [Install Teams and log in \(Mac\)](#)
- [Install the Google Teams add-on](#)
- [Schedule a Teams meeting](#)
- [Teams Meeting Options](#)

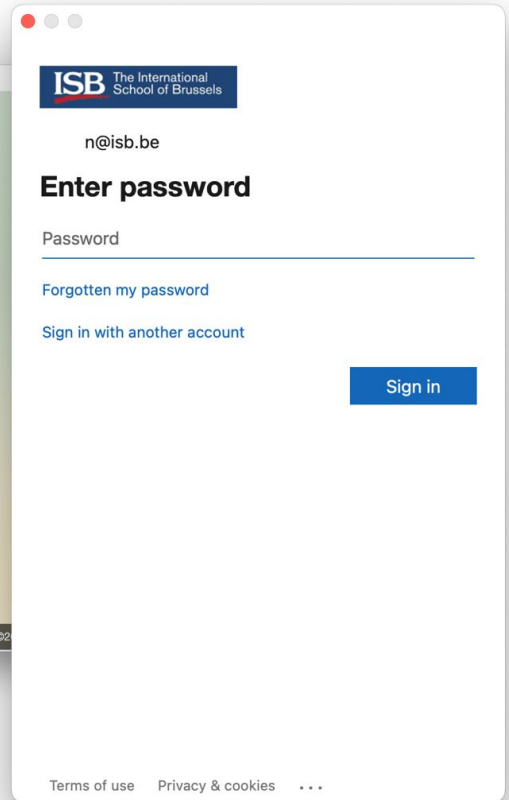
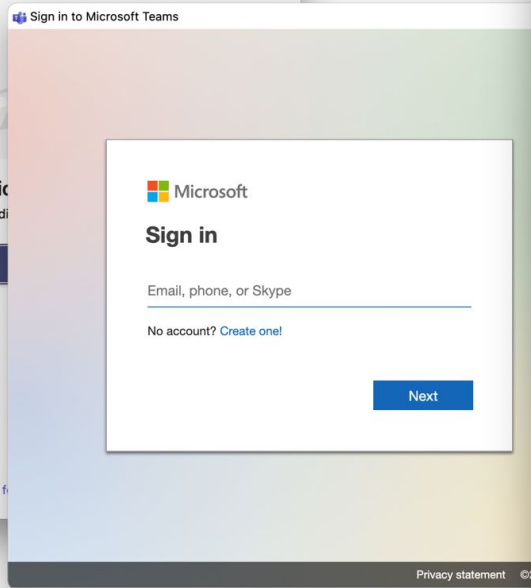
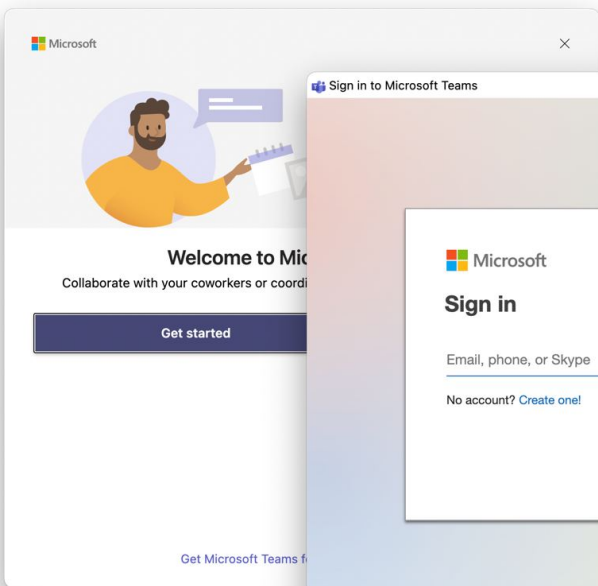
# Install Teams and log in (Mac)

If Teams is not already installed on your computer, you can use Self Service to install it:

1. Open Self Service
2. Find Microsoft Teams in the list and click on Install
  - when the Install button changes to Done or Reinstall, the app is Installed
3. Find Teams using the Spotlight and open it

