



Shirpur Education Society

Microsoft Teams

User Guide



Index

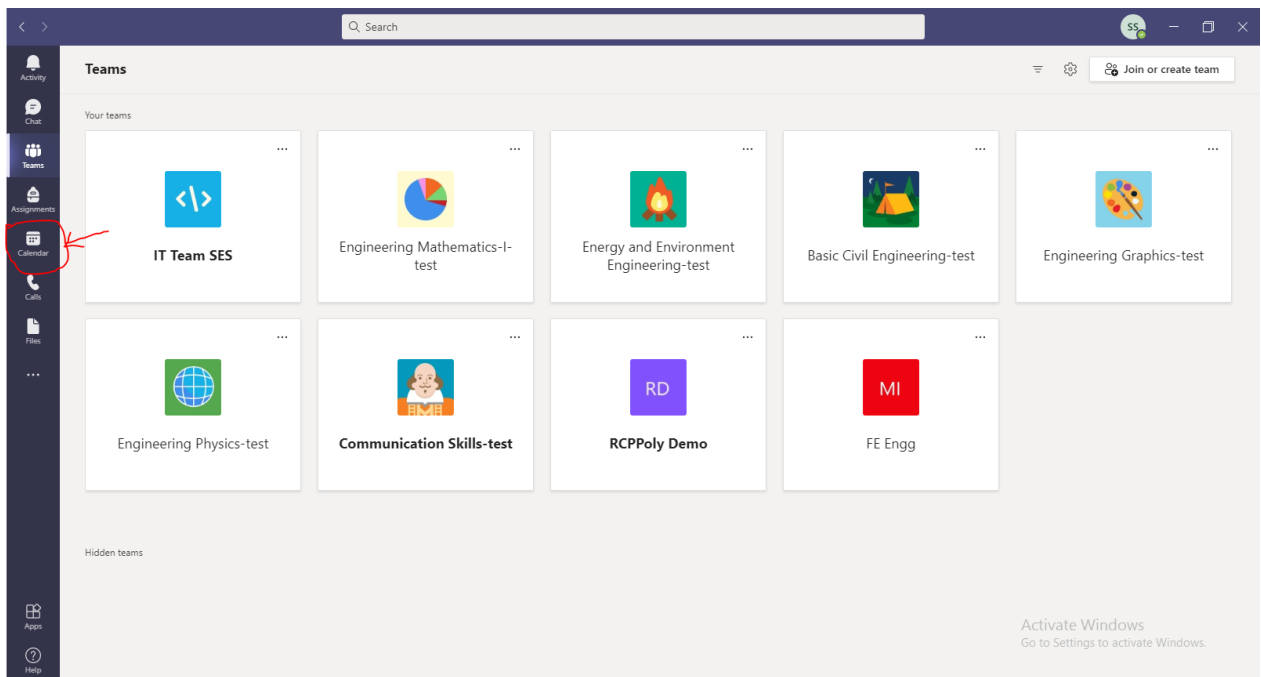
- 1) How to schedule online meeting in Microsoft teams
- 2) Meeting options for the organizer/host
- 3) In meeting controls for the organizer/host
- 4) How to use annotation in Microsoft teams- for desktop/laptop
- 5) How to use annotation in Microsoft teams – for mobile
- 6) How to download attendance



