



UNIVERSITÄT
DES
SAARLANDES

Schedule and manage meetings in MS Teams

The Digital Learning Project

Digitalisation and Sustainability Unit | HIZ | 22.05.2020

1 Problem

During the Corona pandemic the University of Saarland faces the great challenge of maintaining teaching without the necessity of physical presence.

Microsoft Teams offers video meetings with multiple participants which enables the direct communication with the students and colleagues.

This guide shows how to schedule and manage a meeting in MS Teams and does not replace training.

Contents

1 Problem.....	1
2 General information	1
3 Planning a meeting.....	3
4 Send the link to the meeting to the participants	4
5 Manage a meeting.....	5

2 General information

The UdS selected Microsoft Teams as a collaboration platform for several reasons. On the one hand, there is a framework contract with Microsoft available at short notice, which allows access to the complete Office 365 infrastructure of Microsoft. This also includes the platform Microsoft (MS) Teams, which is available for desktop computers and smartphones and requires only an Office 365 account and Internet access.

Before working through this guide, it is recommended to familiarize yourself with the software MS teams.

Please use the desktop application for Windows, macOS or Linux.

According to the provider, MS Teams meetings are suitable for up to 250 participants and presentations up to 2GB (e.g., for conducting a previously offline lecture or an exercise).

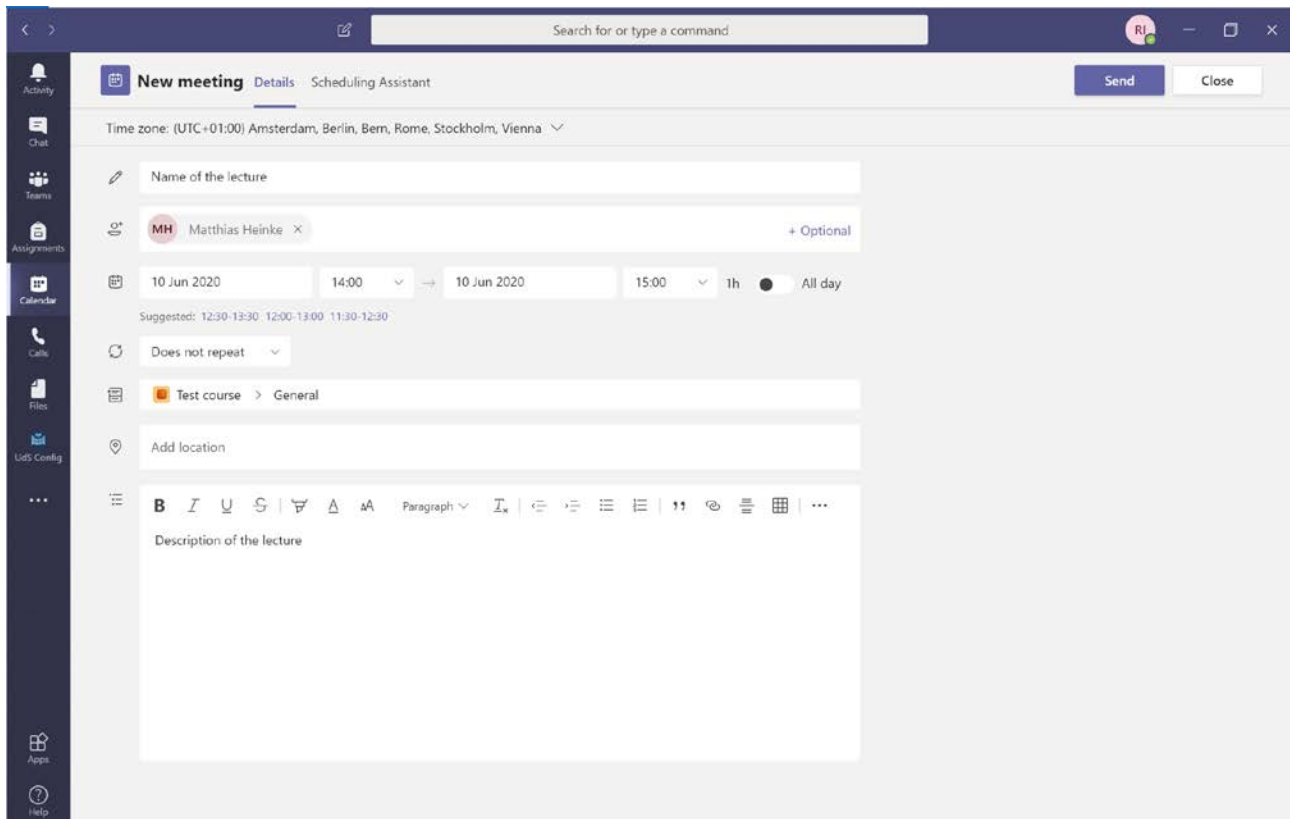
Please consider the following points before holding a meeting:

1. Before starting the meeting, check the background of your video and the technology (computer, microphone, ...)

2. Close all other communication programs to not be distracted by their messages.
3. When you are speaking, think about pauses in the conversation, as participants receive the sound and image with a delay.
4. Familiarize yourself with the shortcut for switching the microphone on and off (CTRL + SHIFT + M).
5. Do not feel unobserved and avoid unfavourable situations. Imagine the participants sit in front of you.
6. Ask the participants to mute their microphones and to ask questions in the chat.

