

# Setting up a Meeting with students on Teams

MAY 2020

## How to Access Teams

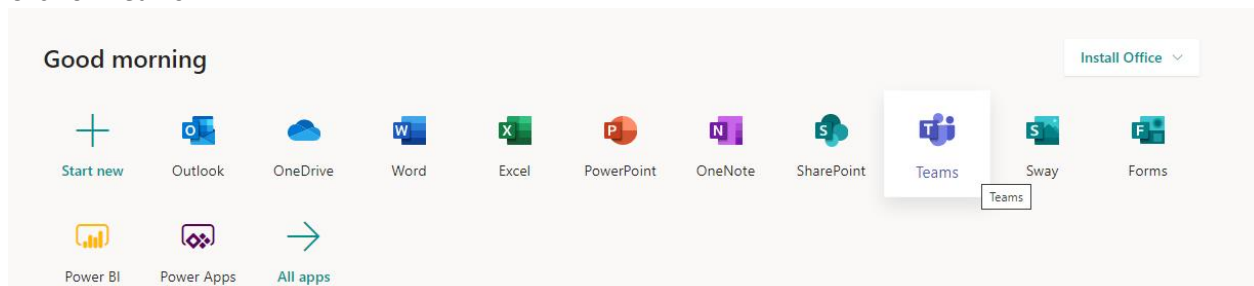
(If you have already Teams App installed then go to the “Setting up a Meeting with students” part of this guide).

Microsoft Teams runs on Windows, Mac, Android, IOS and web platforms. For first time use, navigate to <https://www.office.com>, login and click on Teams.

Open a browser on your device, we recommend Google Chrome and go to [www.office.com](http://www.office.com)

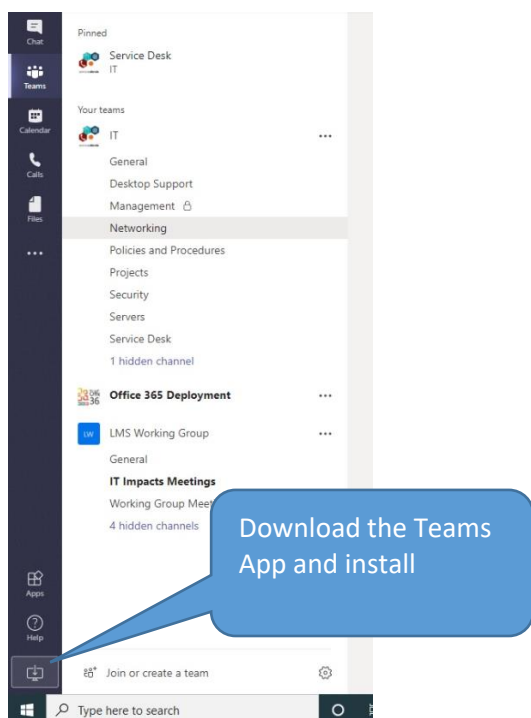
Login using your full NRC email address and password.

Click on Teams.



Teams will now open on the web platform; however, it is recommended to use the Teams App. Although the online version has all the functionality it's easier to access Teams straight from your desktop, without navigating to the website.