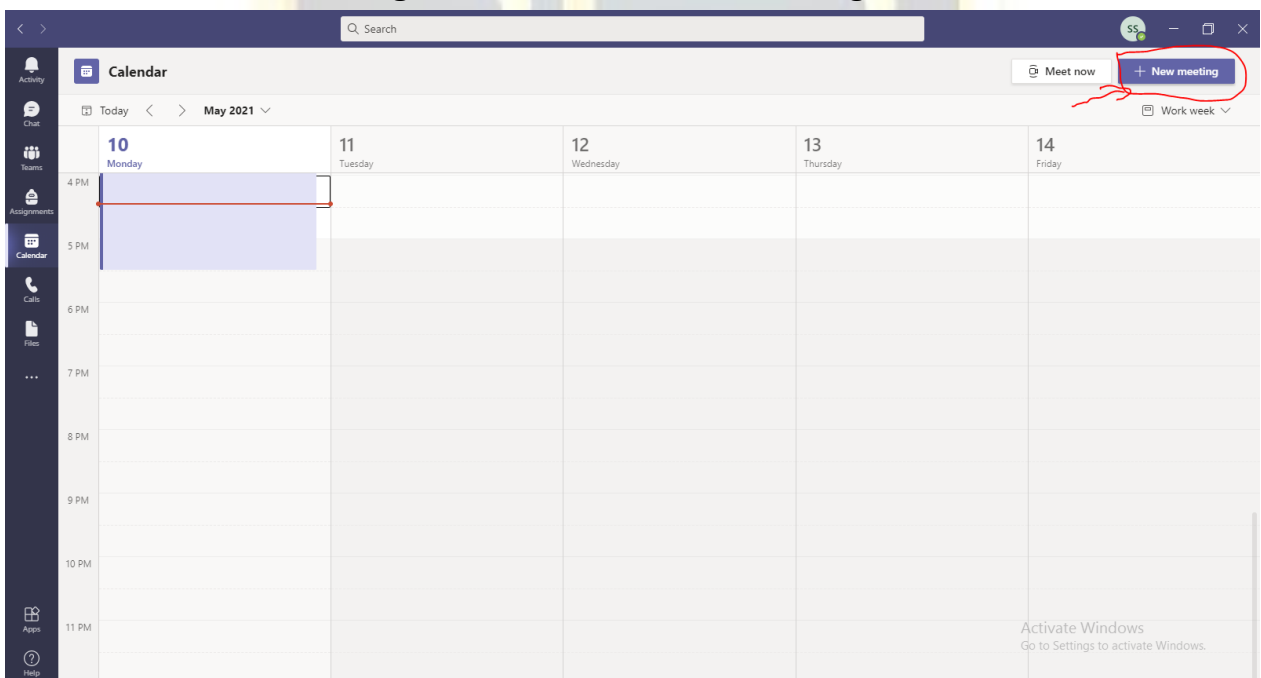
How to schedule online meeting

Steps:

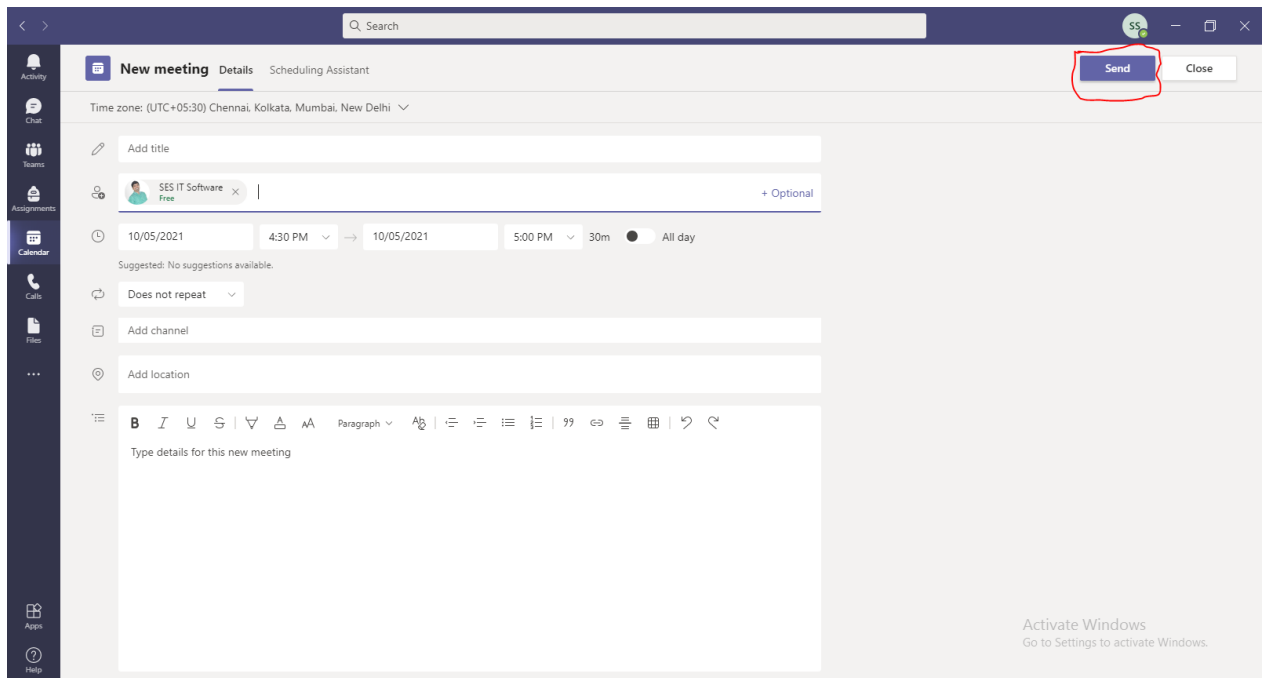
1) Login to teams using your credentials and go to **Calendar** in the left menu bar



