






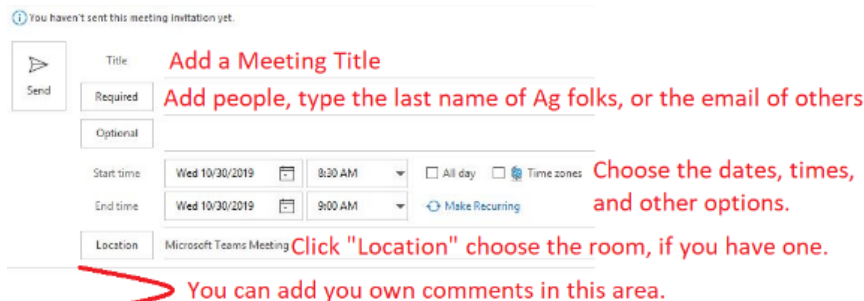
How do I create a Teams Meeting? – First you need the software..

Microsoft Teams and Teams Meetings are part of the AgCenter PC image. If the PC you wish to use does not have Teams, you can get it through the Microsoft Office 365 portal, all the PC will need is an internet connection.


Go to: www.office.com Sign-in with your AgCenter credentials. Look for the “Teams” logo:  Select it. This will open the web version of your Microsoft Teams. You can download the desktop app from there. Look for the “Download” icon in the lower left-hand corner:  Once the application downloads, close the web version and sign-in to the desktop app. When the app opens look down the left-hand side of the panel and look for the “Calendar” App icon:  This will be populated with your Outlook calendar and you will see any Teams Meeting that you created or have been invited to. If you do not see the Calendar App icon the look for the “More” Apps icon:  then select the Calendar App.

How do I create a Teams Meeting?

This is almost just like creating a regular Outlook meeting invitation. Open your Outlook calendar, look across the top for the “New Teams Meeting” icon:  Selecting the icon opens your Teams Meeting Invitation.



You can add you own comments in this area.


[Join Microsoft Teams Meeting](#)  This is the link to the Teams Meeting. People can now also join a meeting by telephone.

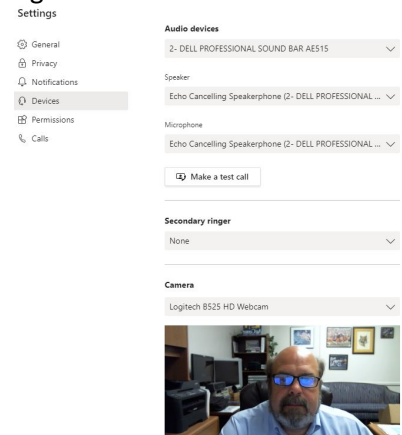
+1 225-614-2374 United States, Baton Rouge (Toll)
Conference ID: 263 989 285#

Local numbers | Reset PIN | Learn more about Teams | [Meeting options](#)

After you have sent the invitation, go back and select Meeting Options. Choose to Allow Everyone to bypass the lobby. This allows people to get right into the meeting. Also, lets invited people test with each other, even before the scheduled meeting time. Otherwise the meeting will not start until you Join.

How to select the Camera, Mic and Speakers

In the upper right-hand corner of the app look for the button, with your picture or initials:  Click it, and select “Settings” then choose “Devices”.



Pick your devices and the select the “Make a Test Call” button to verify your selections.

Helpful Links:

How to Join a Teams Meeting:

<https://support.office.com/en-us/article/join-a-meeting-in-teams-1613bb53-f3fa-431e-85a9-d6a91e3468c9>

If you have any questions, or would like to schedule a test of your systems, please contact:

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