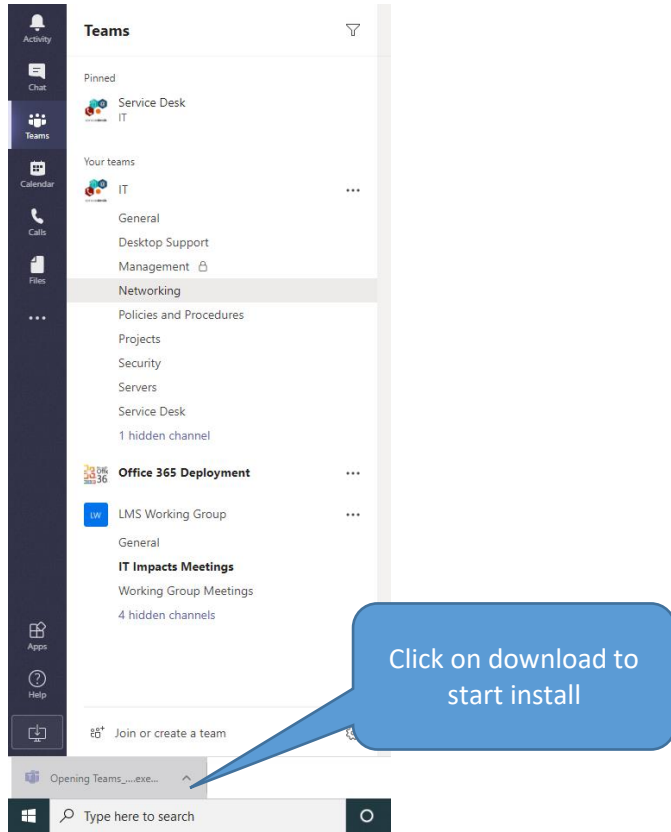
Click on “Download” in the bottom left hand corner to download the Desktop App; when the download is complete click on the downloaded exe, bottom of your screen, to start the installation. It will install automatically with no administration rights needed.



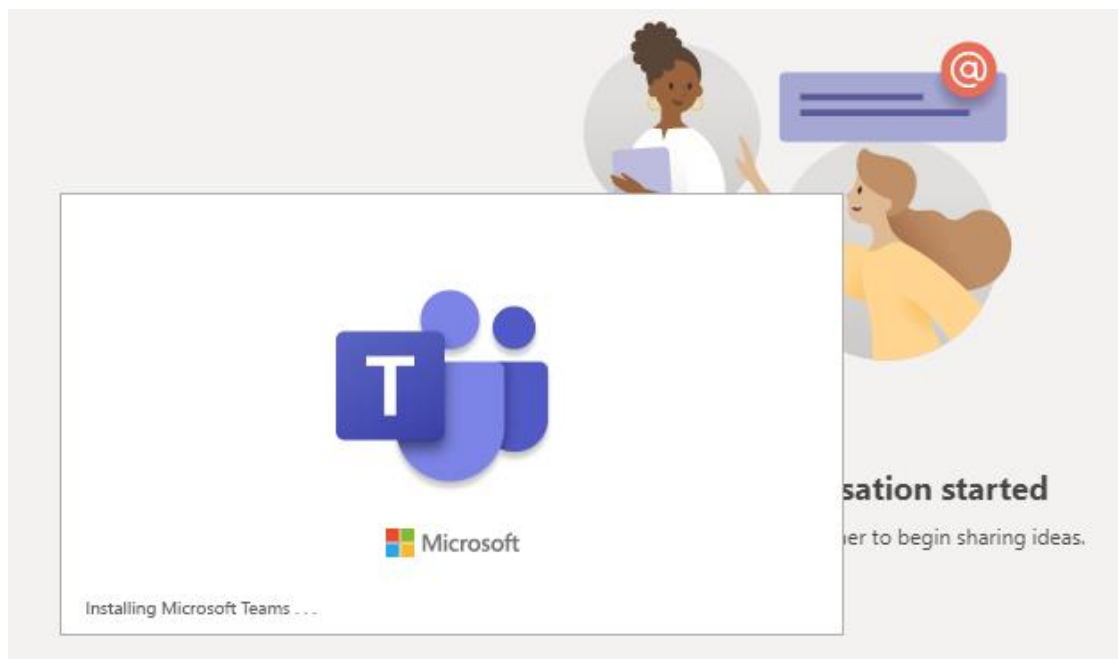
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When the Desktop App has downloaded click on the file to start the Teams installation.