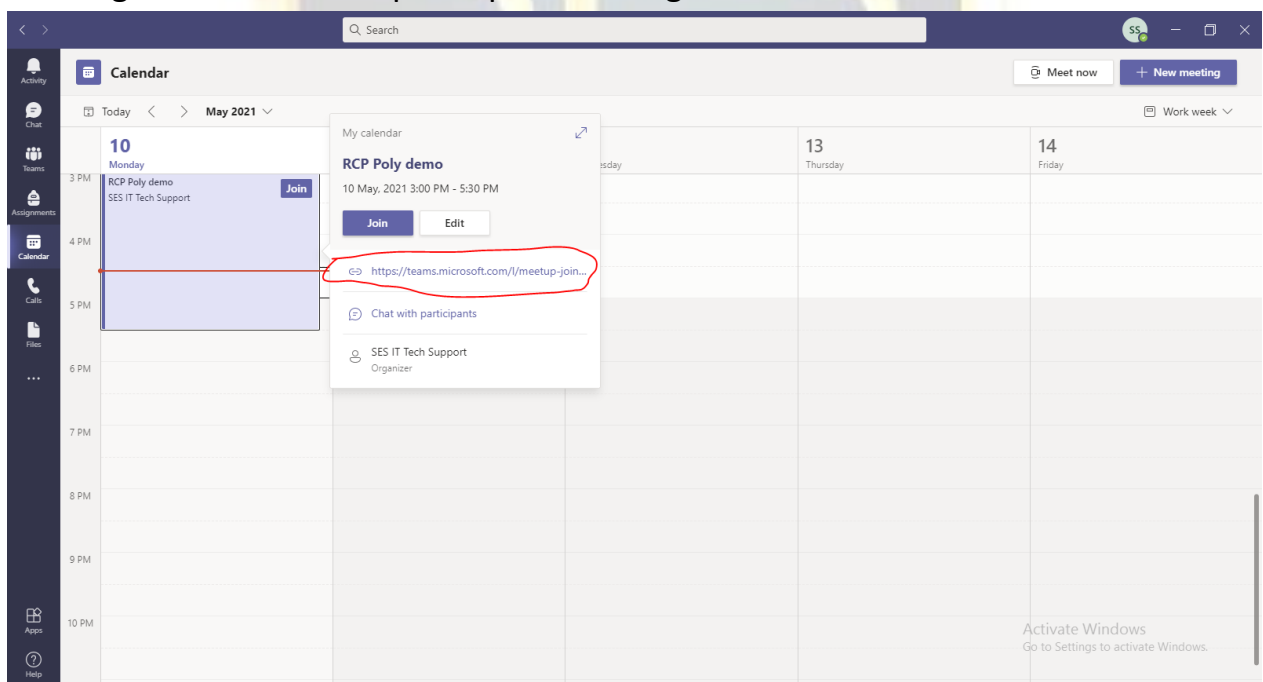
2) Now click on **New meeting** button to schedule a meeting.



3) Following window will open. Enter the meeting details here and add at least 1 required attendee to generate the meeting link and click on **Send** button.



4) Now you can go to the calendar and click on scheduled meeting to copy the meeting link to invite the participants through link.