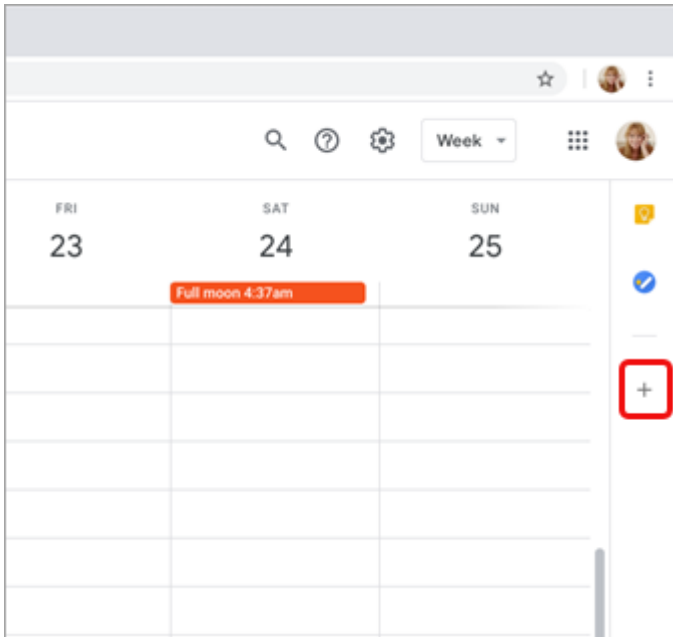


Open teams and use your ISB email and password to Sign in.

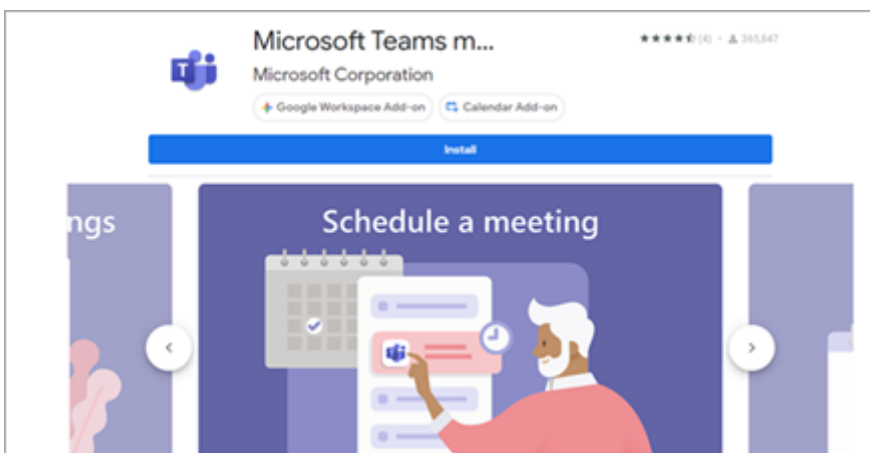


# Install the Google Teams add-on

In your Google calendar, open the right panel and select the plus sign.  
If the panel is hidden, select the chevron at the bottom of the screen to show it.

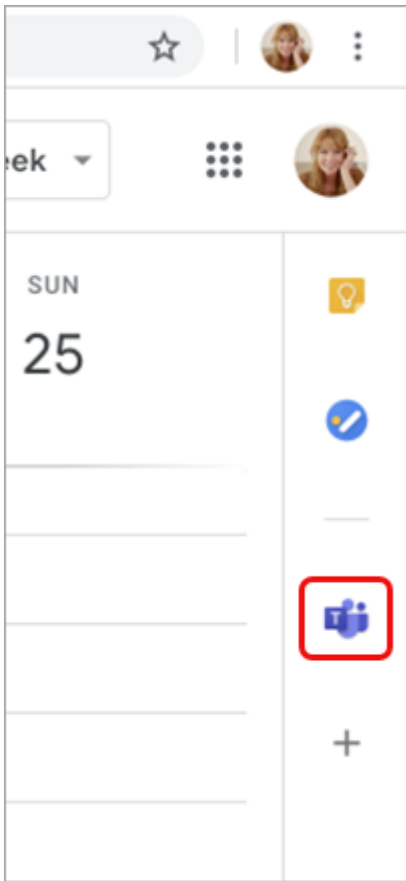


The Google Workspace Marketplace opens.  
Enter **teams** in the search field and select the Microsoft Teams meeting add-on.



