# Using Microsoft Teams for Windows

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## Sign into Microsoft Teams

#### Sign-in to MS Teams using the Desktop app

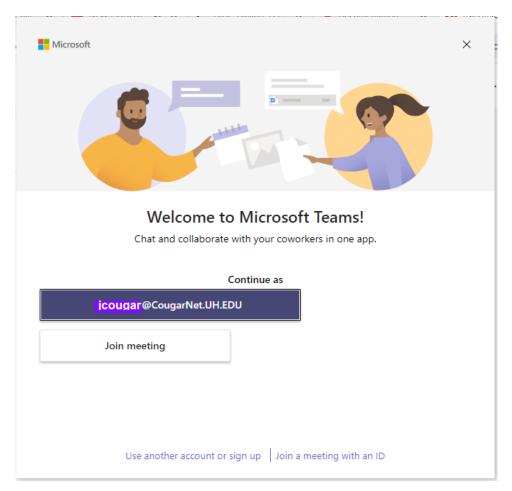
#### To open Microsoft Teams:

- 1. Locate the **Start** menu option.
- 2. Type Microsoft Teams in the search bar.
- 3. Select Microsoft Teams.

#### Sign-in using CougarNet credentials

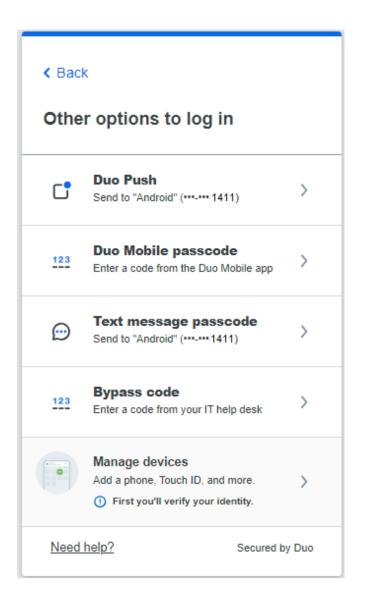
- 1. In the Sign-in Address field, enter **CougarnetID@cougarnet.uh.edu**.
- 2. Click Next.
- 3. In the Password field, enter your **CougarNet password**.
- 4. Click Sign in.

**Note:** Your CougarNet username and password will be automatically saved after the first successful login.



#### Sign-in to MS Teams using the Web Version

- 1. Go here: login.microsoft.com
- 2. In the Sign-in Address field, enter CougarNetID@cougarnet.uh.edu.
- 3. Click Next.
- 4. In the Password field, enter your **CougarNet password**.
- 5. Click Sign in.
- 6. You will be prompted to authenticate based on your default authentication method. Click **Other options** to select one of the following to authenticate:



## Microsoft Teams Main Window

Microsoft Teams is the digital hub that brings conversations, content, and apps together in one place.

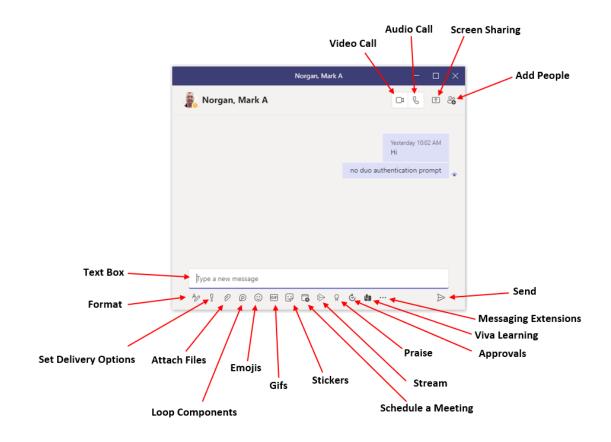
Launch	n a one-on-one Il group sation.	Use channels in every team Select one to see the files and conversations about that topic, department, or project.		s Manage profile setting t apps, services, and he top of a channel. Change app settings, change your pic, or download the mobile ap
Move around Teams Use these buttons to switch between Activity, Chat, your teams, Calendar & Files. View and organize teams Select to see your teams. In the teams list, drag a team	Constraints Acting Constraints Acting	Manage your team Add or remove members, create a new channel, or get	Coffee Social Campaign Posts Files Wall +	spressed how excited
name to reorder it. See your calendar Select to see your schedule and join meetings.	Carrier Generi Solo S Conto Tree Conto Generi Conto Generi	al dy Reports 100	channel to keep u on tak. Ive orealed folders for this channel so we can orga Areaded hom you, interes, Charles and Yoo Areaded hom you, interes, Charles and Yoo Weight Charles Charles and Yoo Mentor Toget, attached is the brand brief. Let me know if you have any quarti- Report Toget, attached is the brand brief. Let me know if you have any quarti- Report Toget and the brand brief. Let me know if you have any quarti- Report Toget and the brand brief. Let me know if you have any quarti- Report Toget and the brand brief. Let me know if you have any quarti- Report Toget and the second brief togets and Physical Charles and Brief togets and we have	ge Course accourse accourse Course Co
		an Design awards Ceffee Social Campaign Join or create a team Find the team you're looking for, join with a code, or make one of your own.	Context Cities 15 Mar 123 AM amonance PPW log occocepts Tarom, the Center responded with additional feedback to the final logo. (Biobard can see trurn this around for them before noon tomorrow? ever the set of the set ever here the set of the set ever here the set of	0

#### The Benefits of using Microsoft Teams

- Create a small group chat with colleagues you work with most closely, a great way to communicate in the moment. Name and pin the chat for easy reference.
- Download the Microsoft Teams desktop and mobile apps on your home devices to enable teamwork from anywhere.
- Join teams for your department and projects to organize larger conversations and files. Better to have fewer, larger teams with more channels than many, small teams with few channels.
- Streamline collaboration and improve teamwork with searchable content and built-in Microsoft 365 apps.