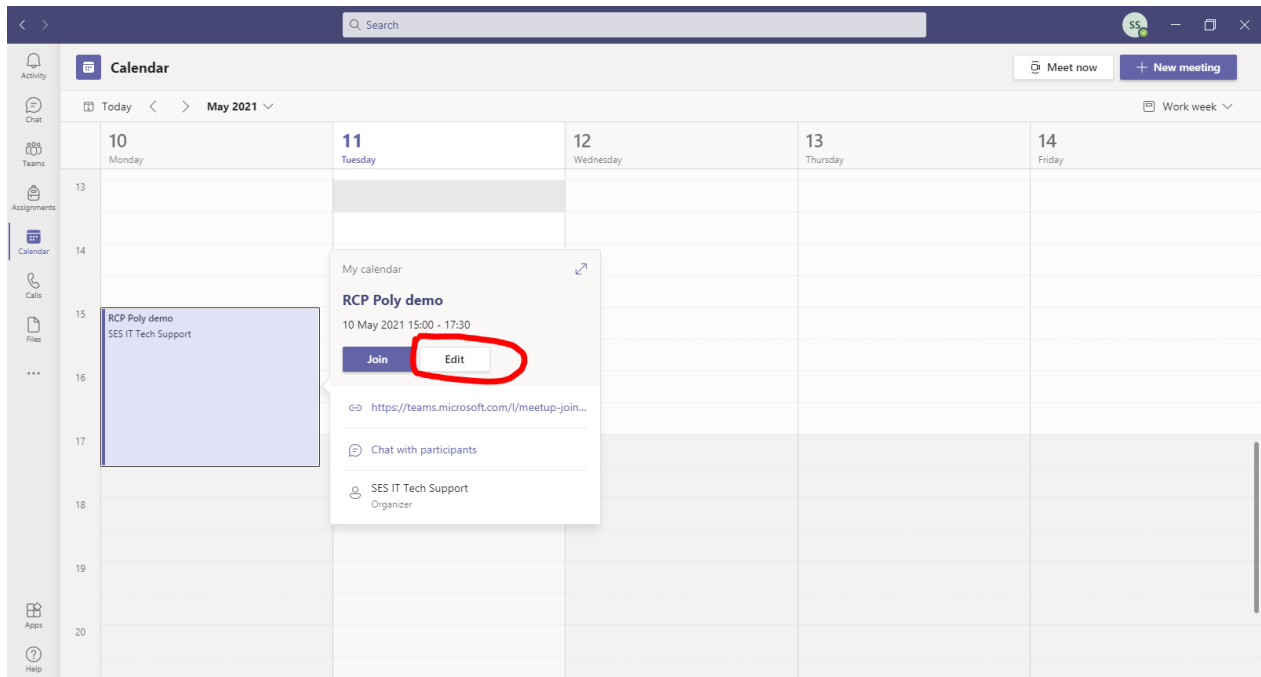


IT Tech Support: <https://sesrcp.in/it>

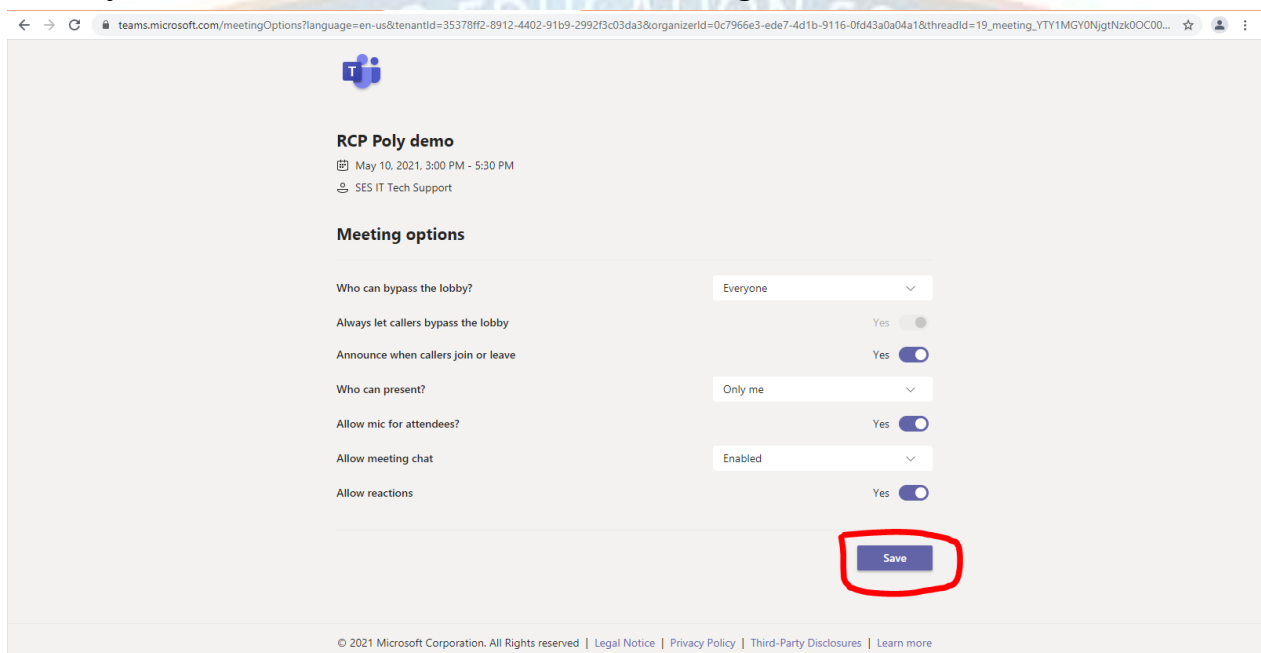
Meeting Options for the organizer/ host

Steps:

1) Go to the calendar and click on your scheduled meeting and click on **edit** button there.

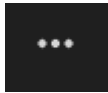


2) It will redirect you to the browser. Login with your credentials then it will open the following meeting options which you can set according to your requirement. At last just click on **Save** button to save the changes.

