Introduction

Skype has been superseded by Microsoft Teams.

Microsoft Teams is an alternative to the popular zoom software.

I have put together this short document with step-by-step instructions on how to create a install the software and create meetings.

Your computer will need to have at least a microphone and speakers to use the software. A web camera is optional.

I have used Microsoft Edge for these screenshots so some may not be the same if you are using a different web browser or mobile device. If you have problems using teams I would recommend you try Microsoft Edge.

PLEASE NOTE: This author and the Chalfont U3A do not endorse or recommend this software. The document is to assist our members if they choose to use Teams. Other Conferencing software is available. 😊

Installation on Desktop PC

1. The easiest way to install Microsoft Teams is from the Microsoft Store this will ensure that it is kept up to date. Open the Microsoft Store by either clicking on the icon or search for Microsoft Store in windows.

Microsoft Store
App

2. In the store search for "Microsoft Teams" and the following application should be found.

3. Click the Install button and the software will be installed. You should then see a Welcome to Teams screen, click the Get Started button.

4. You now need to login with a Microsoft Account, if you are already using a Microsoft Account it will be listed. If you do not have a Microsoft account, you will need to create an new account.
5. Teams will then login and you will be able to start using Teams.

Creating a meeting with Teams

In the Teams application click on the white New Meeting button and select "Get a link to share"
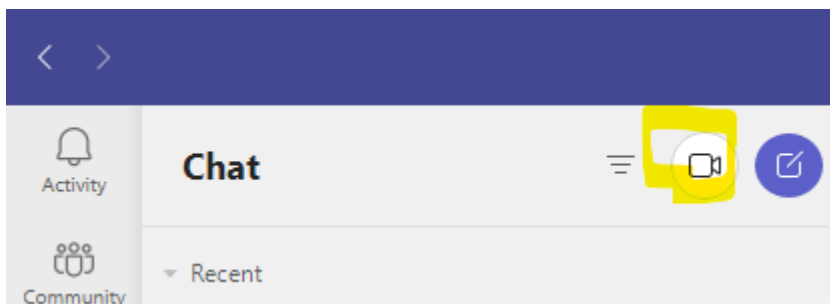
The link is copied to your clipboard, and you can now paste it into an email to send to the other meeting participants. To start the meeting click the Start Meeting Button.
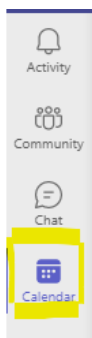
Join a meeting with Teams

The host of the meeting should send you a meeting invite email. In the email they should include a hyperlink to the meeting. Click this link and you can connect to the meeting.

Schedule a meeting with Teams

Teams meetings are scheduled via the Calendar in the Teams App. You can launch the calendar by clicking the icon on the left-hand side.

In the calendar find the day and time you wish to schedule the meeting and either click on the calendar time or click the + New Meeting button in the top right-hand

corner. Complete the fields in the form, you need to add all participants email addresses in the attendee's field. When you click send the invite is sent to all participants.   You can also copy the link to send to any participants that where missed.