



**Shirpur Education Society**

# **Microsoft Teams**

**User Guide**

**How to conduct online class  
from mobile**

SHIRPUR EDUCATION SOCIETY  
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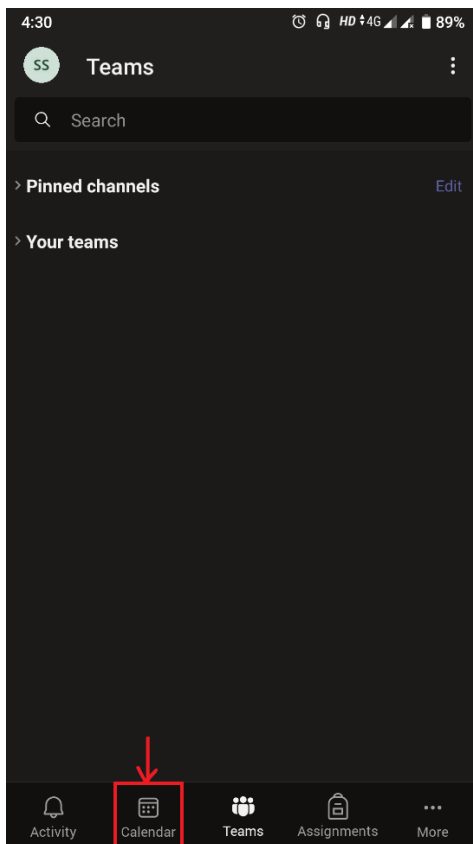
- 1) How to schedule online meeting in Microsoft teams
- 2) Meeting options for the organizer/host
- 3) In meeting controls for the organizer/host
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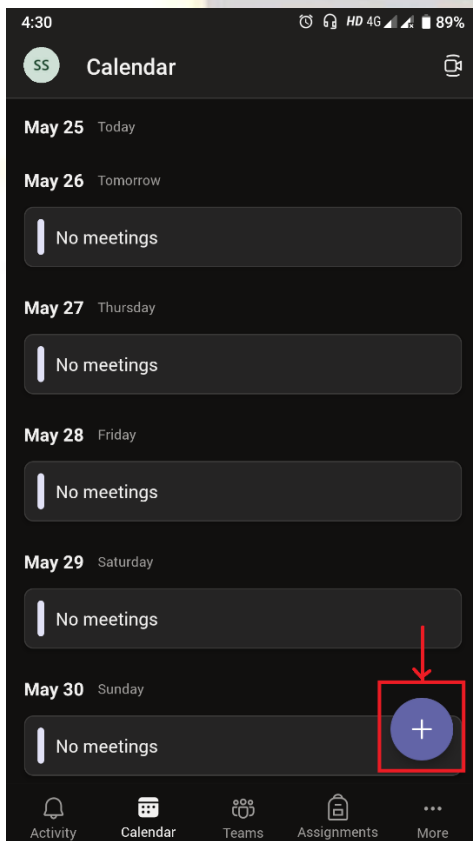
# How to schedule online meeting


## Steps:

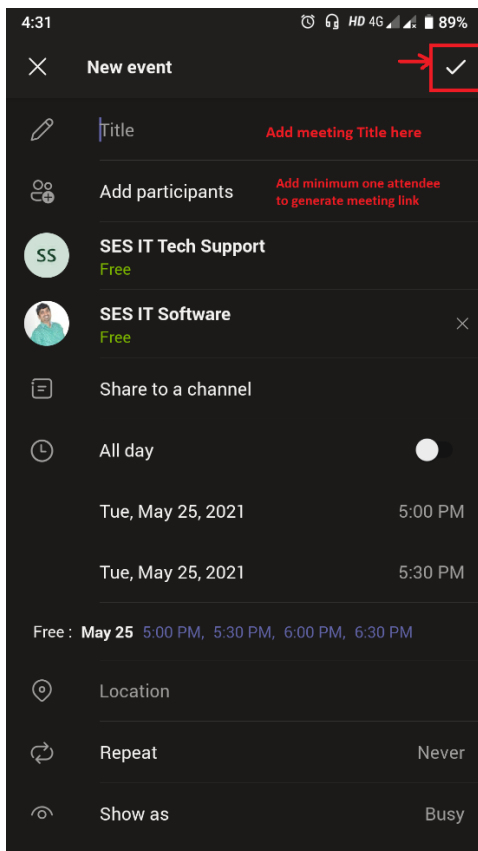
- 1) Login to teams using your credentials and go to **calendar**.



