

Microsoft Teams Overview

Microsoft Teams is a powerful tool for connecting and engaging with your team. Along with providing conversation threads, chat features and collaborative file sharing, Teams provides a platform for large group meetings, such as All-Hands or Town Halls. Use Microsoft Teams on your [desktop](#), [on the web](#), or [on your iOS or Android mobile device](#).

Teams Meetings

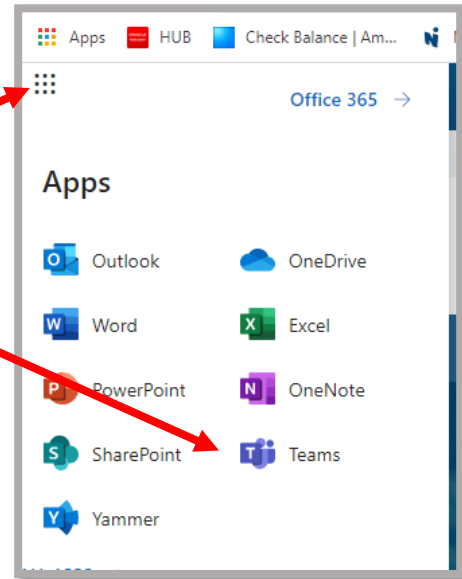
Teams Meetings are designed for real-time collaboration and conversation between a group of peers. Currently, a Teams Meeting is limited to a total of 250 people on the call. Attendees can share webcam video, create a whiteboard, or share out their desktop. Invitations can be sent to individuals or teams of people.

With so many attendee participation tools available, Teams Meetings are best used for smaller, collaborative efforts, rather than a structured one-to-many presentation.

All AdventHealth Residents, Faculty, and Staff currently have access to Microsoft Teams as part of their current profiles. Therefore, it is supported and ready to use immediately at no additional cost. For the purpose of resident didactic conferences, faculty meetings, and other group meetings, we have decided to focus on using the Team Meetings application as it is conducive to group participation, easy to use, and already accessible via the Teams app. The below instructions will include accessing the app, scheduling meetings, joining meetings, and sharing content.

Accessing Teams App on Web

- Log into AH Connect from any device.
- Click on SharePoint apps
- Select **Teams** – if you do not see it, click on more apps
- When using from the web, the recommended browsers to use are (1) Google Chrome, (2) Microsoft Edge



Download Teams App on Desktop/Mobile Device

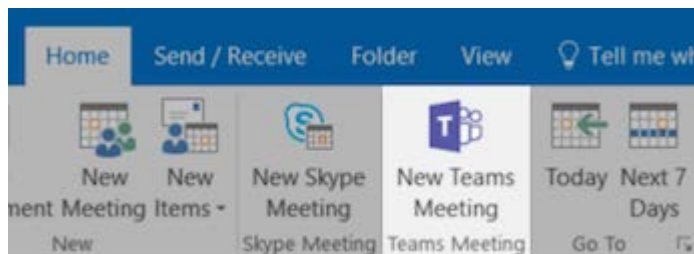
- Go to the link below to download application
- <https://teams.microsoft.com/downloads>
- You must login with your AdventHealth credentials
- Allow access to your device's microphone and camera
- Allow notifications from app

Schedule a Meeting in Teams


There are multiple ways to create a team meeting (1) via outlook invite, (2) via Teams app invite. Please determine who will be scheduling Teams meetings (ie. Program Coordinator, Chief Resident, etc.), so that multiple meetings are not created. The responsible party should proceed to next steps:

(Via Outlook)

- Go to schedule a meeting, and switch to the calendar view.
- Click **New Teams Meeting** at the top of the view.



(Via Teams App)

- Go to **Calendar**  and select **New meeting** in the top right corner
- Select a range of time in the calendar. A scheduling form will pop open:

- Give your meeting a title, invite people, and add meeting details.
- Use the **Scheduling Assistant** to find a time that works for everyone if necessary.

- Select **Save**. This will close the scheduling form and send an invite to everyone's Outlook inbox.

Optional: Add a dial-in number for a meeting in Teams

If your meeting attendees will not have internet access or the Teams app then you would need to include a dial-in number and conference ID for your Teams meeting:

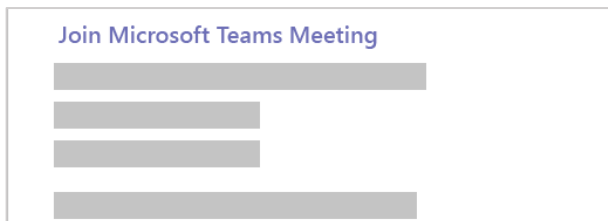
- If your department already has their own tele-conference number, please use that. Otherwise, please contact Kimberly Poole or Simona Milosevska to schedule the meeting using the GME conference line. If GME conference line is already scheduled for use at the same time, it will not be available.