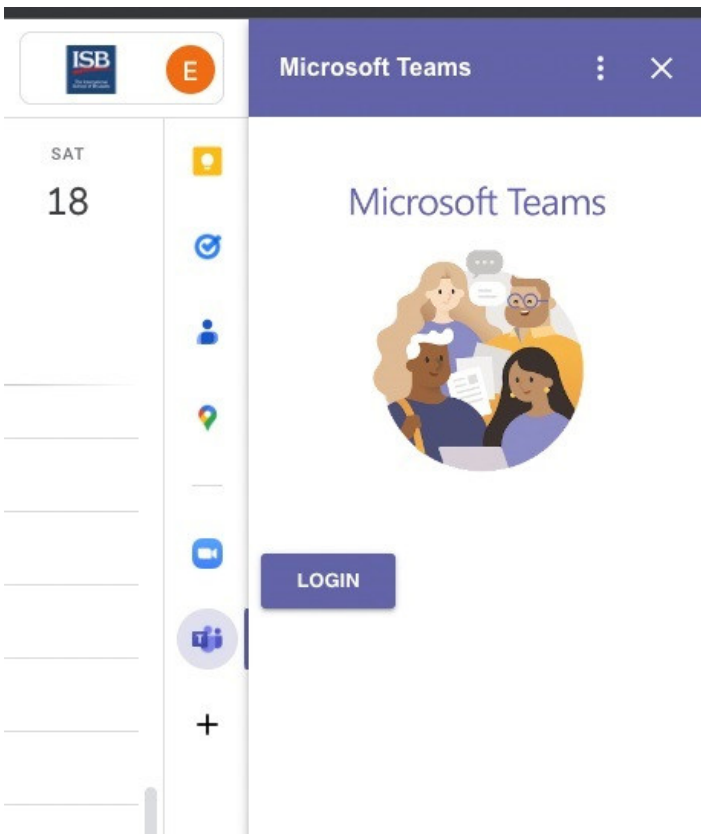
Select **Install** and then select **Continue** on the permission screen.  
Select a Google account on the next screen.

The Teams meeting add-on appears in the sidebar.



Log in to the Teams add-on.

Select Log in, use your ISB email and pass if asked, and then select Authorize Access.