## Microsoft Teams Chat Window

Microsoft Teams chat is at the center of whatever you do in Teams. From individual chats with just one other person to group chats and conversations in channels.

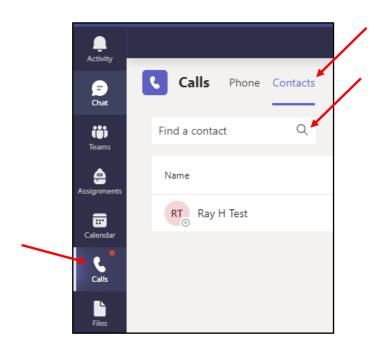


## Add a Contact

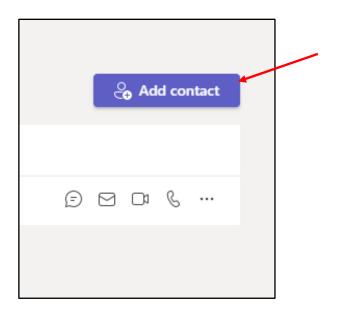
Create a Contact entry for people that you communicate with often; it makes communicating easy.

To add a Contact:

- 1. To view your Teams contacts, select Calls.
- 2. Choose **Contacts** on the left. Here you'll find an A-Z list of all your contacts and a search bar that you can use to find someone specific.



3. If you want to add a new contact to your list, click **Add contact** at the top of your list to get started.

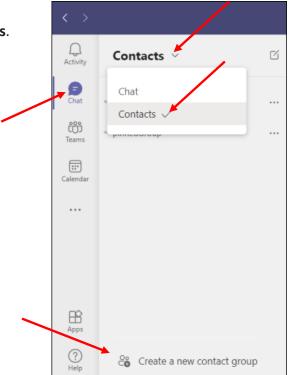


## Create a Contact Group

Create groups to help you organize your Contacts. Create as many groups as you need for college, department, project team, students, family or friends.

To create a new contact group:

- 1. Go to **Chat** on the left side of Teams. Then select the **Chat** dropdown at the top and select **Contacts**.
- 2. Next, choose **Create a new contact group** at the bottom.



3. Enter a new contact group name and click **Create**.

Create a new contact group			
Organize your contacts into groups to find them	more easily.		
Contact group name			
Type a contact group name			
	Cancel	Create	

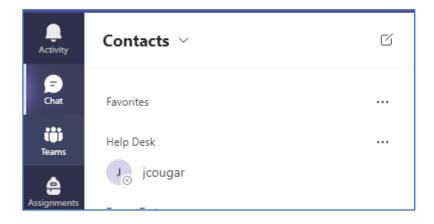
Adding a Contact to a group:

- 1. Click More Options and select Add a contact to this group.
- 2. Type a **name**, select it, and click **Add**.

Help Desk	
Other Contacts	Add a contact to this group
	[] Rename this group ŵ Delete this group

Add to contacts			
Type a name			
	Cancel	Add	

Note: the person is now added to the Contact Group.



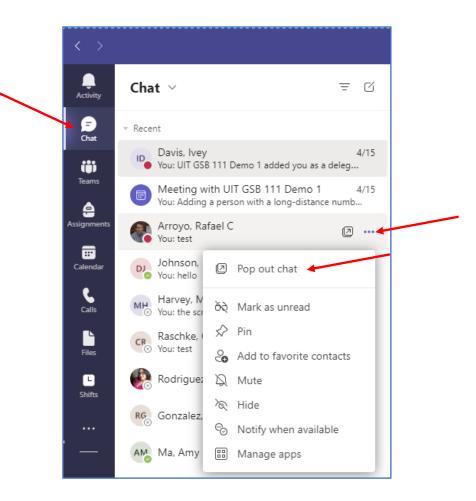
### Pop out a Chat in Teams

It's simple and quick to pop out your one-on-one or group chat into a separate window. Then, resize, reposition, or close the window if you want to. It's a good way to get more done when you're in a meeting or in a call. (**Note:** that you can pop out multiple conversations, but not the same chat twice.)

There are a few options to pop out a chat in Teams. Here are a few different methods:

#### From the chat list

- 1. On the left side of Teams, select **Chat** to open the chat list.
- 2. Find the **chat** you want.
- 3. Select **More options** > **Pop-out chat**. Or double-click the chat name and you'll see a new pop-out chat window.



#### From the chat itself

Go to the upper-right corner of the chat and select **Pop-out chat.** 

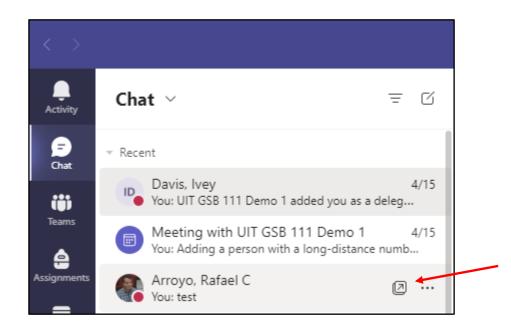


#### From a profile picture

Double-click the **profile** picture of the person you want to have a conversation with to pop out a new window.

#### By hovering over a chat

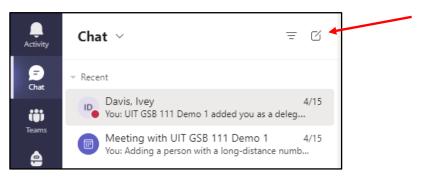
When you hover over a chat, you'll see the **pop-out chat** icon. Select it to open a new pop-out chat window.



