

What is Microsoft Teams?

Microsoft Teams is a chat-based collaboration tool that provides global, remote, and dispersed teams with the ability to work together and share information via a common space. You can utilize exciting features like document collaboration, one-on-one chat, team chat, and more. It is naturally integrated with other Office applications and uses the Microsoft Office 365 global, secure cloud platform.

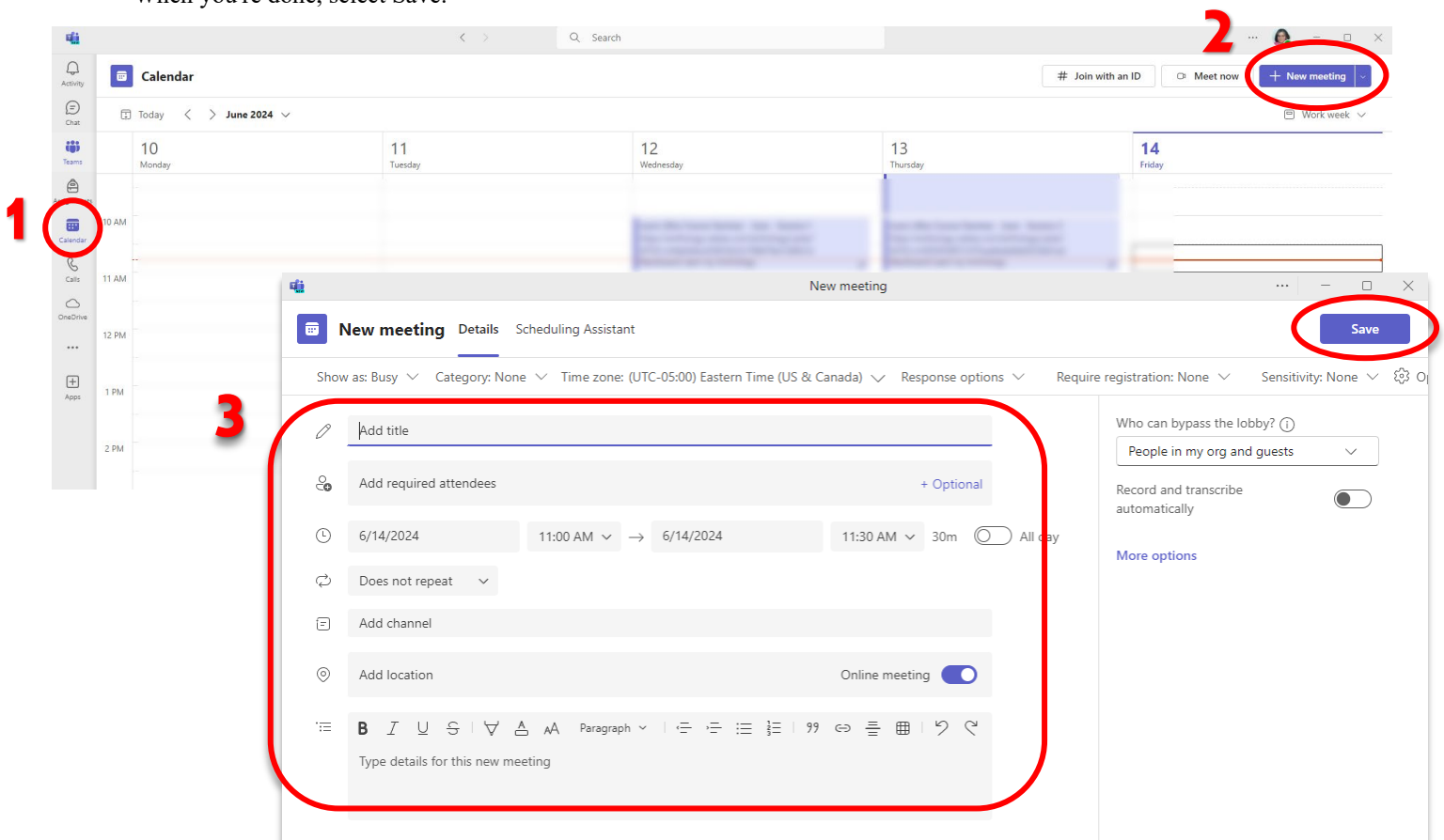
How do I access Teams?