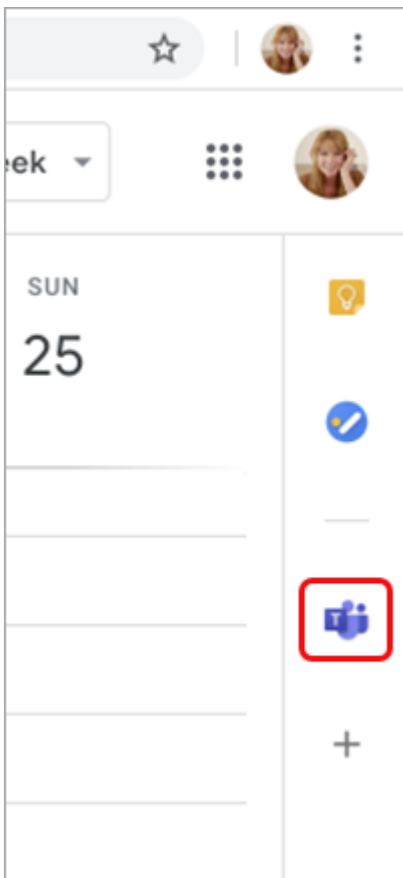


# Schedule a Teams meeting

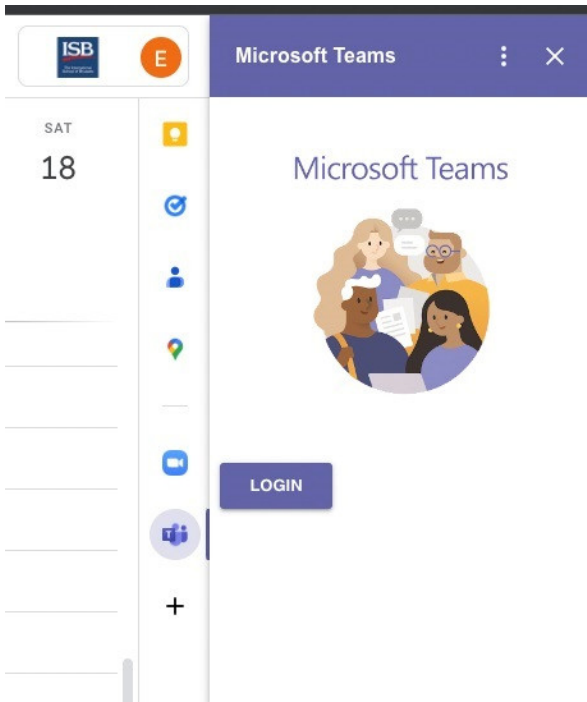
If you are here for a refresher, please [click here to jump](#) directly to the Google-Teams calendar schedule options. If this is the first time scheduling a meeting, please continue reading.

## Initial checks before scheduling.

In your Google calendar, please ensure the Teams add-on is present in the right panel. If the panel is hidden, select the chevron at the bottom of the screen to show it.



If you have never used the Teams add-on before, please click on it, log in, and Authorize Access. Refresh the webpage if needed.



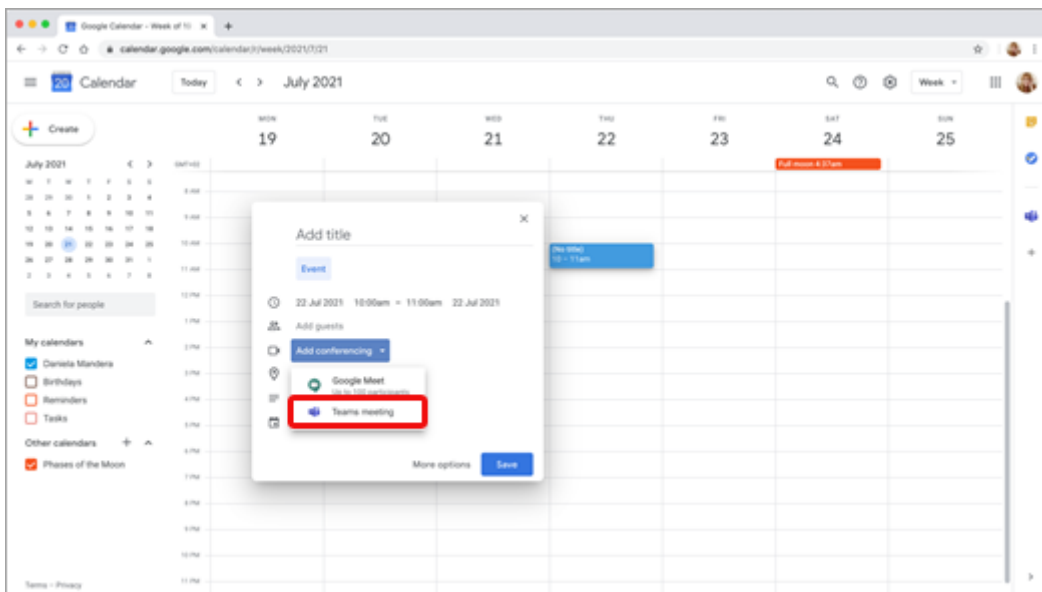
If you cannot find the Teams addon on the right panel, please follow this [how-to](#) to install it.

