

**EXCERPT FROM THE RPD TELECOMMUTING GUIDE:
HOW TO SET UP ONLINE AND AUDIO ONLY CONFERENCE CALLS**

4.12. What is MS Teams?

Microsoft Teams is Office 365's new chat-based workspace, similar to Slack. Teams makes it easy to communicate and collaborate with anyone in your department, across the city or even with people outside the city.

Teams provides a modern conversation experience with persistent and threaded chat conversations. Chat with teammates, join meetings, share and edit documents, have video chats, and screen sharing

Teams is a single pane of glass for many Office 365 services, bringing together messaging, meeting spaces, collaboration and co-authoring into one easy to use application.

Full TEAMS training – short videos

<https://support.office.com/en-us/article/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7>

4.13. Who can set up an MS Teams online meeting or conference line?

For Online Web Conference meetings and conference lines, the RPD user must be licensed for Microsoft 365 Audio Conferencing.

The following have Microsoft 365 Audio Conferencing license:

Finance and Administration	All IT Staff Kin Gee Sean McFadden Tiffany Soares Taylor Emerson Eric Pawlowsky	Thomas Borawski Tiffany Wong Antonio Guerra Bridget Webster
Partnerships	Lisa Bransten Daliah Khoury Abigail Maher	Nathan Tinclear Susan Sun Joel Ridell
Permits, Properties and Reservations	Dana Ketcham George Ridgely Shauna Bogetz	Elizabeth Benjamin Jeff Choy Eric Jue
Operations	Eric Andersen Lorraine Banford Denny Kern Larry McNesby Chris Boettcher	Jackie Battle Jimmy Chin Mark Tilley Raina Celnik Jones Cao
Capital	Joyvelle Henderson Paul Crosby	Michael Degregorio Jacqueline Ho

	Charlene Angsuko Paulina Araica Marien Coss Omar Davis	Alex Schuknecht Monica Scott Melinda Sullivan Alexis Ward
Policy and Public Affairs	Sarah Madland Andres-Lopez Patino	

4.14. How do I set up an online meeting using MS Teams?

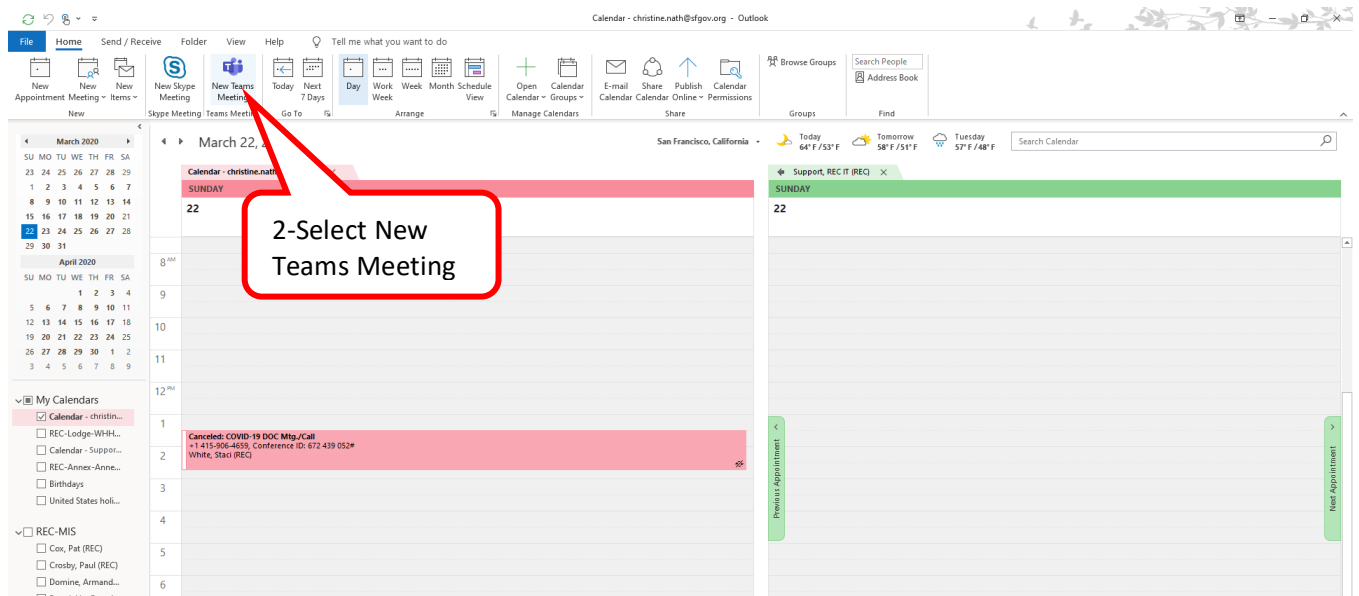
You must have the Microsoft 365 Audio Conferencing license in order to set up an online meeting. If you are on the list above, you can set up the conference line.