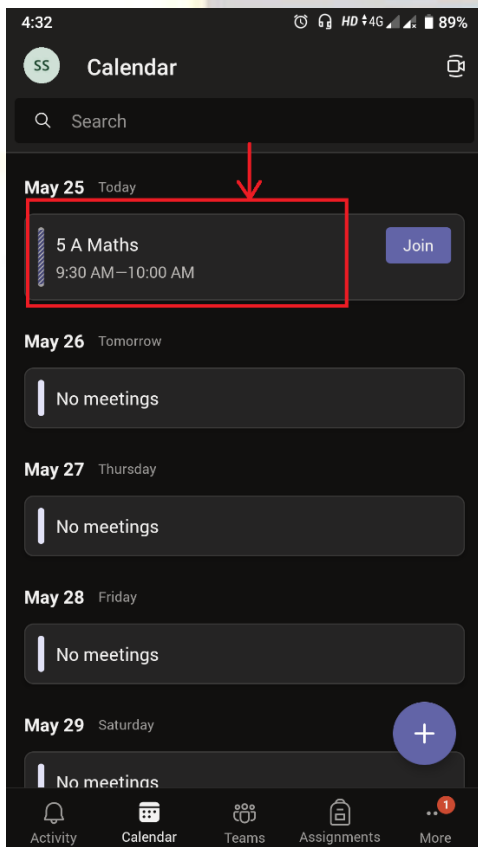
- 2) Click on the plus (+) button below of the screen to schedule a meeting.



3) Add the meeting title. Add at least 1 required attendee to generate the meeting link. Set the date and time. Finally click on  button to schedule meeting.

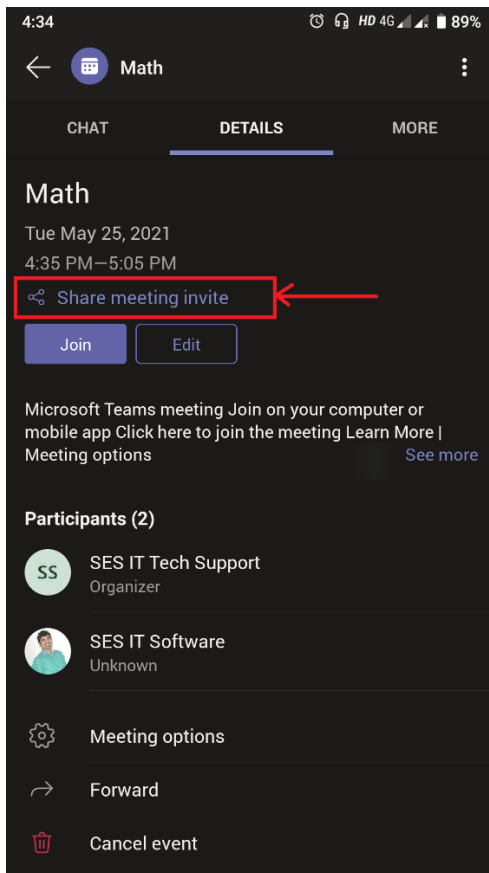


4) Click on your scheduled meeting from the calendar.