### **Schedule a Teams meeting from Google calendar.**

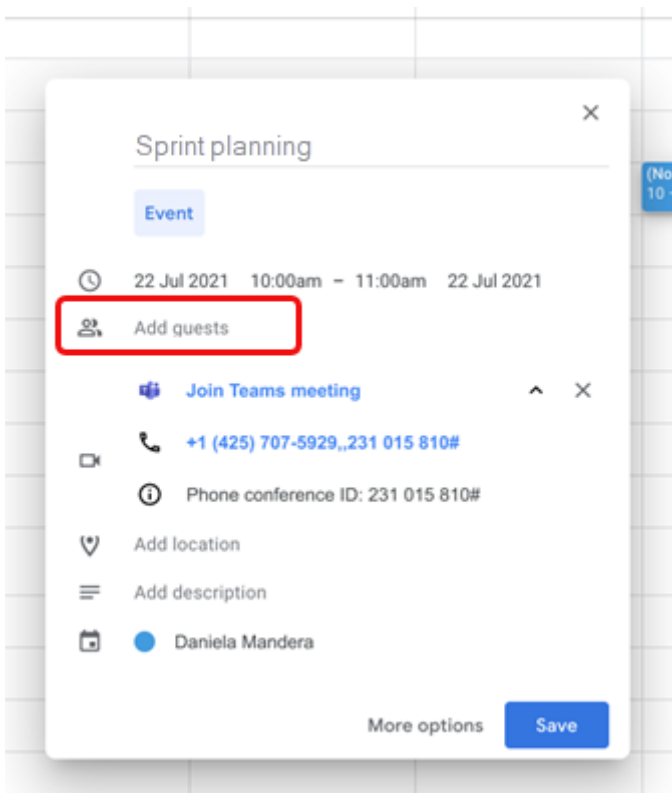
You can: **Begin with the meeting time; Begin with the participants** or **View, edit, and join your meetings**

#### **Begin with the meeting time:**

1. Select a meeting time directly in your Google calendar.
2. In the box that opens, enter a meeting title and then select Add conferencing > Teams meeting.



3. In the Add guests space, enter the people you invite to the meeting.  
You can also add a location and meeting description; change the date and time.



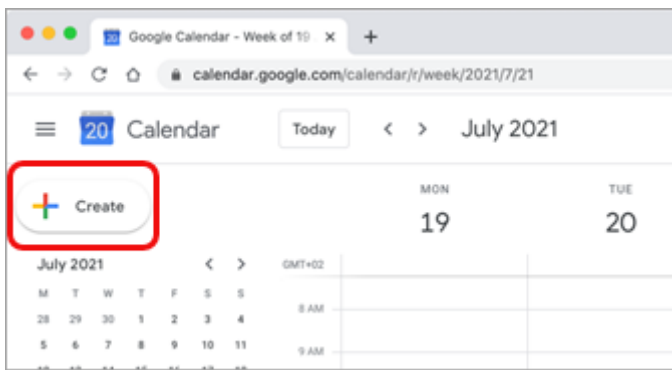
4. If you want to add more info, such as whether guests can invite other people or when you want to receive meeting notifications, select More options.
5. When you're done, select Save.

The meeting now appears in your Google calendar.