Teams can be accessed via the Teams app installed on your computer, via the mobile app installed on your phone, or through the Office 365 Portal at <https://portal.office.com>.

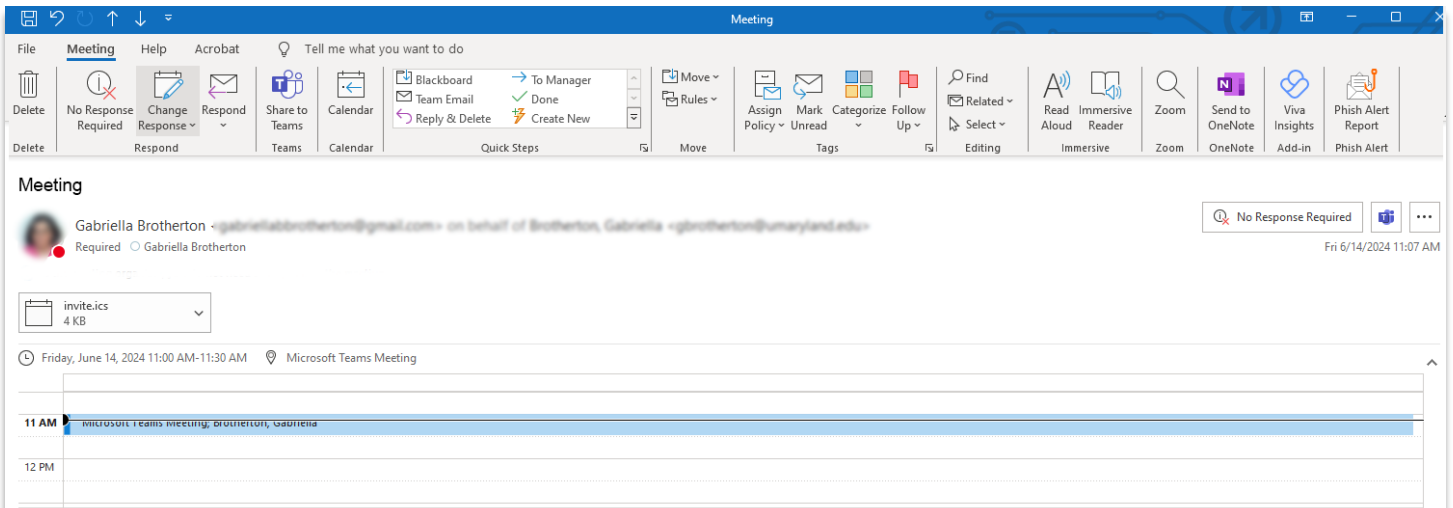
How do I schedule a meeting from the Teams app?

Meetings can be easily scheduled from Teams or through Outlook. To schedule a meeting from Teams:

1. Open Teams and click on the **Calendar** icon (left side navigation).
2. Select **New meeting**.
3. Fill in the details for your meeting, including:
 - Title
 - Add attendees, including your external clients
 - Set a date and time
 - Add location if needed, or choose Online meeting
 - Add any other details you would like to includeWhen you're done, select **Save**.



- Your attendee(s) will receive an email invite that they will use to join the meeting. They must click on “Join the meeting now” to join the meeting. Attendees do not have to have an Office 365 account to join a meeting. If they are not signed into Office 365, they will be prompted to enter their name, and will then appear in the lobby for you to approve.
- When an attendee outside of UMB joins the meeting, they will be in a lobby, and must be approved before they can join. In your Teams meeting, click the green checkmark to admit them to your meeting.