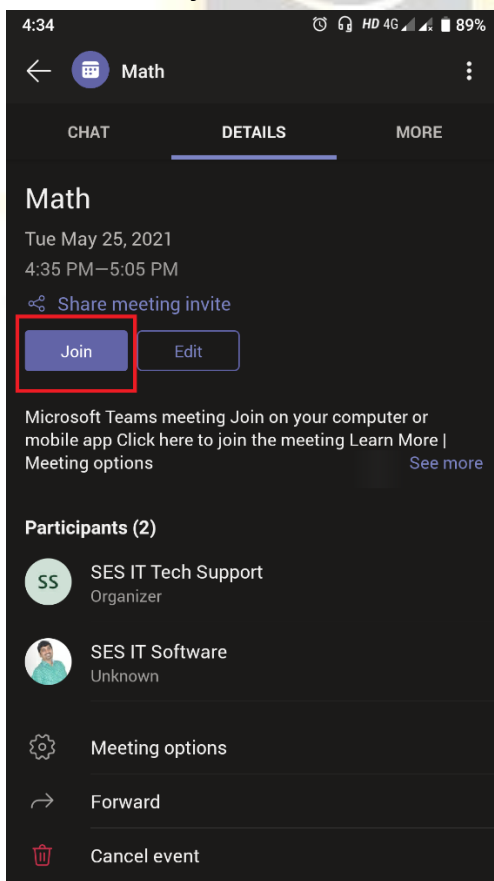


IT Tech Support: <https://sesrcp.in/it/msteams.html>

- 5) Click on the **Share meeting invite** button to share the meeting link to students through WhatsApp.



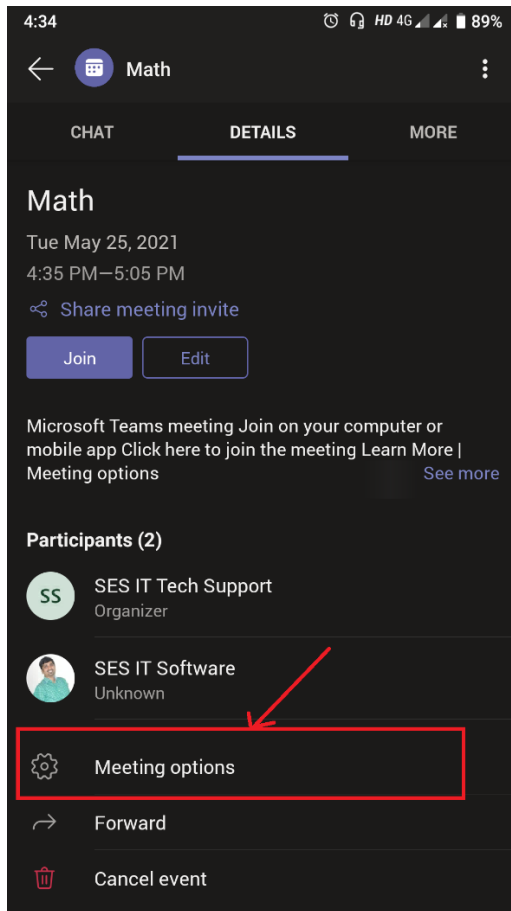
- 6) Click on the join button to start the meeting.