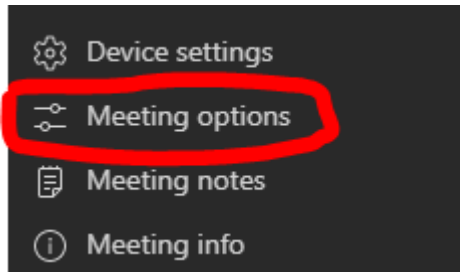


IT Tech Support: <https://sesrcp.in/it>

3) You can also go to the meeting options within meeting by clicking on the

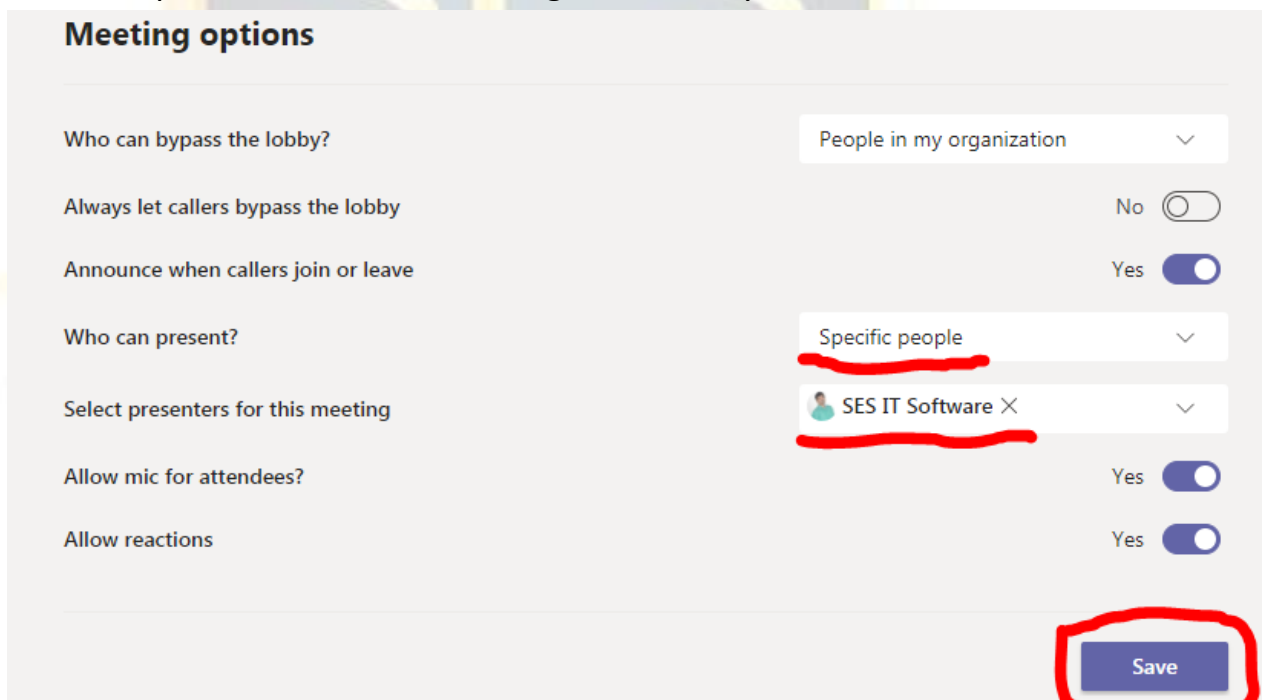


button in meeting. It will open the following options. Select **meeting options** from the list.



4) It will open the following options such as

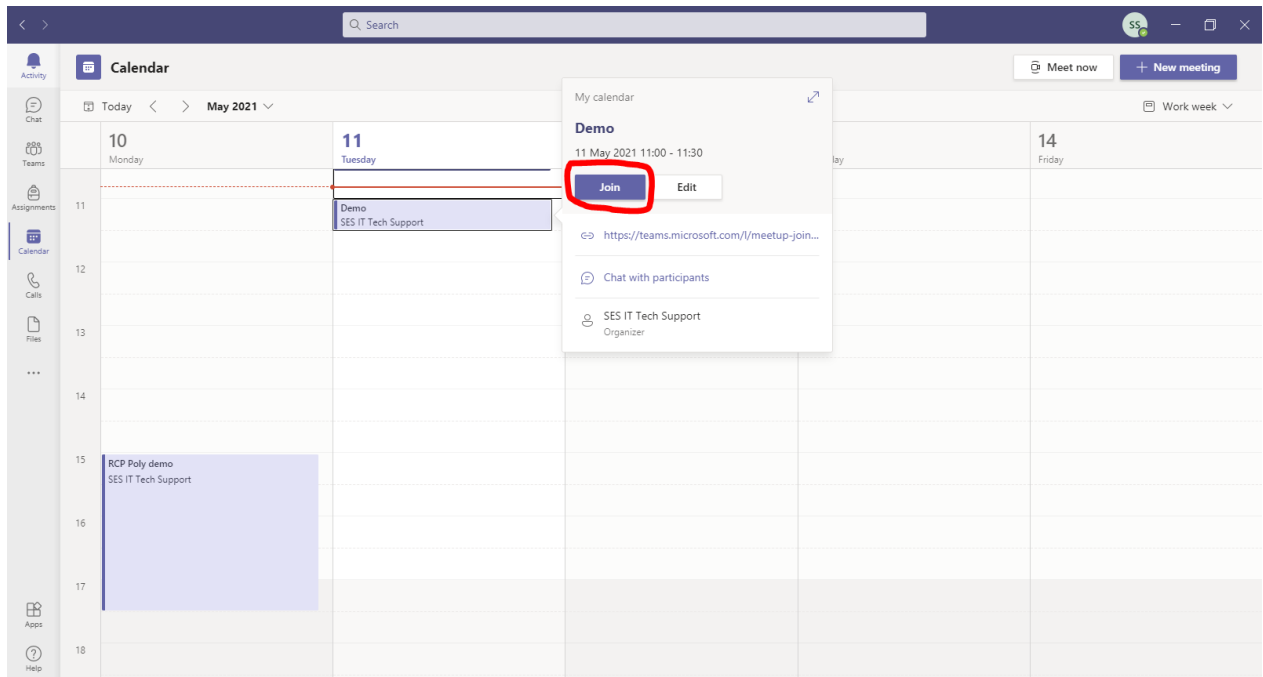
- **Who can bypass the lobby?**
- **Always let caller bypass the lobby**
- **Announce when callers join or leave**
- **Who can present?**
 - Select **specific people** from the dropdown if you want multiple people to be a presenter. Otherwise choose **only me**
 - Select presenters for the meeting other than you.