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Microsoft Teams [Need help?](#)

Join the meeting now

Meeting ID: 332 151 880 507
 Passcode: 636679

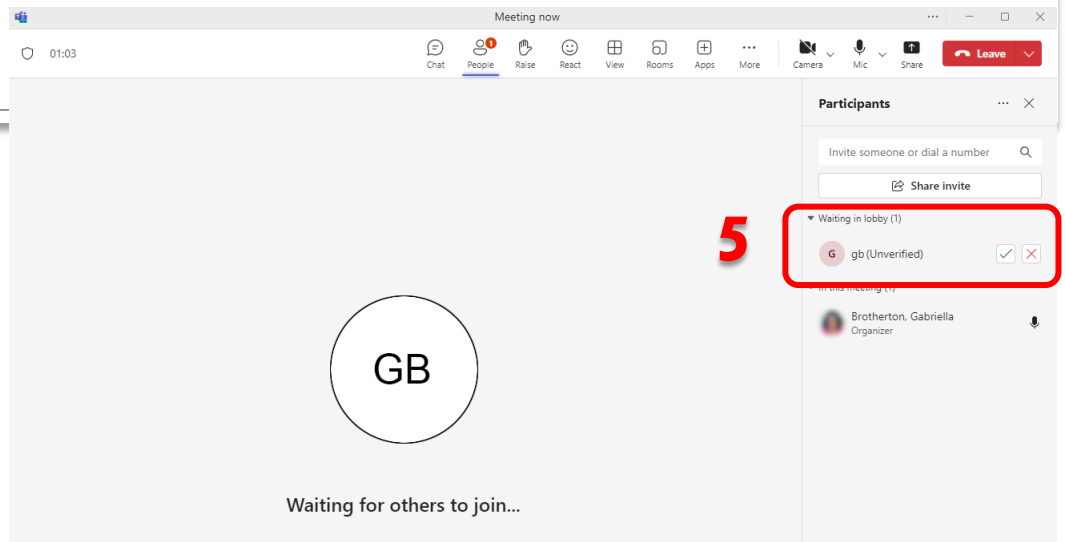
Dial in by phone