3 Planning a meeting

In addition to the possibility of holding instant online meetings, you can also schedule meetings in the form of appointments. This function can also be used to schedule an appointment, for example for an online lecture or an exercise.



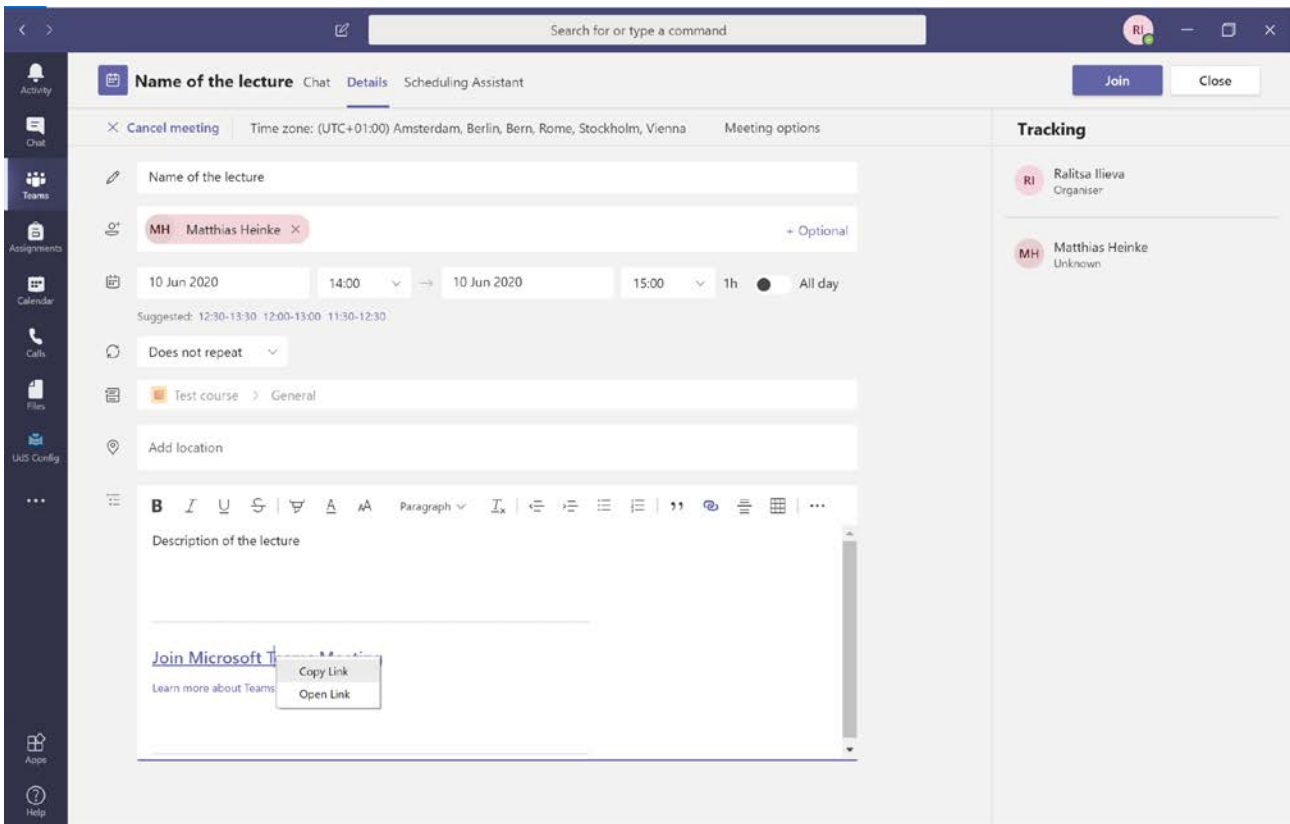
There are several ways to schedule an appointment.

The first option is to schedule a meeting in a channel (not available for private channels) using the camera symbol in the bottom bar ("Meet now"). Select "Schedule a meeting" to open the scheduling assistant. Here you can give the meeting a suitable title, invite the required participants, set the time and provide further details for the web meeting.