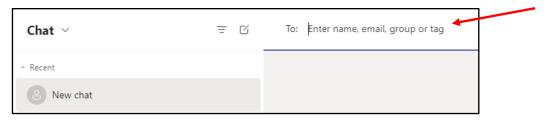
## Send an Instant Message

To send an Instant Message (IM):

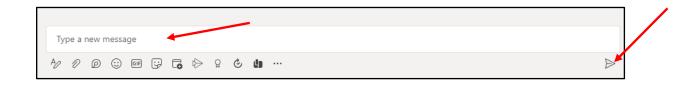
1. Select **New chat** at the top of the app to start a new conversation.



2. Type the name or names into the **To** field at the top of your new chat.



3. Compose your message in the box at the bottom of the chat. To open your <u>formatting</u> <u>options</u>, select **Format** beneath the box.

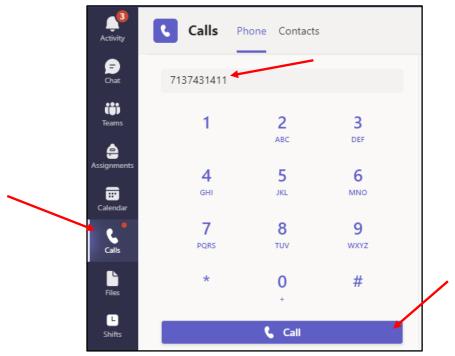


When you're ready, click **Send**. Everyone who has access to the chat can see your message.

## How to Make Calls

#### Dial a number

- 1. Click on the **Calls** icon.
- 2. Enter the **number** (or **contact** name) of the person you want to reach by using the dial pad.
- 3. Then click Call.



#### Call a contact

- 1. Click on the **Calls** icon.
- 2. Under the Calls section, click on Contacts.
- 3. Click on the **call** icon next to the contact of the person you want to reach.



## Answer a Call

When someone calls you, an alert pops up in the lower-right of your screen.

To answer the call, click anywhere on the photo area.

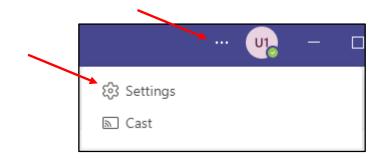
- Select Access with **audio** to answer with audio only.
- Select **Decline Call** to decline the call and go on with your day.



## Set-up Voice Mail

To set-up voice mail:

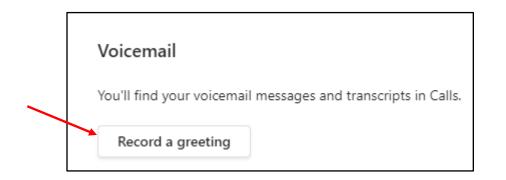
1. In the Teams app, click the **Settings and more** icon (the three dots next your profile picture) and click **Settings**.



2. In the Calls section, click **Configure voicemail**.

ô3 General	Call answering ru		
E∃ Accounts ⊖ Privacy	Calls ring me	t to handle incoming calls. O Forward my calls	
Q Notifications	Also ring	No one else	$\sim$
ြ Devices			
<ol> <li>App permissions</li> </ol>	If unanswered	Voicemail	$\sim$
<ul> <li>Captions and transcripts</li> <li>Files</li> </ul>		Ring for this many seconds before redire	cting
& Calls		10 seconds	$\sim$
	Voicemail Voicemails will show i Configure voice	n the calling app with audio playback and tr	anscript.

3. To record a new voicemail greeting, click **Record a greeting** and follow the **prompts** to record your message.



## Listen to Voice Mail in Outlook

When you receive a voicemail, the message the appears in your Outlook inbox.

To listen to your voice mail in Outlook:

- 1. Go to your Outlook Inbox.
- 2. Open any email with Voicemail in the subject.
- 3. Click the blue **play button** to listen to a message.

🖸 Play 🔮 Play on Phone 😽 Edit Notes
Tue 4/5/2022 3:36 PM
ं UIT GSB 111 Demo 1
Voice Mail (10 seconds)
To 🖉 Rodriguez, Maricela
Testing, testing 123. You received a voice mail from <u>UIT GSB 111 Demo 1</u> .
Thank you for using Transcription! If you don't see a transcript above, it's because the audio quality was not clear enough to transcribe.
Set Up Voice Mail

## Listen to Voice Mail in Microsoft Teams

To listen to voice mail in Microsoft Teams:

- 1. On the left side menu, click **Calls**.
- 2. Click Voicemail.
- 3. Click a **message** in your list and use the **playback controls** to listen to the recording or read a transcript (if it's available).



## View Missed Calls in Outlook

When you have a missed call, a missed call notification appears in your Outlook Inbox.

To view missed calls in Outlook:

- 1. Go to your Outlook Inbox.
- 2. Open any **email** with Missed Call inthe subject.

 UIT GSB 111 Demo 1
 Image: Second call state

 Missed Call
 3:45 PM

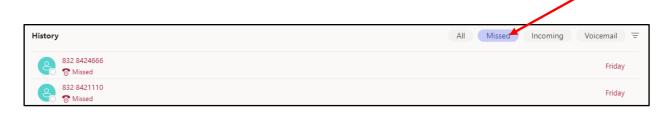
 You missed a call from +1 713-743-6391 <tel:+17137436391> , <end>



## View Missed Calls in Microsoft Teams

To view missed calls:

- 1. On the left side menu, click **Calls**.
- 2. Click Missed.

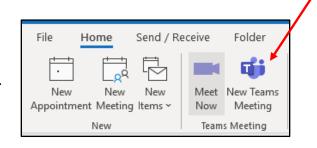


## Schedule a Microsoft Teams Conference Call Meeting in Outlook

A Microsoft Teams add-on is installed in Outlook that allows you to invite others to a phone conference or Microsoft Teams meeting. You can even invite people who are not affiliated with UH and are not a Microsoft Teams user.

