

# Using Microsoft Teams Meetings from your WSDOT Workstation

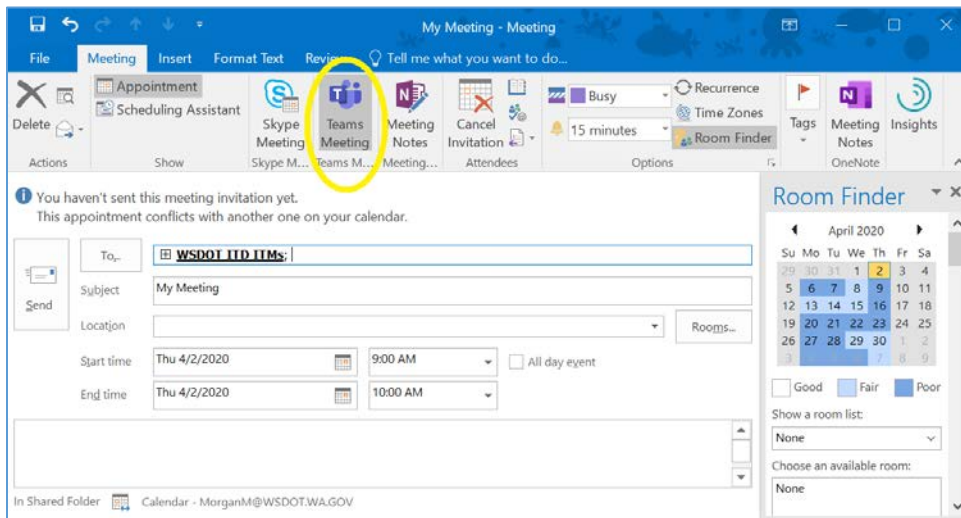
4/5/2020

## To create a Microsoft Teams Meeting from a WSDOT Workstation

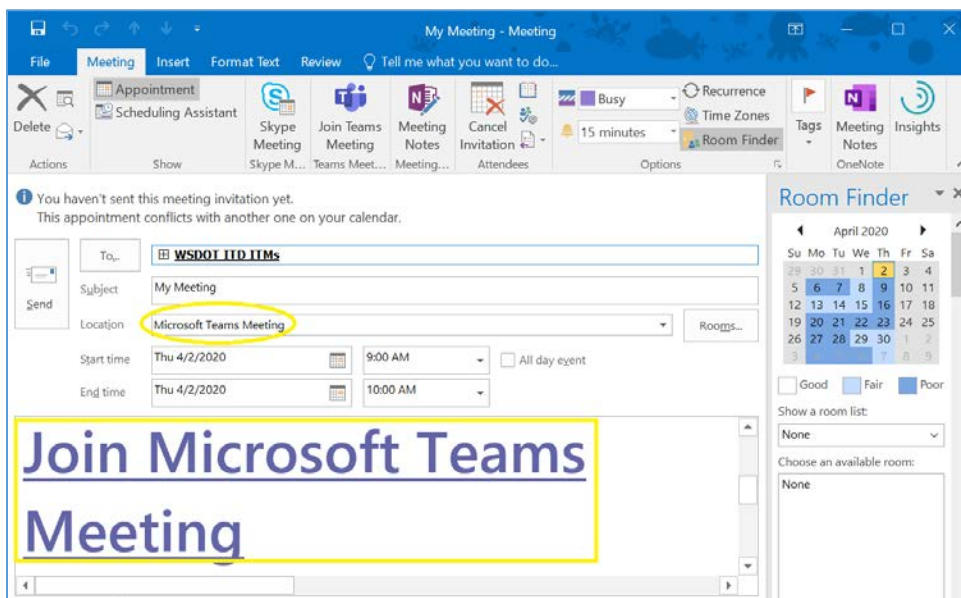
- Open Outlook 2016.
- Click on the calendar icon and then click on the “New Meeting” icon – just as you would normally do to create a meeting.
- Add your participants and select a meeting day and time, as you would normally do.

To include a link for a Microsoft Teams Meeting,

- Click on the Teams Meeting icon, circled below.



Once you click on the icon, the meeting location will auto-populate to say “Microsoft Teams Meeting” and a link will be provided within the text of the meeting invitation as highlighted below.