The second way to create appointments is in the left bar in the "Calendar". With one click your personal calendar opens. In the upper right corner you will find the two buttons "Meet now" and "New meeting". You can open the scheduling assistant via "New meeting".

At the end, click on "Send". In the left menu under "Calendar" you can now see the appointment and edit it.

4 Send the link to the meeting to the participants



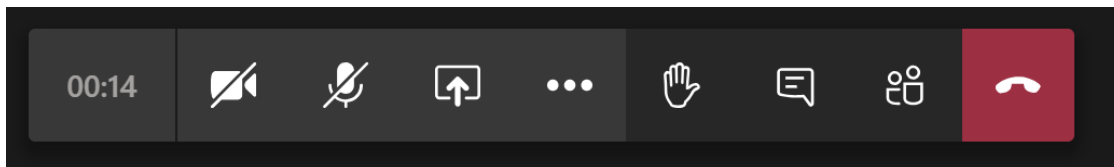
To be able to send the link to the web meeting to the participants, please edit the meeting. In the description window of the appointment there is an additional text: "Join Microsoft Teams Meeting". Clicking the right mouse button opens a context menu that offers the link to the appointment copy to the clipboard. You can then transfer the link from the clipboard to any other software and tell the participants.

If the participants use Outlook in the Office 365 of the UdS, they will receive automatically an appointment notification. However, it is not likely that many participants use it.

5 Manage a meeting

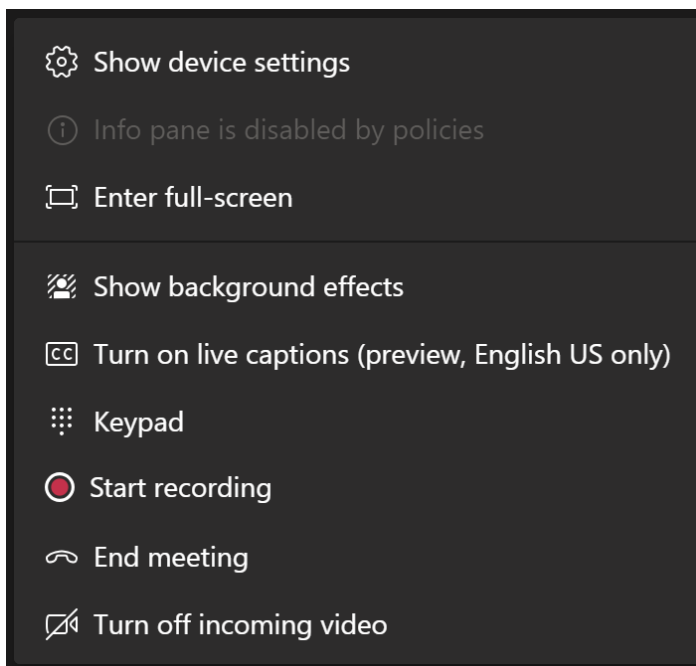
Open the MS Teams calendar, click on the appointment and start the meeting with "Join".

The connection is established and the following control bar appears on the screen:



- Camera symbol: Switch on or off the video transmission from local computer.
- Microphone symbol: Switch on or off the sound transmission from the local computer.
- Arrow in rectangle: Options to share screen with all participants.
- Hand: Raise a hand to let others know you want to say something.
- Speech bubble: Open the chat window (the chat is helpful, e.g., when there are questions).
- Person icon: Open the list of participants.