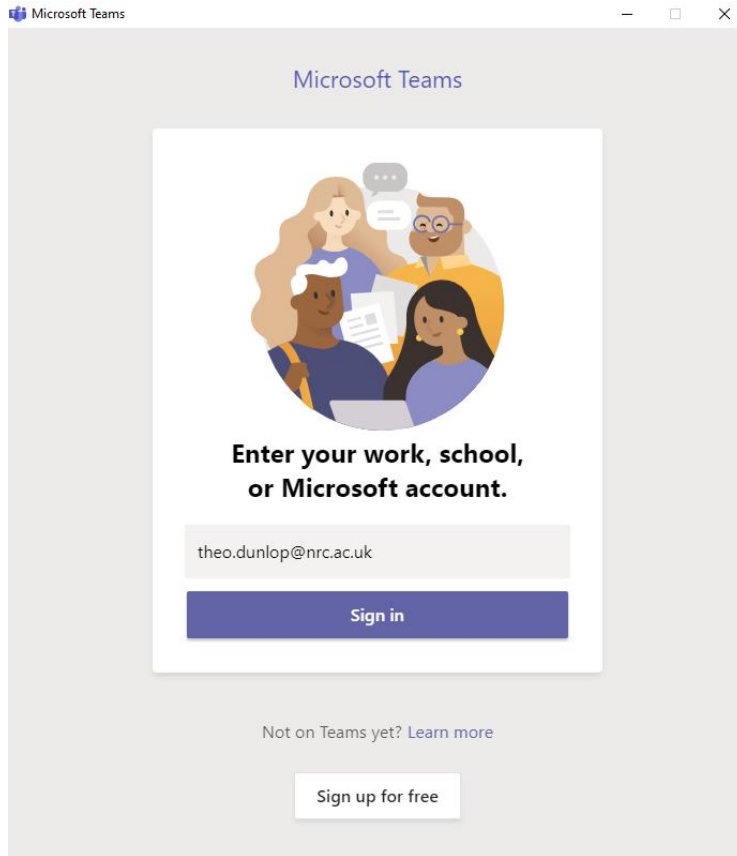
Teams will install and ask you to login using your full NRC email address and password.



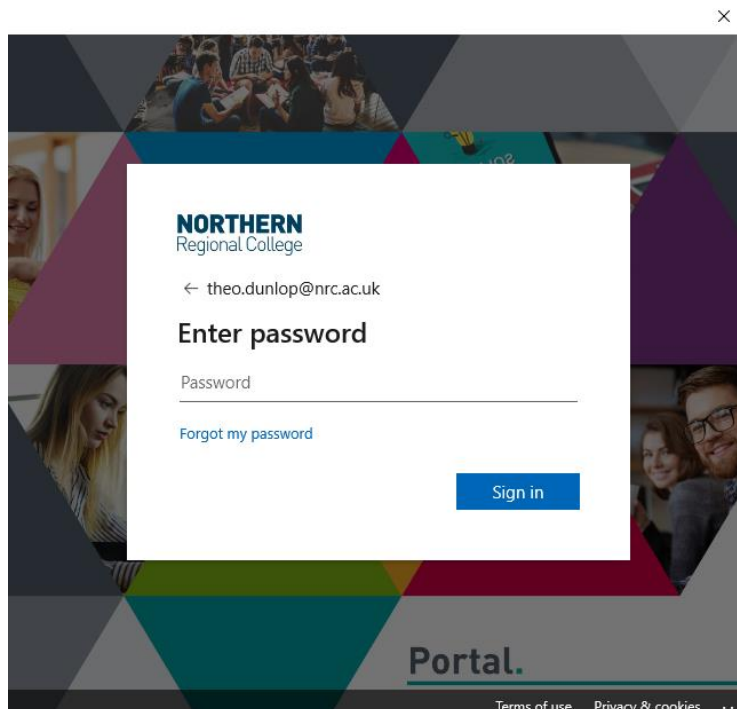
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Enter your full NRC email address and password then click Sign in.



You will be redirected to the Office 365 portal to login, enter your NRC password and click Sign in.