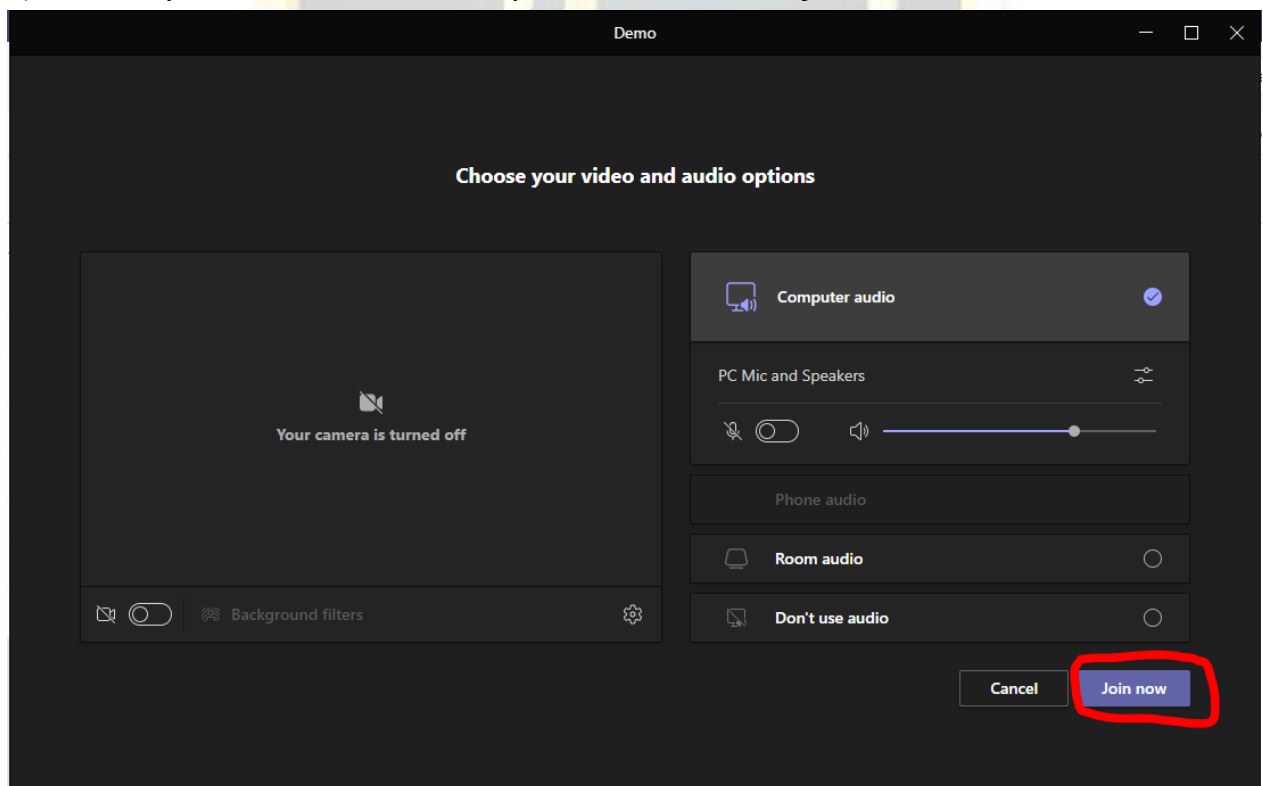
- **Allow mic for attendees**
- **Allow meeting chat**
- **Allow reactions**

In Meeting Controls for the Organizer/host

1) Click on **Join** button to join the meeting.