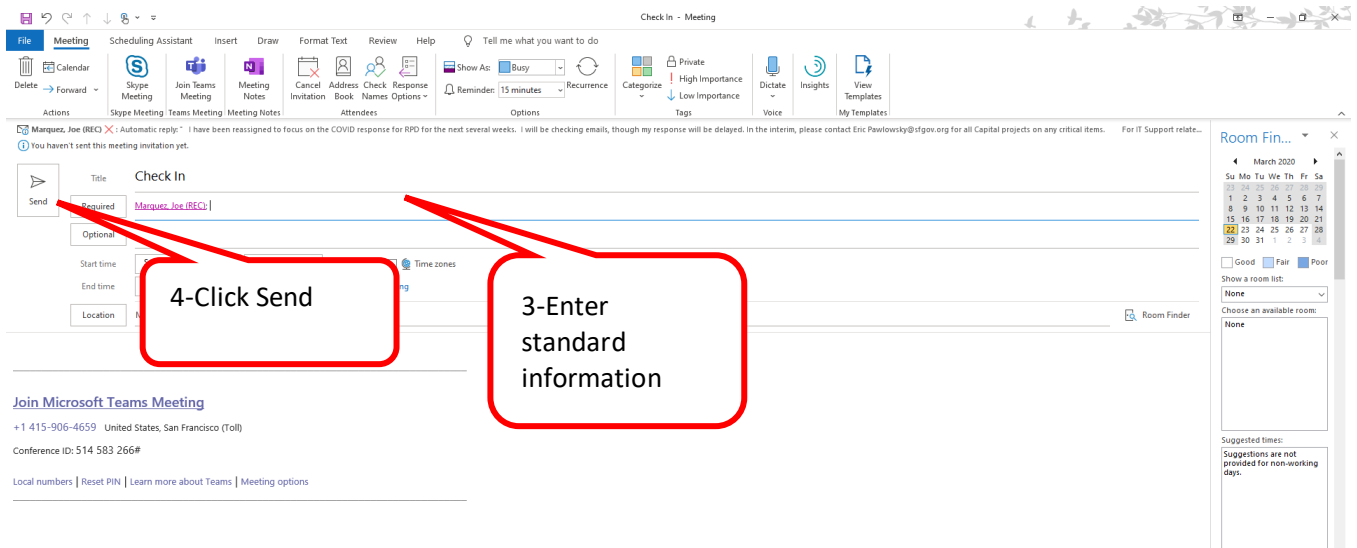
You can create an online meeting using the Outlook Client on your computer, or through Office 365.

HOW TO CREATE AN ONLINE MEETING USING THE OUTLOOK CLIENT ON YOUR COMPUTER

In the Outlook client on your computer:

1. Go to the Calendar
2. If you are licensed properly, the Teams Meeting Icon should be in the invite ribbon bar. Click on New Teams Meeting.
3. Enter Title, Required Invites, Date Start and End Time
4. Click Send