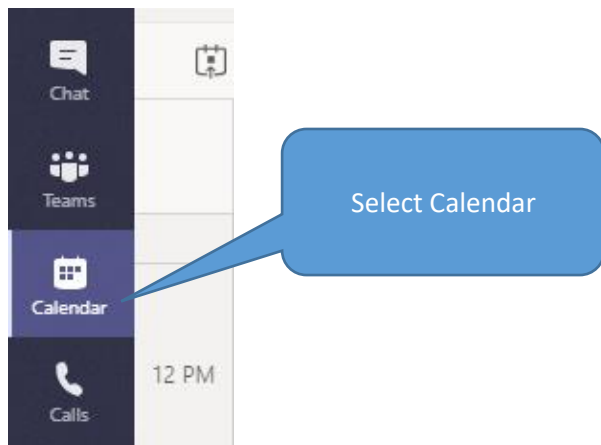
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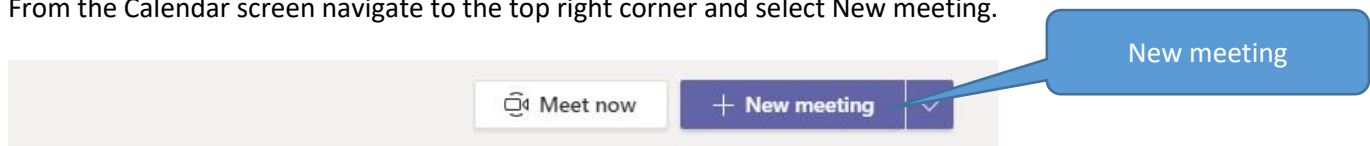
## Setting up a Meeting with students.

In Teams you will see 'buttons' on the left which allow you to navigate between the different functions/features. From the navigation on the left select calendar.

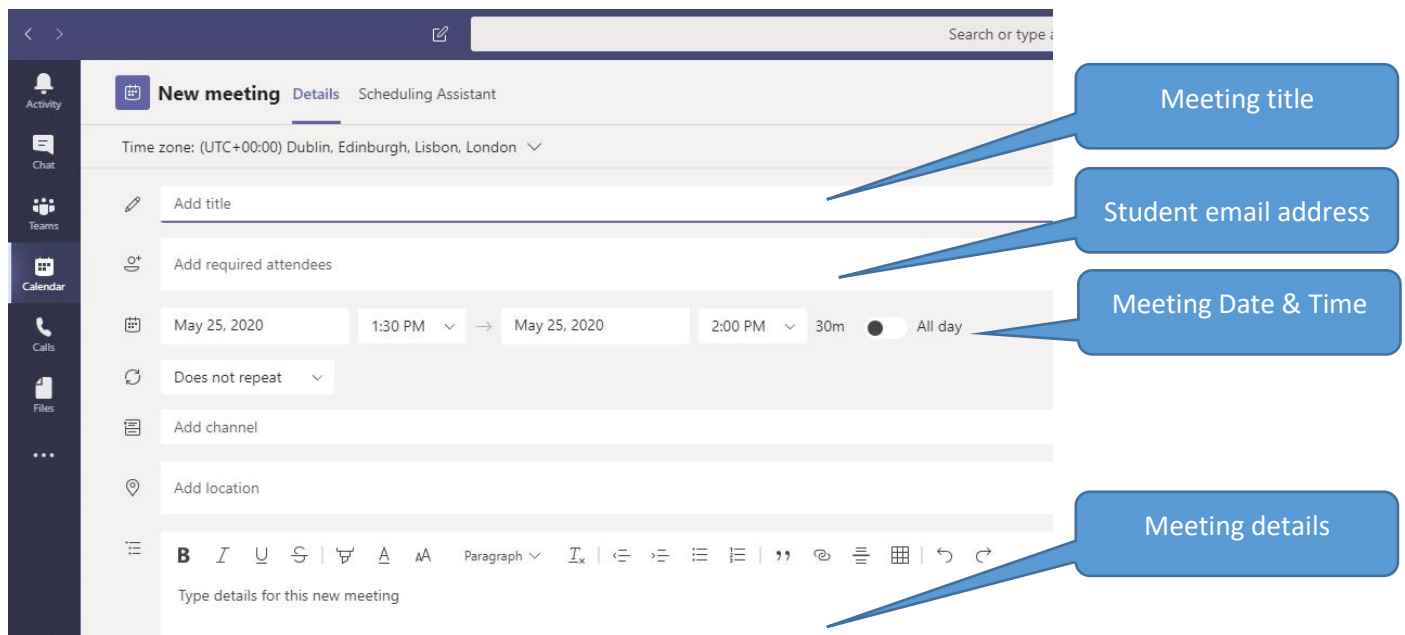
(NOTE: This is your Office 365 calendar or Email/Outlook calendar. You can setup a meeting from your Email/Outlook calendar but for the purpose of this guide you will be shown in Teams).