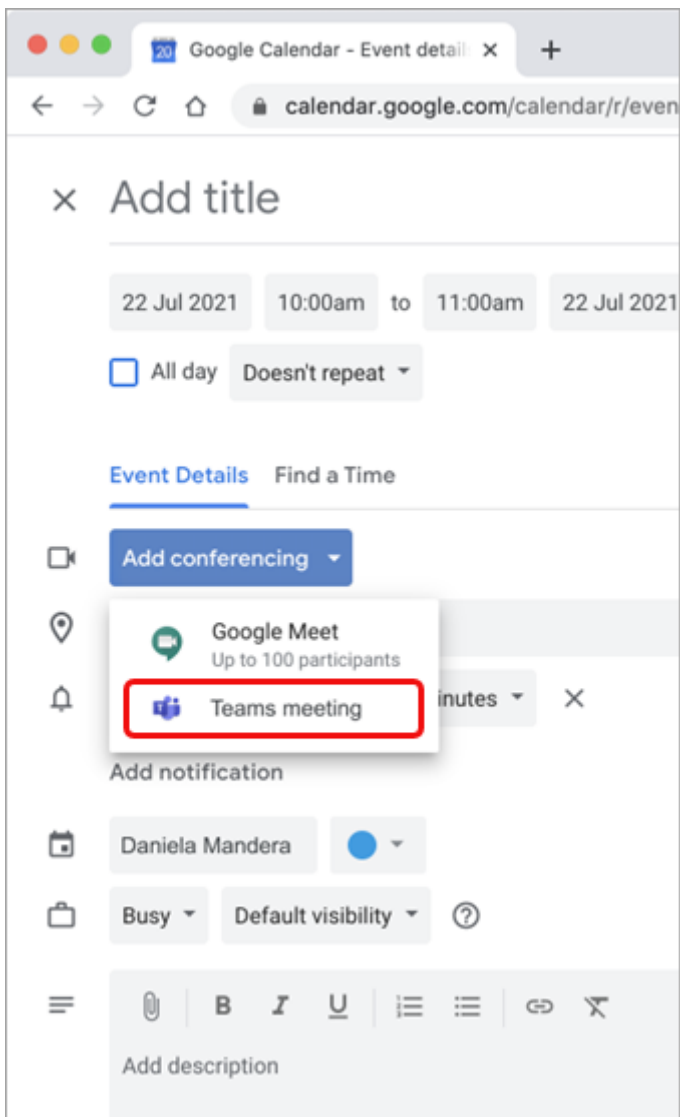
### **Begin with the participants:**

1. On the left side of your Google calendar, select Create.





2. At the bottom of the box that opens, select More options.
3. Select Add conferencing > Microsoft Teams meeting.



4. Give your meeting a title, and in the Add guests space, enter the people you're inviting to the meeting.

The screenshot shows the Google Calendar 'Event details' page. At the top, there's a 'Save' button. Below it, the 'Add title' field is highlighted with a red box. The date is set to '22 Jul 2021' and the time is '10:00am to 11:00am'. There's a 'Time zone' dropdown. Below that, there's an 'All day' checkbox and a 'Doesn't repeat' dropdown. The 'Event Details' tab is selected, and there's a 'Find a Time' link. The 'Teams meeting' add-on is active, and there's a link to 'Adding conferencing details'. The 'Add location' field is empty. The 'Notification' dropdown is set to '10 minutes'. The 'Add notification' section is empty. The 'Guests' tab is selected, and the 'Add guests' field is highlighted with a red box. The 'Guest permissions' section has three checkboxes: 'Modify event' (unchecked), 'Invite others' (checked), and 'See guest list' (checked). The 'Add description' field is at the bottom.

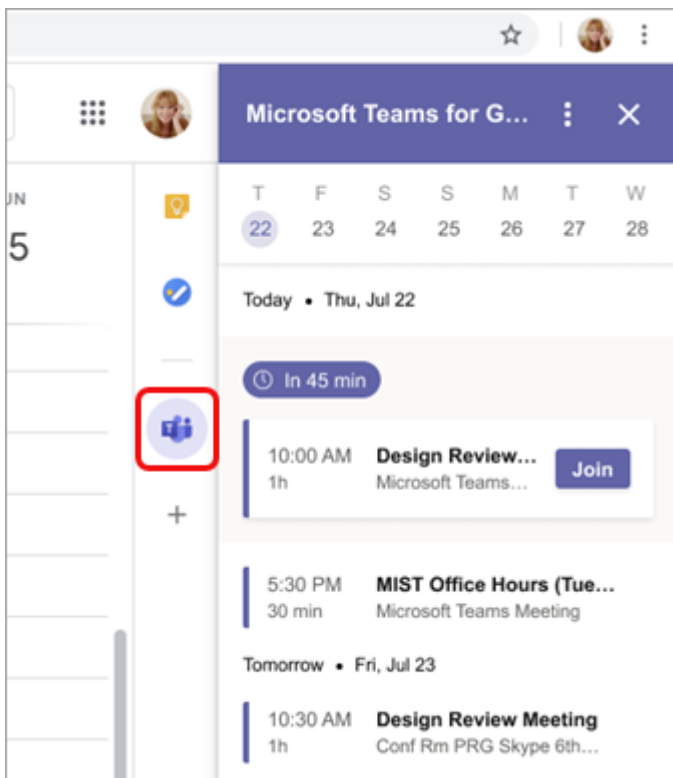
5. Under the title, select a day and time for the meeting. Or select Find a Time (under Doesn't repeat) for help coming up with a time.
6. Enter any other details you want, such as whether guests can invite other people or when you wish to receive meeting notifications.
7. Select Save.