Join a meeting in Teams - [Video](#)

You can join Teams meetings anytime, anywhere, from any device.


- **Join by link (via Outlook Invite)**

- All you need to join a Teams meeting is a link.



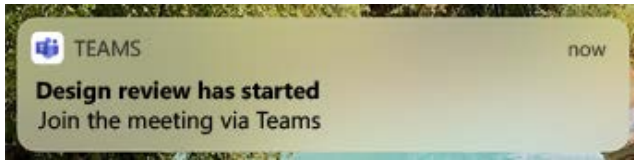
- Select Join Microsoft Teams Meeting in your meeting invite to be taken to a page where you can choose to either join on the web or download the app. If you already have the Teams app, the meeting will open there automatically.

- **Join from Teams calendar**

- Select **Calendar**  on the left side of the app to see your meetings. Find the meeting you want, and then select **Join**.

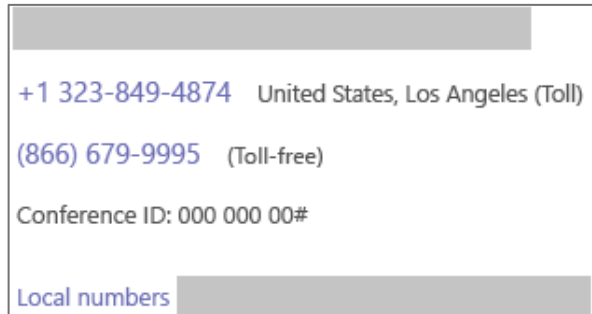


- Or, if someone starts the meeting, you'll get a notification you can use to join.




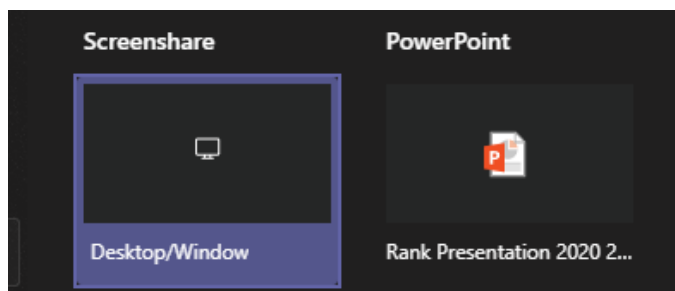
- **Join by phone**

- If you don't have internet access or the Teams app, you can join some meetings by phone. If it has a phone number and conference ID in the meeting invite, just dial to join. – Example below

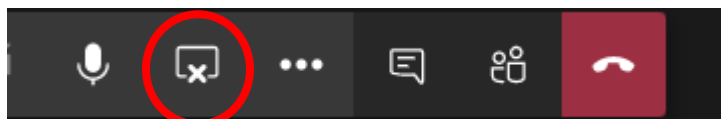


Share content in a meeting in Teams - [Video](#)

- To share your screen in a meeting, select **Share**  in your meeting controls.
- Then, choose to present your entire desktop, a window, a PowerPoint file, or a whiteboard.
 - Select a Desktop or Window to share
 - The content you're sharing will be outlined in red to remind you it's being shared.

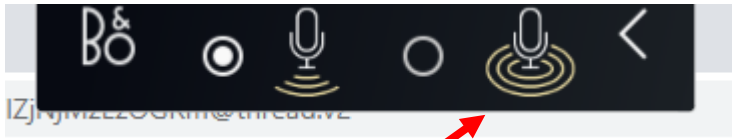


- To Stop Sharing Your Screen - Choose the stop sharing icon



Speakers/Audio

- Pick the type of microphone audio you need based on how you plan to participate.
 - You will be the only participant and in front of the computer



- There will be multiple participants at one computer and/or you will not be stationary in front of the computer

More information on Meetings and calls: [Link to Page](#)

Other things to do in Teams:

- Chat with team with audio, video and file sharing to reduce emails
- Have private chats with team members
- Store all your common files in one place and collaborate

If you have any trouble with setting up Teams Meetings, please reach out to Cindy Lajoie. If you're having trouble with the app itself or your Microsoft 365 account, please place a [ServiceNow request here](#).