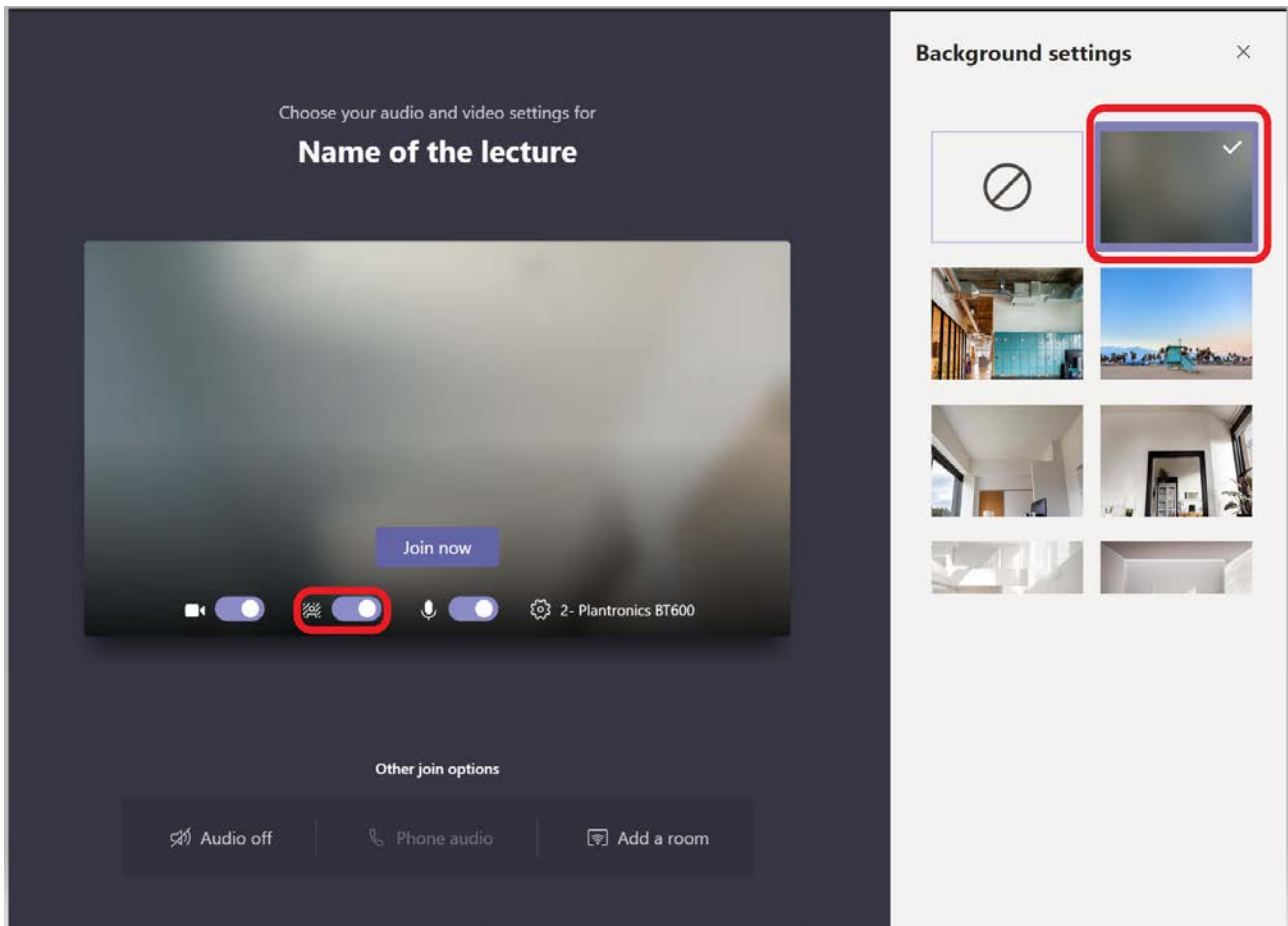
The three dots in the bar open another window. In this you have the opportunity, e.g., to view and adjust your device settings and determine which microphone and which webcam you want to use:



Blur the background

If you don't like your background in a video meeting, you can blur it. You will appear clearly while everything behind you is blurry.

To start a meeting with a blurred background, turn the camera on and switch the background settings on before joining the meeting.



To blur the background during a meeting, click on the three dots, select "Show background effects" and choose your settings.

Not all devices support the blurred background, but Microsoft is working to complete the list of devices. To find out if the feature is available on your device, just try the method described above.

Record a meeting

In some meetings you will also see the "Start recording" option – you can record the conversation as a video and make it available for students for watching it on MS Stream.

In the event of a recording, please inform all participants beforehand.

Find more information about [meetings and calls](#).

Recommendations for conducting a meeting

It is generally recommended to be aware of the differences between face-to-face meetings and virtual meetings.

Moderation rules

As a moderator, briefly clarify in advance the moderation rules of the meeting, including the function of the meeting chat.

You may agree at the beginning to open the chat of the meeting (click on "Speech bubble") to keep track of posts and questions. Participants can write their questions and comments in the chat and to raise their hand, if they want to contribute to the conversation.

Meeting process

As a moderator, you can briefly outline the process (depending on the content of the meeting and the number of the participants): for example, first a review of the last meeting, then a 45-minute presentation by the moderator, then a question and answer session (question from one participant, answer from the moderator), then a discussion round in which the participants take turns to speak. The moderator can determine the order based on the list of participants and then moderate the next person after each speech. Depending on the length of the meeting, breaks can be scheduled, which you can also document in the chat.

It can also be agreed that questions that arise after the meeting are sent to the moderator, who will answer these questions for everyone at the beginning of the next meeting.

Speeches

It is recommended that the lecturer / moderator presents the content in short speech blocks and keeps checking the chat between these blocks if there are any questions there. Everyone should speak clearly and not too quickly. Ask anyone who does not speak to switch off their microphone so that there is no background noise.

You will gain a lot of experience while using MS Teams and after a while you will find the most suitable way of conducting a meeting.