The meeting now appears in your Google calendar.

### View, edit, and join your meetings:

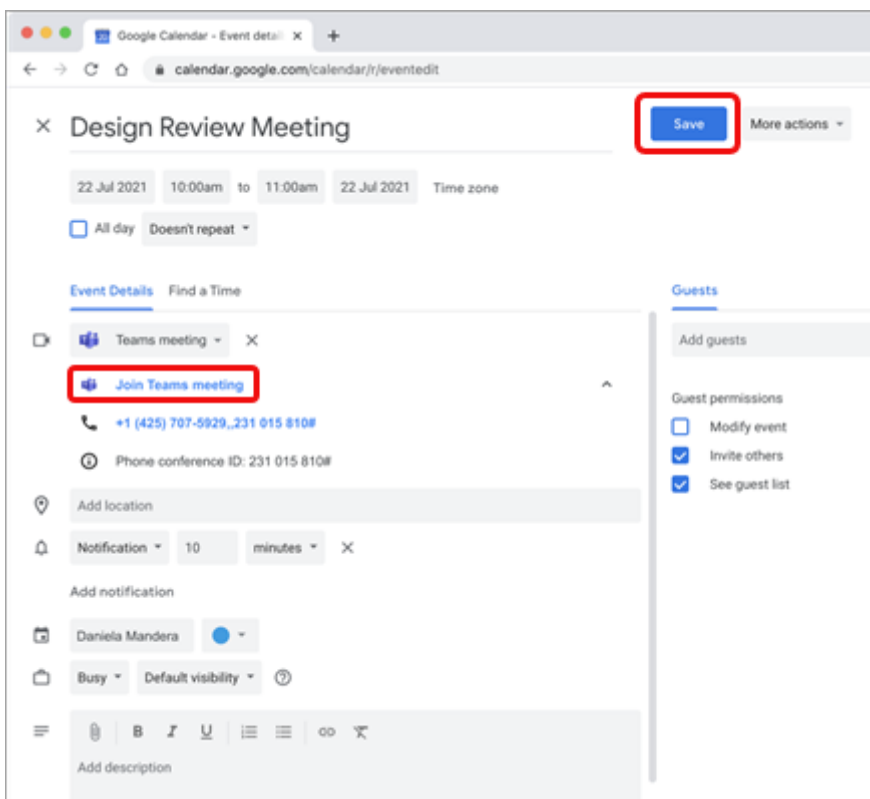
To **view today's and tomorrow's Teams meetings** - in Google calendar, open the right panel and select the Teams add-on.

If the panel is hidden, select the chevron at the bottom of the screen to show it.



Select Join to join a meeting.

To **view or edit meeting details** - in the calendar, double-click the meeting. The details view opens.