## Meeting options for the organizer/host

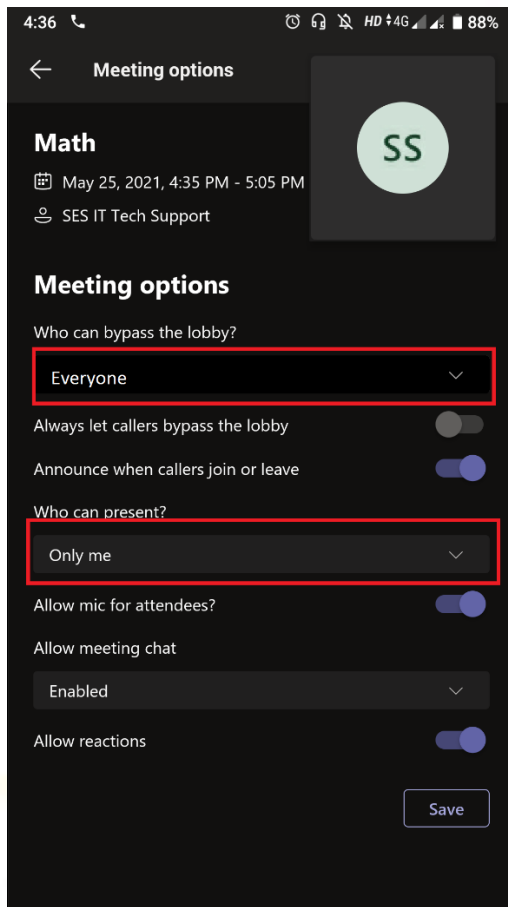
Steps: -

1) Click on the **Meeting options** button to set the meeting options.



2) Following meeting options will open.

- **Who can bypass the lobby?** – Select **Everyone** here
- **Always let caller bypass the lobby**
- **Announce when callers join or leave**
- **Who can present?** – Select **Only me** here
- **Allow mic for attendees**
- **Allow meeting chat**
- **Allow reactions**

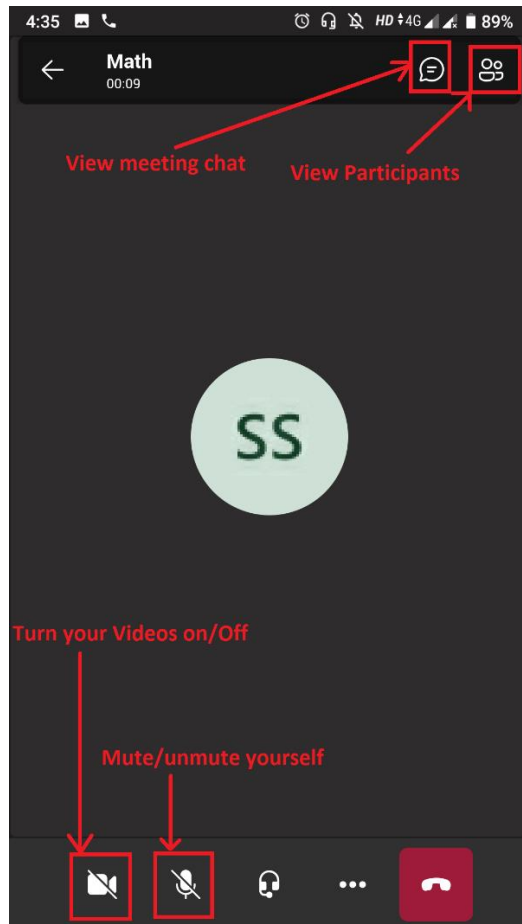


Click on **Save** button to save the settings.

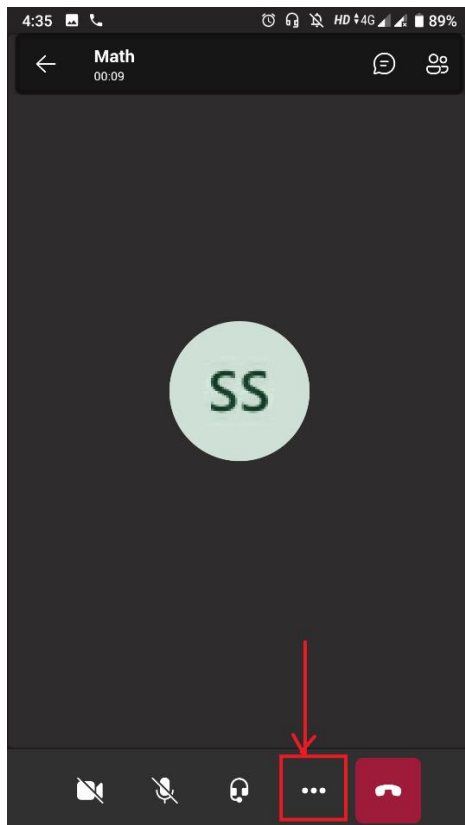
## In Meeting Controls for the Organizer/host