From the Calendar screen navigate to the top right corner and select New meeting.



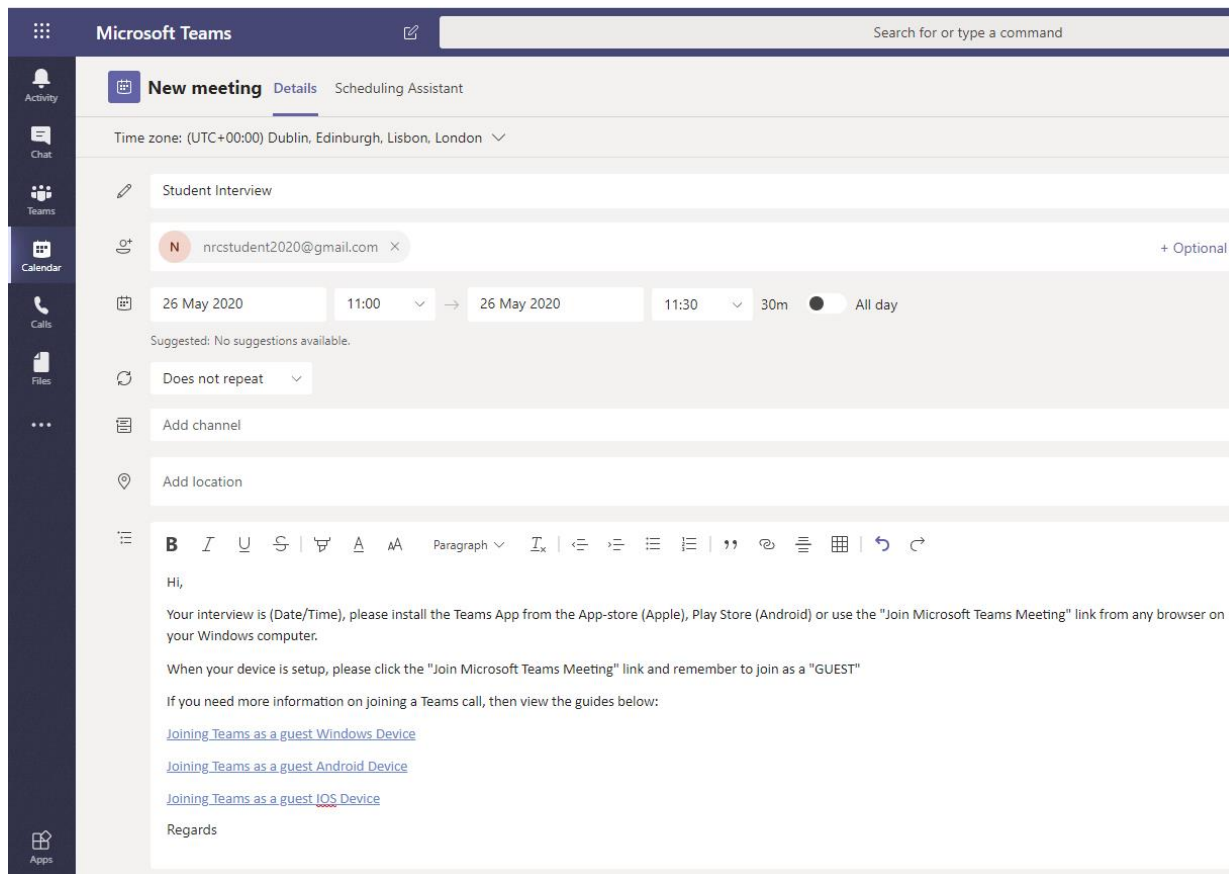
Enter a title for the meeting, the personal email address of the student, date/time, and any other information you want to include. It is suggested that you include a link to the NRCi IT guides so the student can access information on how to download Teams App or join a call through a browser.