To schedule a phone conference or Microsoft Teams meeting in Outlook:

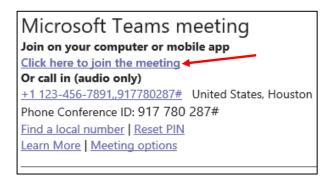
- 1. Open your **Outlook Calendar**.
- 2. Click New Teams Meeting on the toolbar.
- 3. Set the meeting **date** and **time** and add **attendees**.
- 4. Click Send.



89							Ur	ntitled - Me	eting						Ξ	-	٥	×
File N	New Ta	ab Schedulin	g Assistant	Insert	Format Te	ext Rev	view	Help	♀ Tell m	ie what you w	ant to do							
$\frac{1}{10000000000000000000000000000000000$	<ul> <li>Join Teams Me</li> <li>Meeting Op</li> </ul>	eeting Don't Host ptions Online	Meeting Notes Meeting Notes	Invitation		heck Respon ames Option	onse	Show As:	Busy T5 minutes Options		ence Cateo	orize , ↓ I	Private High Importance Low Importance ags	Dictate Voice	Viva Insights Add-in	Vi Tem	iew plates mplates	_
i You hav This apr	ven't sent this meeting pointment conflicts w	g invitation yet. /ith another one on	your calendar.															
$\triangleright$	Title																	
Send	Required																	
	Optional	]																
	Start time	Fri 4/8/2022	Ē	2:00 PM	•	All day	🗆 🍥 1	Time zones										
	End time	Fri 4/8/2022	Ē	2:30 PM	<b>v</b>	🔿 Make Rec	urring											
	Location	Microsoft Team	s Meeting													.o ₽c	oom Find	der

All attendees will receive a **phone number** with a **phone Conference ID number** and a **Click here to join the meeting** hyperlink. Non-Microsoft Teams users may also attend Teams meetings without a Teams account. For more information, see Join a Meeting without a Teams account section in this manual. You can join a Teams meeting anytime, from any device, whether or not you have a Teams account. If you don't have an account, follow these steps to join as a guest.

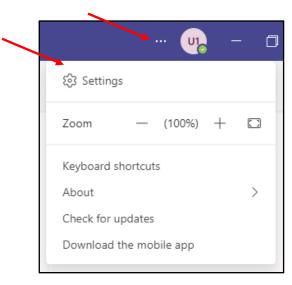
1. Go to the meeting invite and select **Click here to join the meeting**.



- That'll open a web page, where you'll see two choices: Download the Windows app and Join on the web instead. If you join on the web, you can use either Microsoft Edge or Google Chrome. Your browser may ask if it's okay for Teams to use your mic and camera. Be sure to allow it so you'll be seen and heard in your meeting.
- 3. Enter your **name** and choose your **audio and video** settings. If the meeting room (or another device that's connected to the meeting) is nearby, choose **Audio off** to avoid disrupting. Select **Phone audio** if you want to listen to the meeting on your mobile phone.
- 4. When you're ready, hit **Join now**.
- 5. This will bring you into the meeting lobby. It will notify the meeting organizer that you're there, and someone in the meeting can then admit you.

## **Call Forwarding**

1. In the Teams app, click the **Settings and more** icon (the three dots next your profile picture) and click **Settings**.



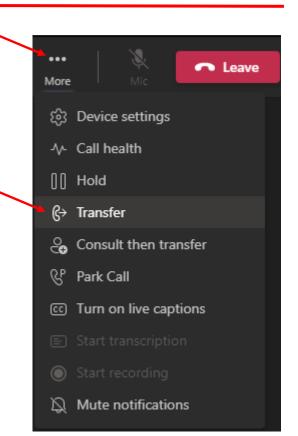
- 2. In the Calls section, click **Forward my calls**.
- 3. In the drop-down list select the **forward** option.

Settings			
铰 General	Call answering rules		
∎ Accounts	Choose how you want to	handle incoming calls.	
🕆 Privacy	O Calls ring me	Forward my calls	
Q Notifications	Forward to:	Voicemail	$\sim$
မှ Devices		Voicemail	
( App permissions	Voicemail	New number or contact	
© Captions and transcripts	Voicemails will show in t	My delegates	
🗅 Files	Configure voicem	Call group	
& Calls	Ringtones	+18328320151	
	Choose a ringtone for in	+18328620151	
	Calls for you	+18328181111	

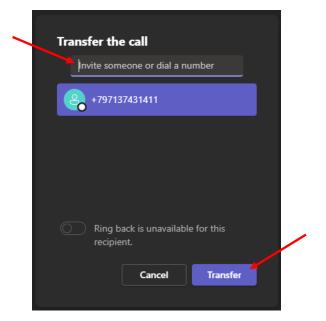
## Transfer a Call

To transfer a call:

- 1. In the Conversation window, click More actions.
- 2. Click the Transfer option.



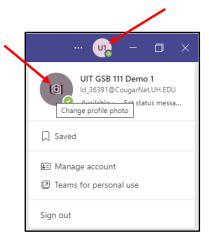
- 3. Enter the contact's **name** or **phone number** in the search field.
- Select either the person's contact information OR the phone number you entered in the area below the Search field.
- 5. Click **Transfer** again.



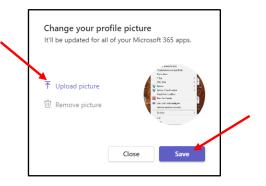
## Set a Picture

To set a picture:

- 1. In the main Microsoft Teams window, click the **Profile** picture.
- 2. Click Change profile photo.



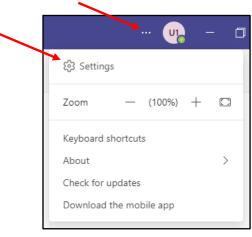
- 3. Select Upload picture.
- 4. Browse and select a **picture**.
- 5. Click Save.