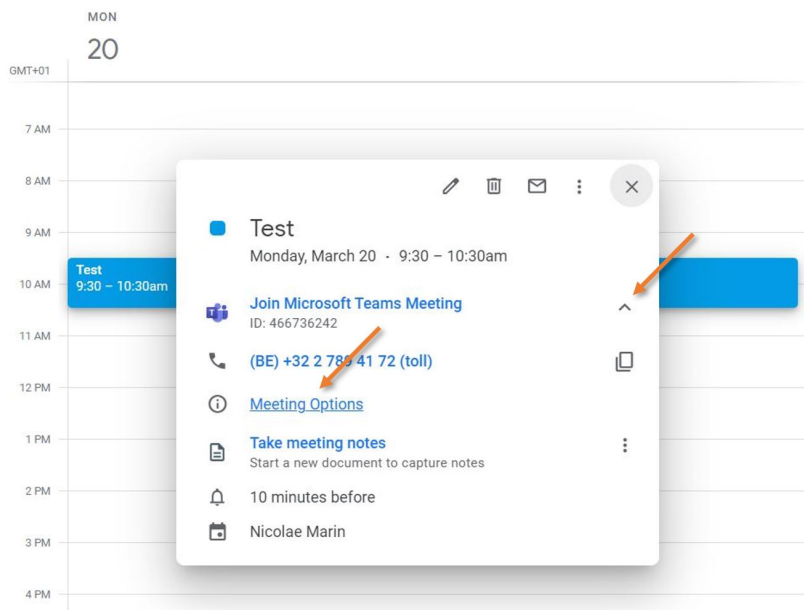


Here you can make any changes. Select Save when you finish. Or select Join Teams meeting if it's meeting time.

# Teams Meeting Options

How to: change the Lobby settings; Co-organizers (Co-teachers); Who can present; Allow mic or camera; Record automatically; ETC.

Find the Team meeting in your Google Calendar, click on it, and select Meeting Options from the pop-up. You may have to click on the ^ symbol to make the options link visible.



The Options page will open separately (see an example underneath); from here, you can:

1. Change who can bypass the lobby.

You can decide who gets into meetings directly and who should wait to be let in. If you choose to have people wait, you (and anyone else allowed to admit people) will see a list of people in the lobby. From there, you can choose whether to accept or deny them.

2. Get notified when callers join or leave.

You may want to receive an alert when someone calling in by phone joins or leaves your meeting.

3. Read a reminder on how to add co-organizers (co-teachers), assign roles (presenter, attendee), and what their capabilities will be after the meeting starts. We created a friendlier version of the page [here](#). (work in progress)

4. Change who can present.

See [Roles in a Teams meeting](#) for details about selecting presenters and changing

someone's role before and during a meeting.

5. Allow mic for attendees.

Prevent attendees from unmuting themselves.

6. Allow camera for attendees.

Prevent attendees from sharing their cameras.

7. Decide to record automatically.

If you turn on this option, a recording and transcription of your meeting will begin as soon as the meeting starts.

8. Allow meeting chat.

In general, people who are on the meeting invite can participate in a meeting chat before, during, and after the meeting.

If you select Disabled for this option, there will be no meeting chat at any time.

If you select In-meeting only, the meeting chat will be unavailable before and after the meeting.

9. Allow reactions.

Choose whether people can use live reactions in a meeting. If you choose not to allow it, they will still be able to raise their hand.

10. Enable the Q&A module.

Use Q&A to allow attendees to post, reply, and react to questions in real time during a meeting.

11. Provide CART Captions.

Communication access real-time translation (CART) captions are human-generated captions in which a trained CART captioner listens to speech during a meeting and translates it to text.

12. Allow attendance report.

Enable attendance reports in Teams meetings to view and download details about who attended your meeting, how long they attended, and more.

13. Do not forget to **Save** if you change any of the options.



## Test team calls and management

March 20, 2023 at 9:30 AM - 10:30 AM

Marin, Nicolae

### Meeting options

Who can bypass the lobby?

1

Only me and co-organizers



Always let callers bypass the lobby

No



Announce when callers join or leave

2

Yes



Choose co-organizers:

3

To assign a role to a participant, invite them to the meeting individually. [Learn more](#)

Who can present?

4

Only me and co-organizers



Allow mic for attendees?

5

Yes



Allow camera for attendees?

6

Yes



Record automatically

7

No



Allow meeting chat

8

Enabled



Allow reactions

9

Yes



Enable Q&A

10

No



Provide CART Captions

11

No



Enable language interpretation

To select interpreters, send the invite from Outlook and then [refresh this page](#)

Allow attendance report

12

Yes



13

Save