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Below is an example meeting and example content text for sending to a student with links to the documentation on the NRCi section of the College Website. You can copy this text into your meeting and the links to user guides.



*Copy and paste this text below if you want to include it in your message to students with the links to the user guides.*

Hi,

Your interview is (Date/Time), please install the Teams App from the AppStore (Apple), Play Store (Android) or use the "Join Microsoft Teams Meeting" link from any browser on your Windows computer.

When your device is setup, please click the "Join Microsoft Teams Meeting" link and remember to join as a "GUEST"

If you need more information on joining a Teams call, then view the guides below:

[Joining Teams as a guest Windows Device](#)

[Joining Teams as a guest Android Device](#)

[Joining Teams as a guest IOS Device](#)

Regards"

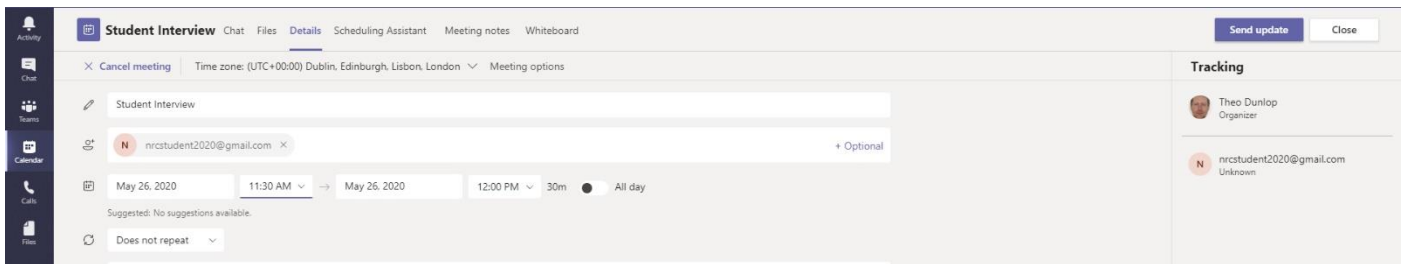
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When your meeting is ready click Send at the top right of the Teams App, the meeting will now be added to your calendar.

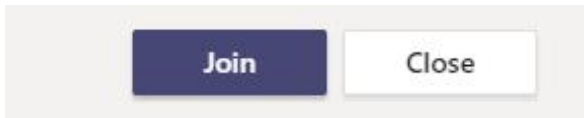


If you need to adjust or reschedule a meeting click and open the appointment, click on Scheduling Assistant, make your adjustments i.e. change the time and click send update at the top right. This will resend an updated appointment to the student.