## Audio/Video Device Settings

To access audio/video device options:

1. In the Teams app, click the **Settings and more** icon (the three dots next your profile picture) and click **Settings**.



- 2. Click Devices.
- 3. Select the Audio devices drop-down list and choose an option.
- 4. To check audio quality, click the **Make a test call** button.

Settings		
段3 General	Audio devices	
a= Accounts	Jabra EVOLVE 20 MS	<b>/</b>
🕆 Privacy		
Q Notifications	Speaker	
ତ Devices	Headset Earphone (Jabra EVOLVE 20 MS) (0b0e:0302)	$\sim$
<ol> <li>App permissions</li> </ol>	Microphone	
C Captions and transcripts	Headset Microphone (Jabra EVOLVE 20 MS)	$\sim$
🗅 Files		
& Calls	Automatically adjust mic sensitivity	
	🕒 Make a test call	

## Set Your Presence

To change your status:

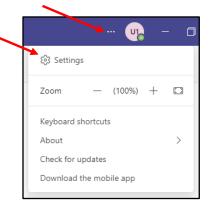
- 1. Click the **profile** picture.
- 2. Click the drop-down list and select your current status.



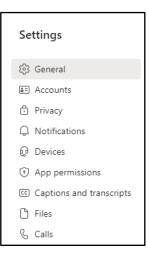
## **Change Your Personal Options**

To change your Personal options:

1. In the Teams app, click the **Settings and more** icon (the three dots next your profile picture) and click **Settings**.



2. In the Settings dialog box, select the **personal** options that you want to change.



## Start a Conference Call

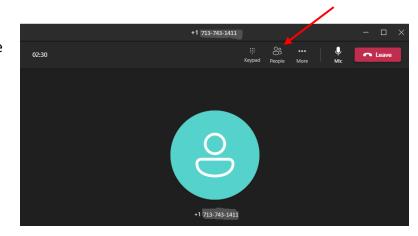
To make a conference call in Microsoft Teams, choose one of two options:

- Escalating a Call to a Conference Call
- Meet Now

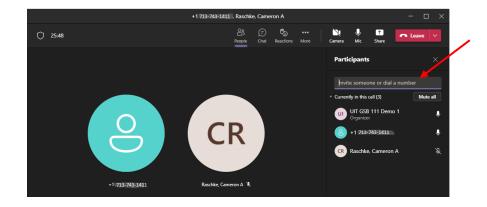
If you are on a call and you decide that you need to have a conference call that includes the person to whom you are speaking and additional participants, this can be done in the Conversation window of the current call.

To escalate a call to a conference call:

 During a call, in the Conversation window, click the **People** options button.

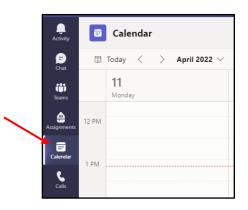


- 2. In the Invite more people dialog box, enter a **Contact** or **number** in the Search field.
- 3. Double click the **contact's name** OR **phone number** that appears in the area below the Search field.
- 4. Once the call is accepted the invitee will show up on the Attendees list.

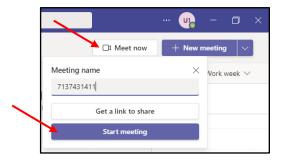


Using Meet Now to create a Conference call:

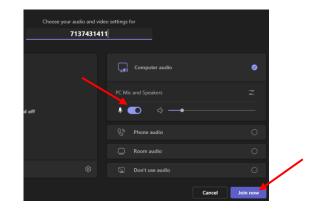
1. On the left side of Teams, select Calendar.



- 2. Click **Meet now**.
- 3. Click Start meeting.



- 4. Select to mute your mic or not.
- 5. Click Join now.



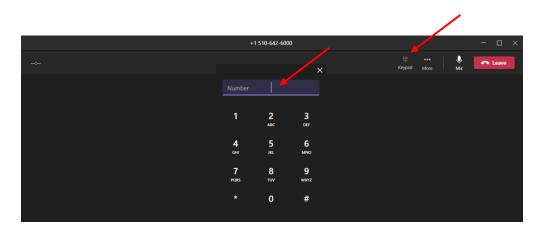
Unfortunately, it is not possible to add a long-distance number to a phone conference or online meeting. If a person with a long-distance number needs to join a phone conference or online meeting already in progress, send the person a meeting invitation or email the dial-in number and conference ID. You cannot add them, but they can dial-in.

## Dial a Long-Distance Number

Your long-distance authorization code must be entered using the Microsoft Teams keypad.

To dial a long-distance number:

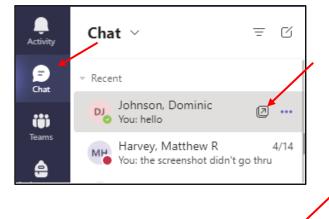
- 1. Dial a long-distance number or select a long-distance Contact.
- 2. In the Conversation window of the long-distance call, click the **Keypad** icon.
- 3. Wait for the beep, and then enter your **long-distance code** using the keypad. If you enter your long-distance code too soon, the call will fail.

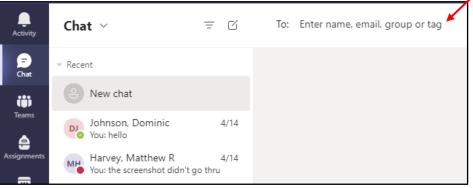


## Start a Video Call

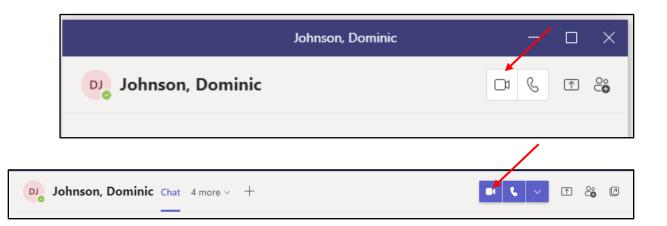
To make a video call:

- 1. On the left side of Teams, select Chat.
- 2. Either search for a **person** or pop out a **chat**.