+1 866 486 5274, 4962496234 United States, Baltimore

[Find a local number](#)

Phone conference ID: 496 249 6234

For organizers: [Meeting options](#) | [Reset dial-in PIN](#)

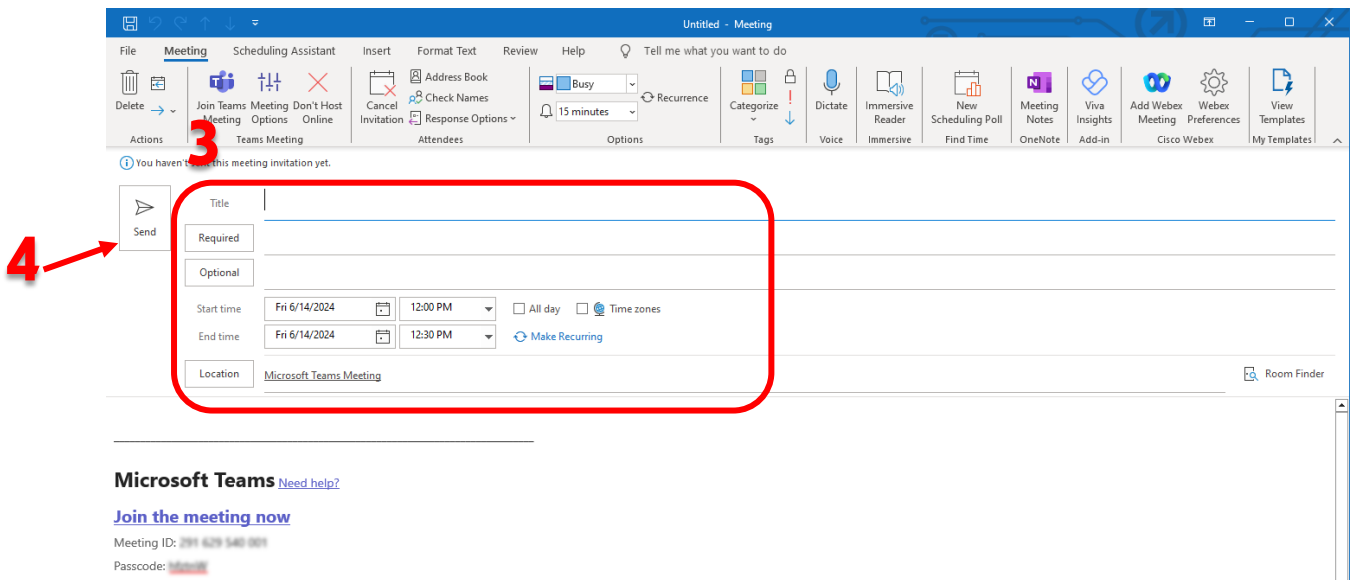
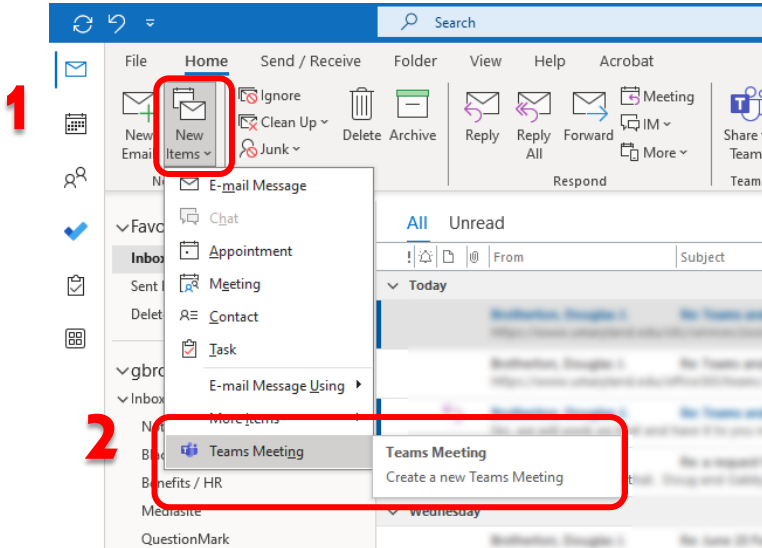