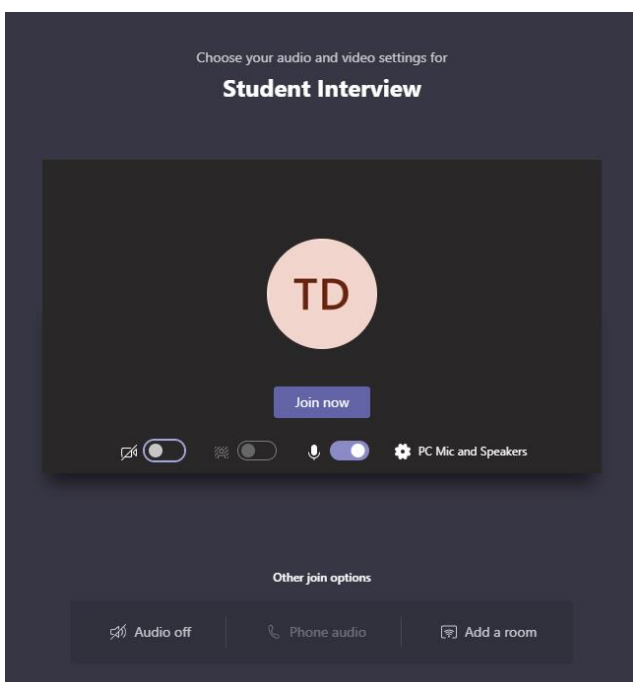


### Joining & managing a meeting with students.

On the day of the meeting navigate to the calendar in Teams, click to open the appointment and click Join at the top right corner.



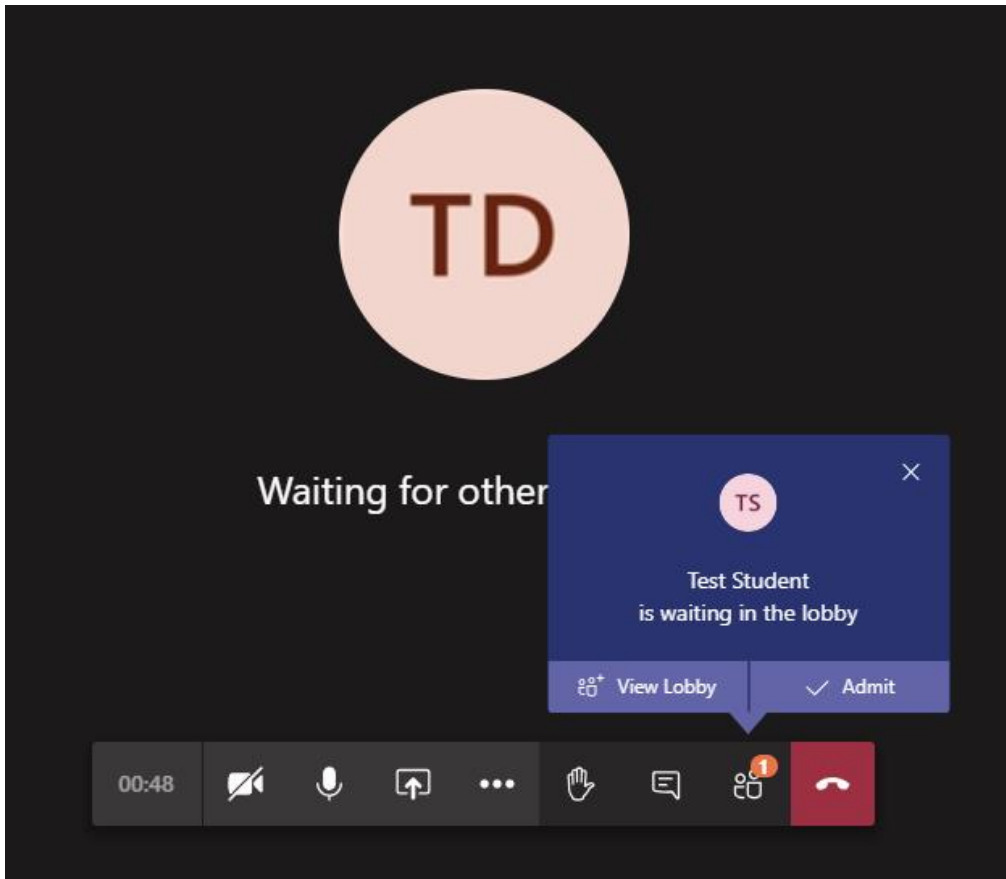
Click Join now to join the meeting, you can choose your audio and video settings here.



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When the student joins the meeting, they will enter a lobby for you to give them access to the meeting, click Admit allowing the student to enter the meeting.



Teams meeting tools basic options below:



Once the student is admitted you should be able to have a video/audio meeting.