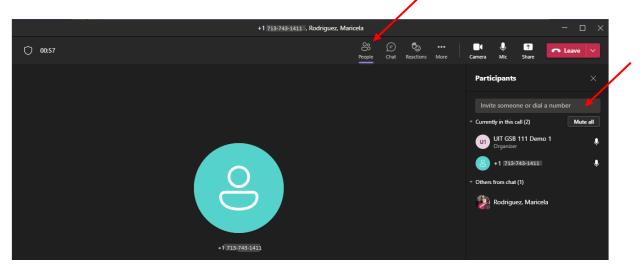
3. Click Video call.



Adding Participants to a Video Conference Call

To add participants:

- 1. Click Show Participants.
- 2. Enter a **number** or a contact **name**.
- 3. Select the search **result** below the textbox.



Ending a Video Conference Call

• To end the entire call, click **Leave**.

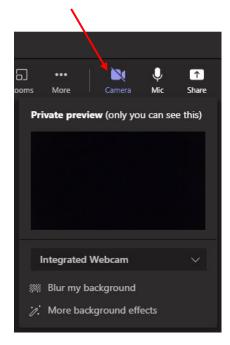


Adding video to a current meeting

If a participant has a video camera connected to their computer, it is possible to add video to the meeting. A participant, who doesn't have a video camera, can see the video image of other participants who do have a video camera.

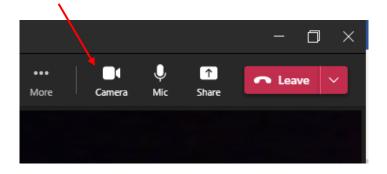
To add video to a meeting:

• In the meeting window, click the **Camera**.



Note: the meeting participants video call will now be available.

• To stop the video, click the **Camera** again.



## Sharing a Desktop

To share your desktop:

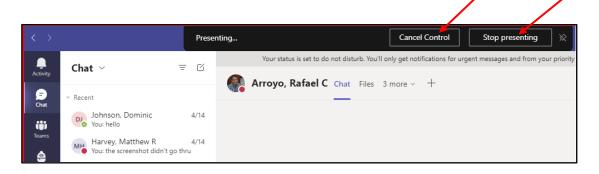
- 1. In the Microsoft Teams window, pop out a **Chat** window.
- 2. Select Screen sharing.



3. To give control while sharing your desktop, click the drop-down list and select a **name**.

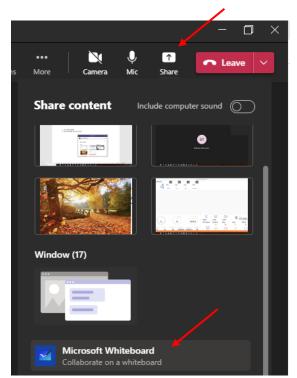
$\langle \rangle$		Pre	senting	Give control 🧳	Stop presenting 🛞
	Chat ~	= C	Your status is set to do not disturb. You	Arroyo, Rafael C	urgent messages and from your priority
Activity	Chat V	- 0	Arroyo, Rafael C Chat Files	3 more ~ +	
<b>F</b> Chat	✓ Recent		······································		
(j)	Johnson, Dominic You: hello	4/14			

- 4. To stop someone from controlling your screen, click **Cancel Control**.
- 5. To stop sharing your desktop, click **Stop presenting**.

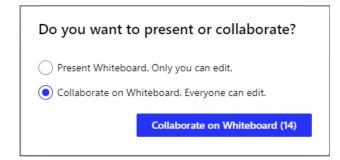


To Share a Whiteboard

- 1. Click Share content.
- 2. Select Microsoft Whiteboard.



3. Select if you want to **present** or **collaborate**.

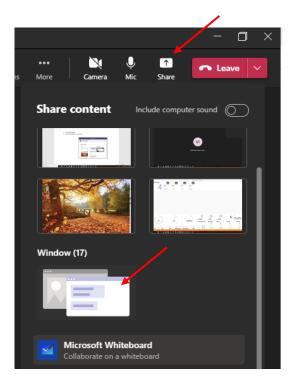


4. Start collaborating.

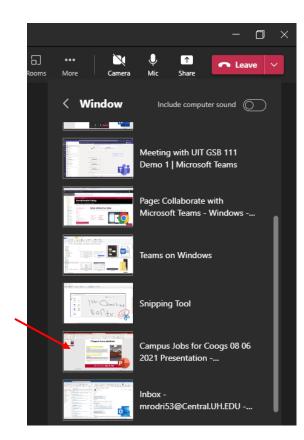


To Share a PowerPoint Presentation

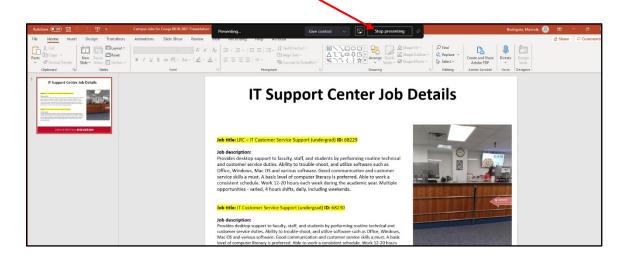
- 1. Click Share content.
- 2. Select Window.