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How do I schedule a Teams meeting from Outlook?

Using Outlook, there are several ways to schedule a meeting. To schedule from your email tab:

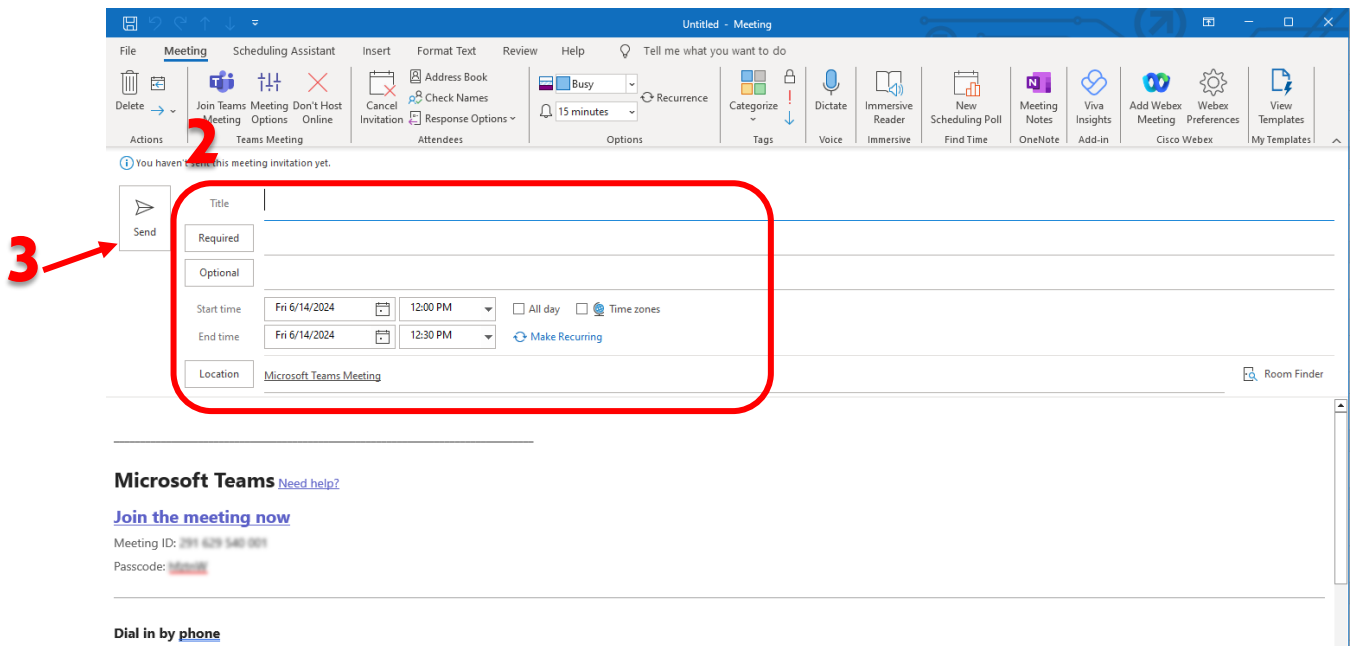
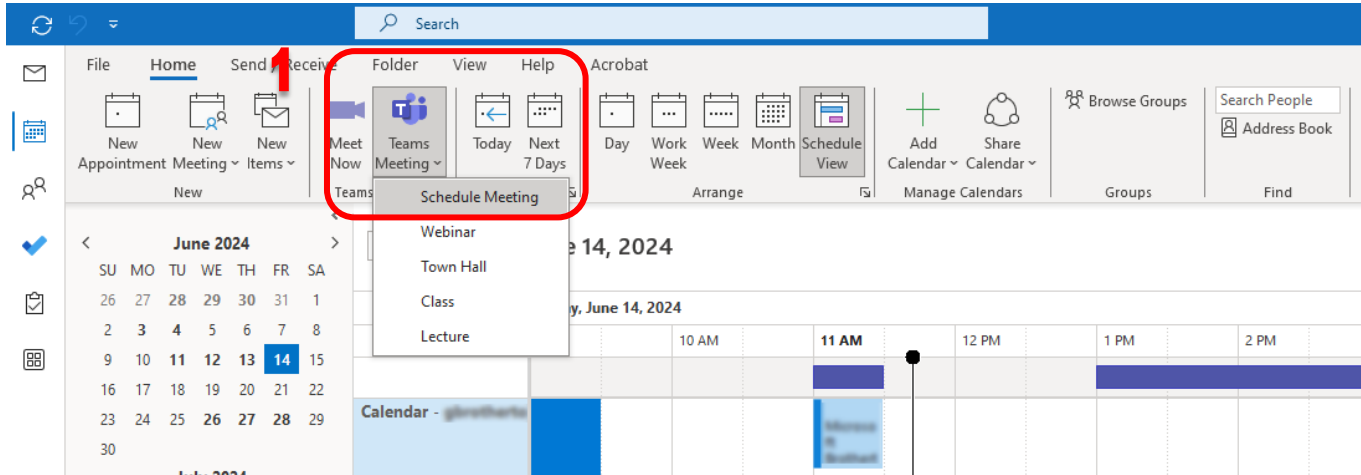
1. Click on **New Items**
2. Click on **Teams Meeting (Create a new Teams Meeting)**
3. Fill in the details for your meeting, including:
Title
Add attendees, including your external clients
Set a date and time
Add location if needed
Add any other details you would like to include
4. When you're done, click **Send** and your attendee(s) will be sent an invite they can use to access the meeting.



How do I schedule a Teams meeting from the Outlook Calendar?

To schedule a meeting from your Outlook calendar:

1. Click on **Teams Meeting**, then click **Schedule Meeting**
2. Fill in the details for your meeting, including:
Title
Add attendees, including your external clients
Set a date and time
Add location if needed
Add any other details you would like to include
3. When you're done, click **Send** and your attendee(s) will be sent an invite they can use to access the meeting.



Where can I find more information or request further assistance?

CITS has information and videos that you can access here:

<https://www.umaryland.edu/office365/teams/>

If you need further assistance, please contact the SOD Help Desk: dshelp@umaryland.edu