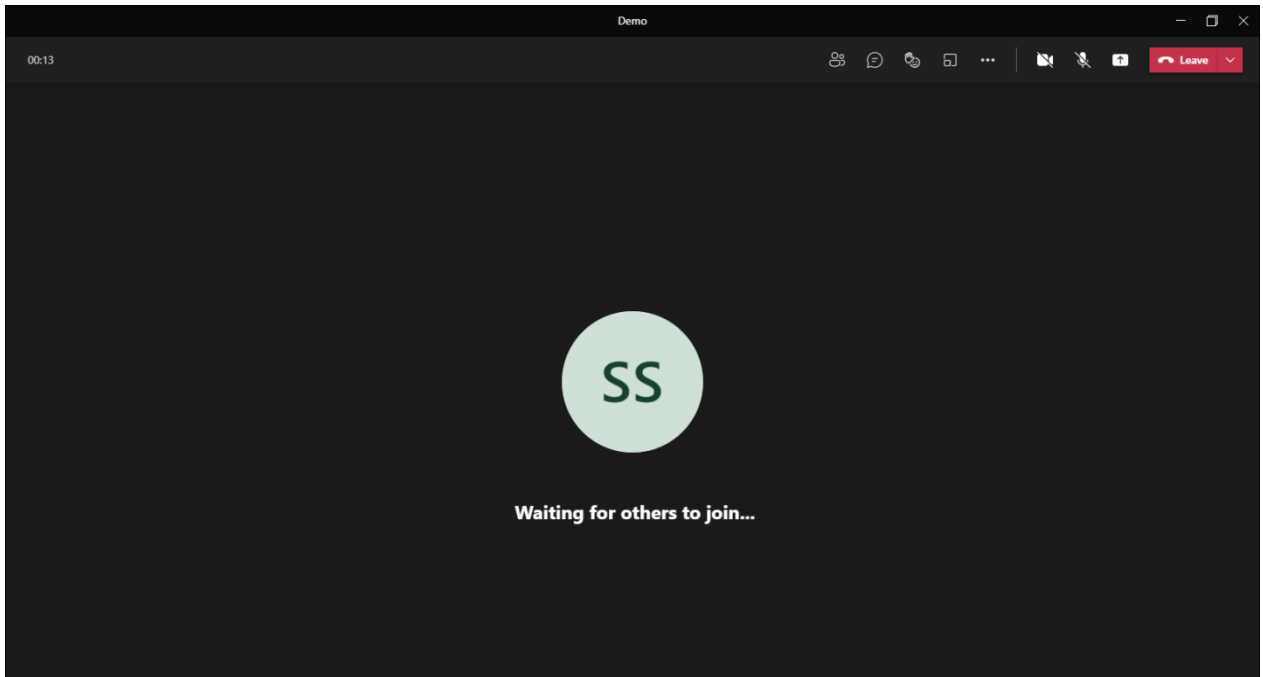









2) Choose your audio and video options and click on **join now** button.




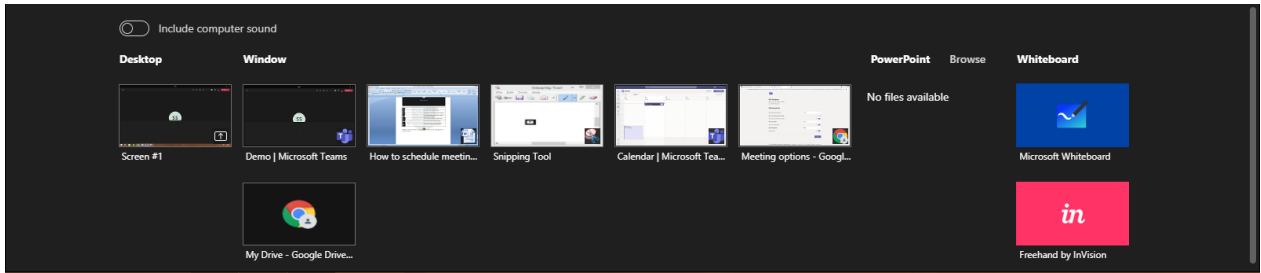
IT Tech Support: <https://sesrcp.in/it>

3) It will start the meeting with following options.

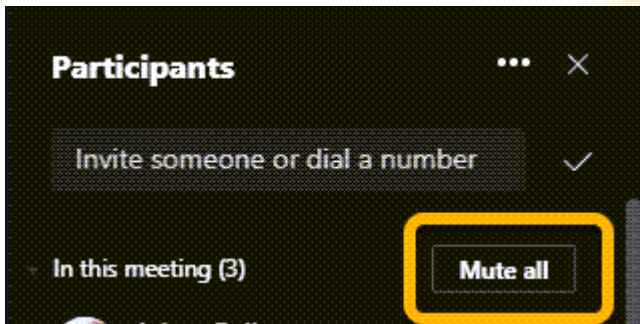


	It will show the participants list
	It will show the in-meeting chats
	It will use to raise hand and other reactions.
	It is used to breakout participants in smaller groups within meeting.
	It will open the other in meeting options.
	Click here to start or stop your video
	Click here to mute or unmute yourself

4) When you click on the share content button . It will show you the following options to choose from there.



5) You can click on participants to mute or unmute participants.



How to use Annotation in MS Teams- Desktop

- MS Team does not support annotation by default we need to install “ZoomIt” a tool by Microsoft for annotation feature.
- You can download “ZoomIt” from the below link.
<https://download.sysinternals.com/files/ZoomIt.zip>

Using ZoomIt

The first time you run ZoomIt it presents a configuration dialog that describes ZoomIt's behavior, let's you specify alternate hotkeys for zooming and for entering drawing mode without zooming, and customize the drawing pen color and size.

Shortcuts

ZoomIt offers a number of shortcuts which can extend its usage greatly.