3. Select the **PowerPoint Presentation** that will be presented.



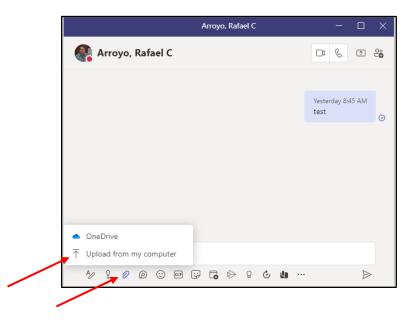
4. To stop showing the presentation, click **Stop presenting**.



# Transferring a File

#### To transfer a file:

- 1. Click Attach files.
- 2. Select Upload from my computer.

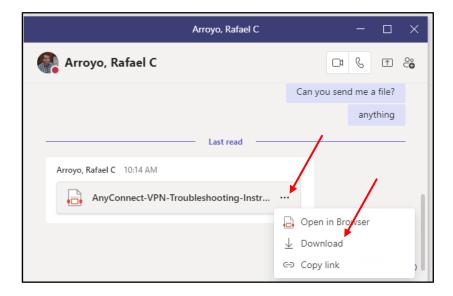


- 3. Browse and select the **file**.
- 4. Click Open.

		✓ Ŏ Search Desktop
rganize 👻 New folder		III 👻 🔟
Quick access Cuick access Cuic	* * * * *	Name   Manue  Ma
OneDrive - Personal This PC 3D Objects Desktop	*	

Saving a file from a chat window

- 1. Click More attachment options (the three dots).
- 2. Select Download.



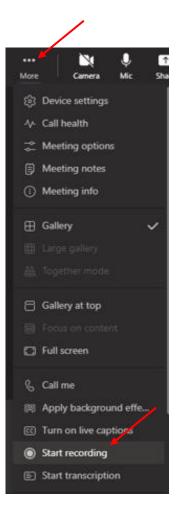
- 3. Browse and look for **folder** to store file in.
- 4. Click Save.

	nloads	~	ල් Search Downlo	pads
Irganize 🔻 New folder				
		Name	Date modified	Туре
📌 Quick access		eb37635d-3540-4cee-ad6b-4e348846e90e	4/19/2022 10:18 AM	TMP File
Documents	*	Pierott Resume 2022	4/19/2022 8:40 AM	Microsoft Edge F
Pictures	1	Cover+Letter+2022+(final)-1	4/19/2022 8:40 AM	Microsoft Edge F
Desktop	1	Pierott Resume 2022+(1)	4/19/2022 8:40 AM	Microsoft Edge F
Downloads	*	SharedDocument (27)	4/19/2022 8:39 AM	Microsoft Edge F
Documents	*	b7ddb74b-5add-4288-b53b-194de6adeb	4/19/2022 6:34 AM	Microsoft Excel \
2022 Maricela Rodriguez		💼 how-to-set-up-and-hold-a-conference	4/18/2022 1:55 PM	Microsoft Word
Preston Pierott		b7ddb74b-5add-4288-b53b-194de6adeb	4/18/2022 6:14 AM	Microsoft Excel \
Teams on Mac		b7ddb74b-5add-4288-b53b-194de6adeb	4/15/2022 7:31 AM	Microsoft Excel \
		🔊 help desk weekly report April 7 to 13, 2022	4/14/2022 6:51 AM	Microsoft Excel \
Teams on Windows		b7ddb74b-5add-4288-b53b-194de6adeb	4/14/2022 6:45 AM	Microsoft Excel \
OneDrive		🖬 b7ddb74b-5add-4288-b53b-194de6adeb	4/13/2022 7:32 AM	Microsoft Excel \
		🖬 b7ddb74b-5add-4288-b53b-194de6adeb	4/12/2022 6:30 AM	Microsoft Excel \
This PC		h7ddh74h-5add-4288-h53h-194defiadeh	Δ/11/2022 6•24 ΔM	Microsoft Evcel \
3D Objects				
File name: AnyConnect-VPN-	Troubleshootir	-Instructions-02-04-2021-MR		
Save as type: All Files (*.*)				

# Make a Video Recording of a Meeting

To begin recording during a meeting:

- 1. Click More actions.
- 2. Select Start recording.

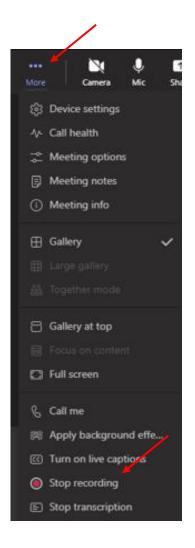


**Note:** A message that the recording has started will appear at the top.

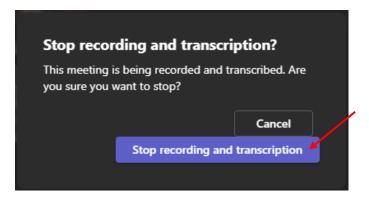


To stop the meeting recording:

- 1. Click More actions.
- 2. Select Stop recording.



3. Click Stop recording and transcription.



**Note:** A message that the recording has stopped will appear at the top.



To listen to recorded meetings:

- 1. On the left side of Teams, select Chat.
- 2. Select the **Chat** that holds the meeting recording.
- 3. Click on the **video** recording listed on the right-hand side.