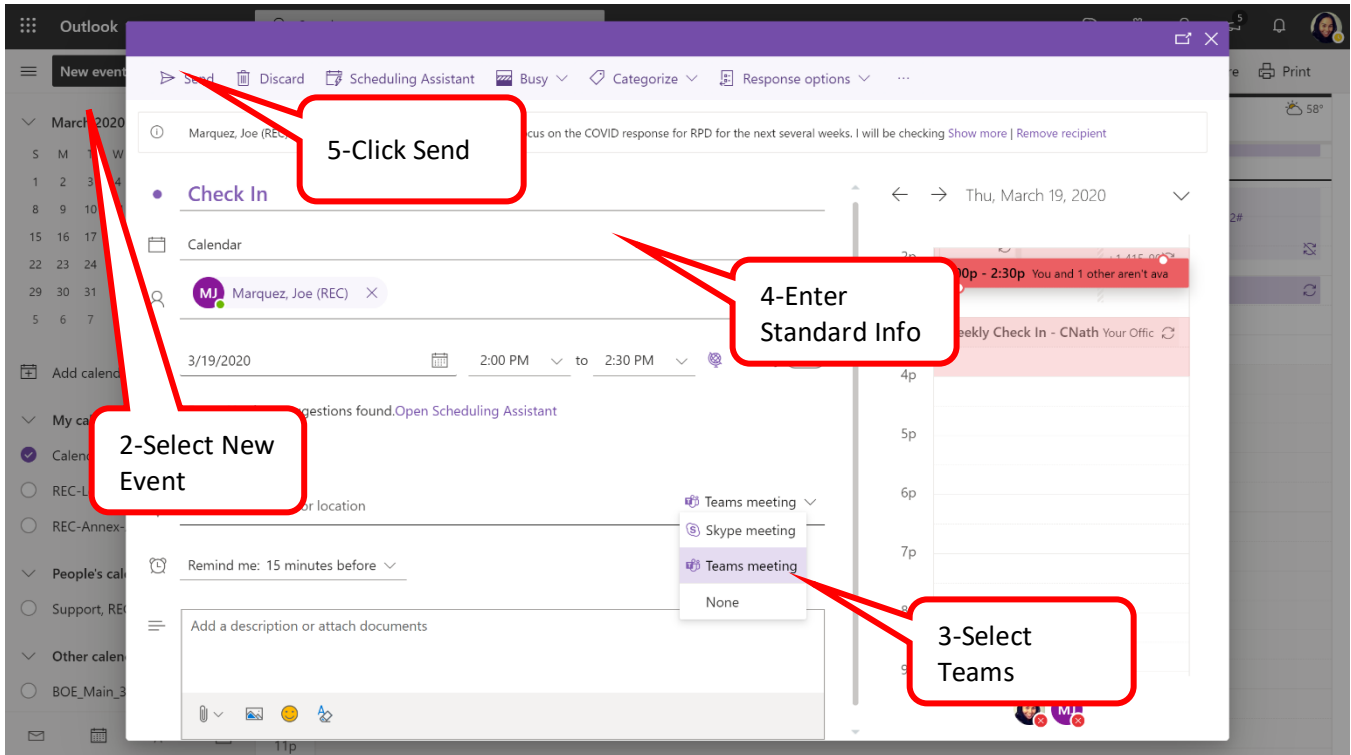
HOW TO CREATE AN ONLINE MEETING USING OFFICE 365

In Office365, select Outlook

1. Go the Calendar icon at the bottom left
2. Click New Event
3. Click Teams Meeting
4. Enter standard information (Title, Invites, Time)
5. Click Send

Note:

When selecting Teams Meeting, the online conference link and conference number are not displayed in the current invitation; however, this is displayed to the recipient and in your calendar invite.



4.15. How do I join an online conference calls using MS Teams?

1. Click on the link in the invite.
2. A new screen will open. Click Join Now.
3. Select any additional settings (Camera, Audio, Share, More Actions, Show Conversations, Show Participants, and Hang Up)

TIP:

- It is recommended that the caller calls in using the telephone number provided instead of using the computer.
- If using your computer for audio, please remember to press Mute, but do NOT press the Mute All Selection. There is no Unmute All selection. If this occurs, then the other callers must press *6 to unmute.

The screenshot shows a Microsoft Outlook interface with a meeting invitation titled "Check In". The invitation details include:

- Title:** Check In
- Required:** Marquez, Jose (RECI)
- Optional:** (empty)
- Start time:** Sun 3/22/2020, 11:30 PM. Includes checkboxes for "All day" and "Time zones".
- End time:** Mon 3/23/2020, 12:00 AM. Includes a "Make Recurring" link.
- Location:** Microsoft Teams Meeting. Includes a "Room Finder" link.