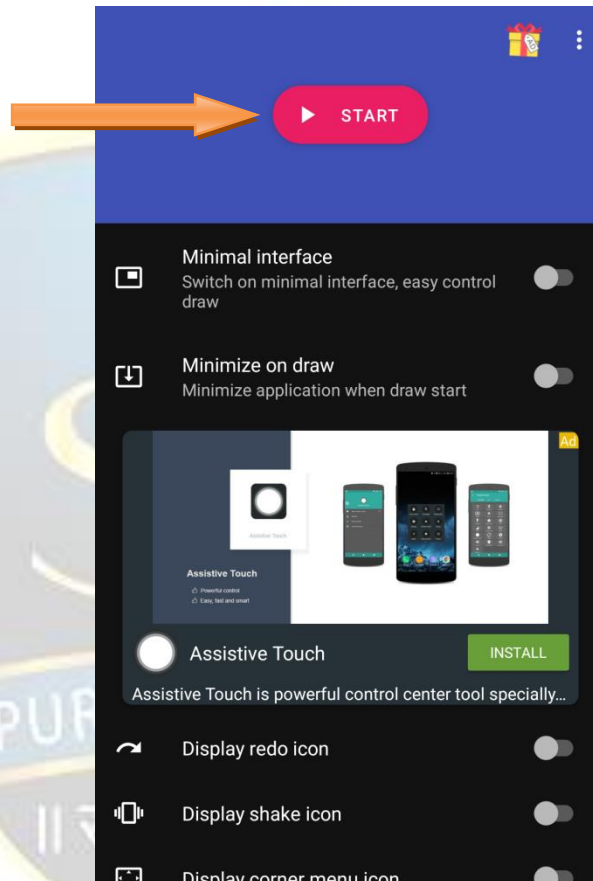
- You can visit below link to know the shortcuts to use “ZoomIt”.
<https://docs.microsoft.com/en-us/sysinternals/downloads/zoomit>



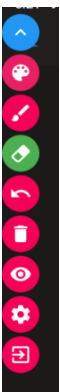
How to use Annotation in MS Teams- Mobile

- 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**




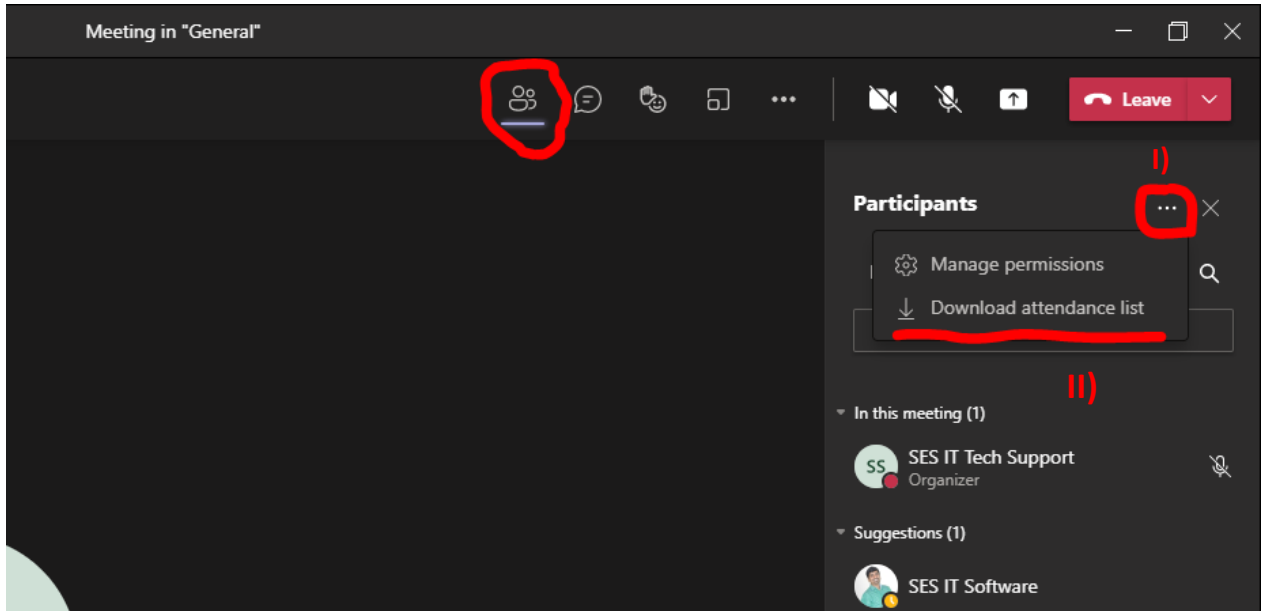
You can now use the below options to annotate on screen




How to download attendance

Steps: -

- 1) Click on participant's  button in meeting it will open the following participants screen.



- I) Click on the three dots .
- II) Now click on the download attendance list to download the attendance.

- 2) It will download the file in .csv format with the following fields.

1	Meeting Summary					
2	Total Number of Participants		3			
3	Meeting Title	General				
4	Meeting Start Time	5/24/2021, 10:46:41 AM				
5	Meeting End Time	5/24/2021, 10:49:01 AM				
6						
7	Full Name	Join Time	Leave Time	Duration	Email	Role
8	SES IT Software	5/24/2021, 10:46:41 AM	5/24/2021, 10:48:26 AM	1m 45s	ses.it.software1@shirpur.org	Presenter
9	SES IT Tech Support	5/24/2021, 10:46:55 AM	5/24/2021, 10:47:32 AM	36s	ses.it.tech1@shirpur.org	Organizer
10	Sachin Jadhav	5/24/2021, 10:47:16 AM	5/24/2021, 10:49:01 AM	1m 45s	sachin.jadhav@rcpit.ac.in	Attendee