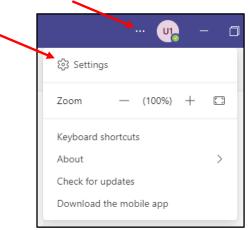
Activity	Chat ∨	Meeting with UIT GSB 111 Demo 1 Chat Files Meeting Notes 2 more ~
Chat	Recent     Meeting with UIT GSB 111 D     Recording is ready	<ul> <li>UIT GSB 111 Demo 1 joined the conversation.</li> <li>UIT GSB 111 Demo 1 named the meeting to Meeting with UIT GSB 111 Demo 1.</li> </ul>
Teams Assignments	Arroyo, Rafael C You: test Johnson, Dominic 4/14	<ul> <li>11:01 AM Meeting started</li> <li>Arroyo, Rafael C was invited to the meeting.</li> <li>11:07 AM Recording has started</li> </ul>
Calendar	Vou: hello Harvey, Matthew R 4/14 You: the screenshot didn't go thru	11:14 AM Recording has stopped. Saving recording      Meeting
Calls	Raschke, Cameron A 4/14 You: test	6m 55s

### Assign a Delegate

A Delegate is a person with permission to receive calls, messages, and schedule meetings on behalf of another. Deans, directors, and department heads commonly use a Delegate, as well as department phones, where a back-up person is needed to answer the phone. If a phone must be answered at all times, delegation provides a solution by routing incoming calls to multiple phones.

To set-up a Delegate:

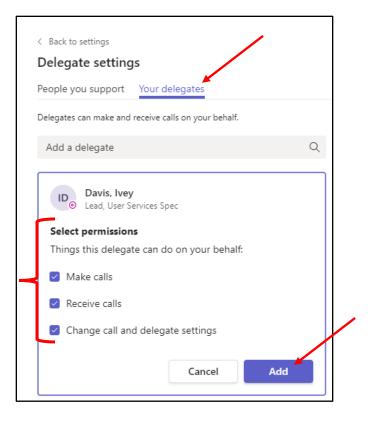
1. In the Teams app, click the **Settings and more** icon (the three dots next your profile picture) and click **Settings**.



2. Scroll down and select Manage delegates.

Settings	
^h =	App language
හි General	English (United States) $\checkmark$
a= Accounts	
Privacy	Keyboard language overrides keyboard shortcuts.
Q Notifications	English (United States) V
ြ Devices	Enable spell check
<ol> <li>App permissions</li> </ol>	Delegation
Captions and transcripts	Delegates can make and receive salls on your behalf.
🗅 Files	Manage delegates
& Calls	

- 3. Select Your delegates.
- 4. Enter a **name** in the search field.
- 5. Select the **permissions**.
- 6. Click Add.



Note: A message appears for the person who was added as a delegate.



To make edits to permissions or to remove a delegate:

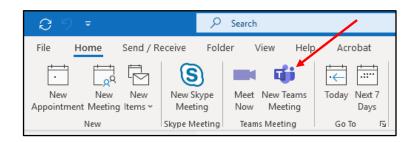
- 1. Click More actions.
- 2. Select either Edit permissions or Remove delegate.

< Back to settings			×
Delegate settings			
People you support Your delegates			
Delegates can make and receive calls on your behalf.			
Add a delegate	Q		
Davis, Ivey Lead, User Services Spec			
U2 UIT GSB 111 Demo 2		ô3 Edit permissions 前 Remove delegate	

# Create a Teams Conference Call on Behalf of Another User

#### Requirements

- Ensure that you have been granted access to Microsoft Teams Teleconferencing.
- Ensure that you have delegate access for the calendar of the person in question.
- Ensure that you are signed into both Microsoft Teams and Outlook.
- 1. Open the person's calendar that you manage. Click the day you wish to schedule the message for and click the **New Teams Meeting** button on the Outlook toolbar.



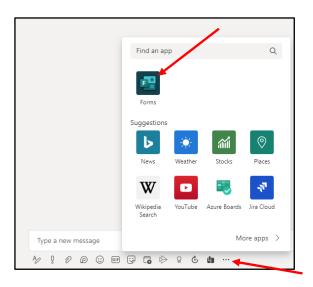
- 2. Fill out all the relevant information for the meeting, including the meeting title and the attendees. You should see the **Join Microsoft Teams Meeting** information in the meeting body, along with the call-in number and the conference ID.
- 3. Click **Send**. This will create the meeting and will notify the attendees.

<b>Note:</b> When the recipients of the invitation view	<u>n</u> 🖻	→ <b>~</b>   (S)	cheduling Assistant Insert Format Text Review Help $\bigcirc$ Teil me what you want to do B Skype Meeting B Join Teams Meeting $\biguplus$ $\checkmark$ $\blacksquare$	🗸
the invitation, it will appear to be from " <your name&gt; on behalf of <other person="">." The</other></your 	∑ Send	From Title	Test Teams Teleconferencing Meeting	
attendees will be notified that you have scheduled this meeting on behalf of the other person.		Required	The linest \$ use from \$ and from	
		Start time End time	Mon 1/28/2019         Image: Time 200 AM         ▼         All day         © Time zones           Tue 1/29/2019         Image: Time 200 AM         ▼         • Make Recurring	
		Location	Microsoft Teams Meeting	1 Finder
	+1 614-427 Conference II	-1842 United S	Is Meeting I States, Columbus (Toll) Learn more about Teams	

tled - Meetin

# Creating a Poll in Microsoft Teams

- 1. In the group conversation window, click **Messaging extensions** (the three dots).
- 2. Select Forms. (Note: If Forms doesn't appear, click in the find an app box and search for it.)



- 3. Enter a question and add options.
- 4. Click Preview.

Question	
Option 1	
Option 2	
+ Add option	Multiple answers

5. Click Send.

UIT GSB 111 Demo Poll: Not record name		
Do you like Piz	zza?	
⊖ Yes		
O No		
<ul> <li>Maybe</li> </ul>		
Submit Vote		
Submit vote		

**Note:** The poll is now visible for voting.

UIT GSB 111 Demo 1 via Forms 1:54 PM	
UIT GSB 111 Demo 1 created a poll Poll: Not record name ; Results shared	
Do you like Pizza?	
O Yes	
O No	
O Maybe	
Submit Vote	
(i) Your response was sent to the app	
Edited	
Yes	100% (1
No	0% (0
Maybe	0% (0