Steps: -

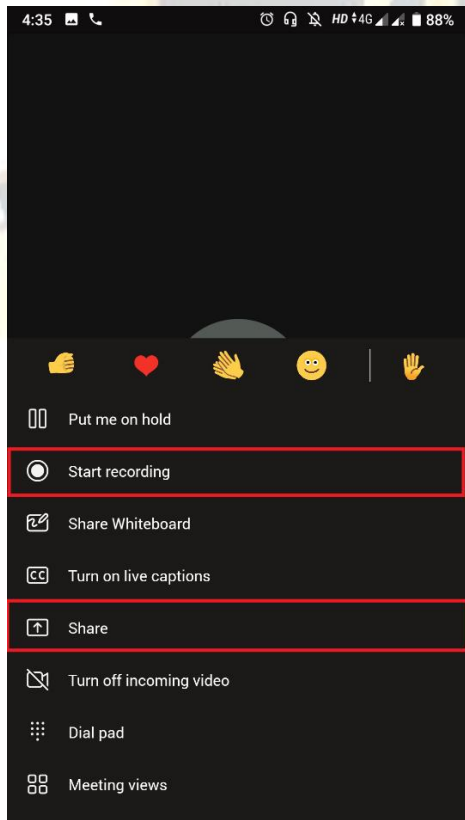
1) When meeting starts it opens with the following controls.



- 2) Click on the three dots in the meeting controls to open the options like **record meeting, Share screen.**



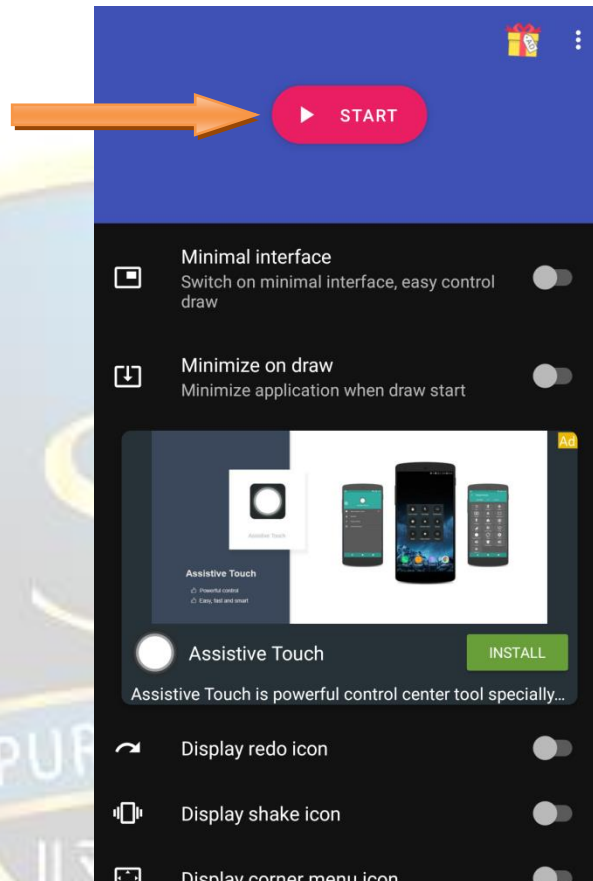
- 3) It will open the following options to choose from.



## How to use Annotation in MS Teams- Mobile

- MS Team does not support annotation by default we need to install “**Draw on screen**” app from play store.
- To download the app from play store, click on the below link  
<https://play.google.com/store/apps/details?id=com.kts.draw>

After installing the app from play store open it and click on the **Start Button**



You can now use the below options to annotate on screen