Below the invitation details, there is a section for joining the meeting:

Join Microsoft Teams Meeting
+1 415-906-4659 United States, San Francisco (Toll)
Conference ID: 514 583 266#

Local numbers | Reset PIN | Learn more about Teams | Meeting options

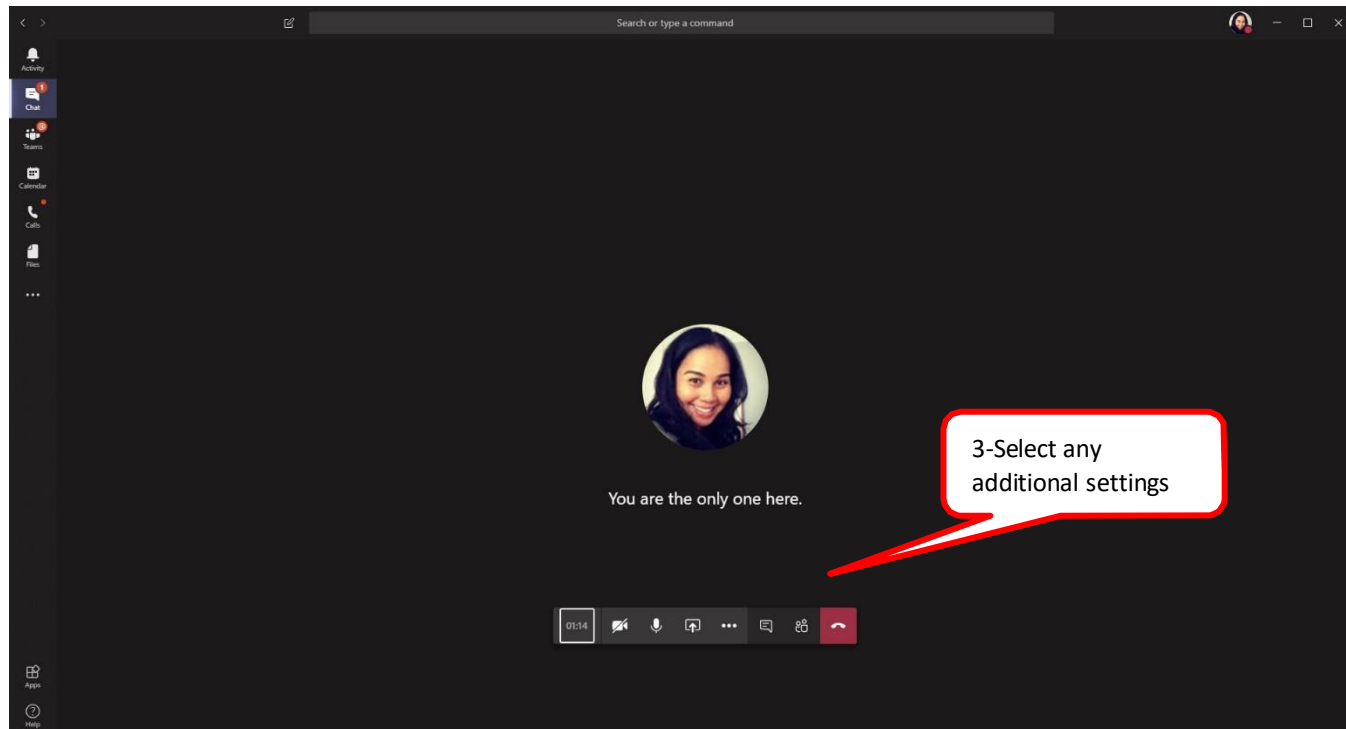
A red callout box points to the "Join Microsoft Teams Meeting" link with the text: "1-Click on the link".

On the right side of the Outlook window, there is a "Room Fin..." sidebar showing a calendar for March 2020 and a "Room Finder" section.

The screenshot shows the Microsoft Teams "Meeting now" join screen. At the top, it says "Choose your audio and video settings for Meeting now". In the center, there is a circular profile picture of a woman and a "Join now" button. Below the button are several icons for audio and video settings.

A red callout box points to the "Join now" button with the text: "2-Click Join Now".

At the bottom, there are "Other join options" including "Audio off", "Phone audio", and "Add a room".



4.16. How do I set up a conference line (audio only) using MS Teams?

Same as section 4.14.

In this case, only use the call in and not the link to the online conference.

TIP:

- **If only audio, then modify the invite by removing the link “Join Microsoft Teams Meeting” so the meeting is limited to only audio.**