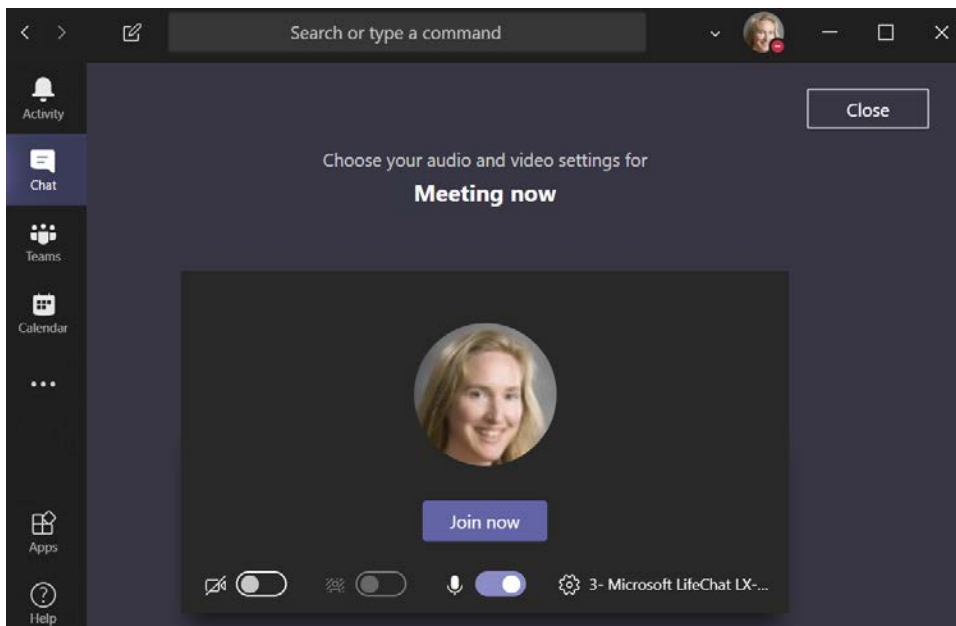


Some items of note,

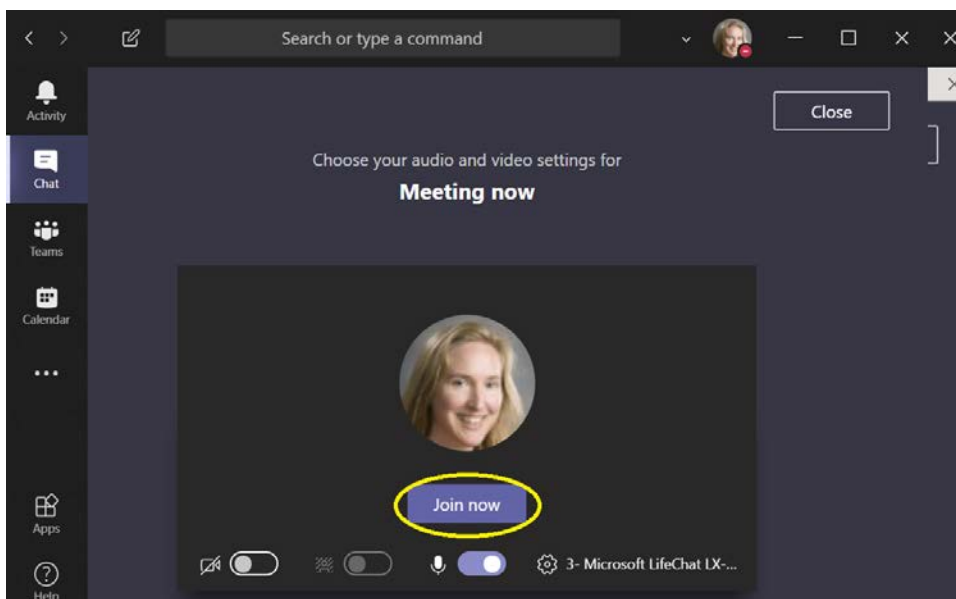
- **Do not set up a phone bridge in addition to your Microsoft Teams Meeting.** Microsoft Teams is not able to link the two.
- **WSDOT is not currently licensed to provide Microsoft Teams Meetings with a call-in feature for those lacking a computer without an additional cost applied.**

To join the meeting on the selected time and day:

- Click the “Join Microsoft Teams Meeting” link in the text area of the meeting invitation. Once you do, the following screen will appear.

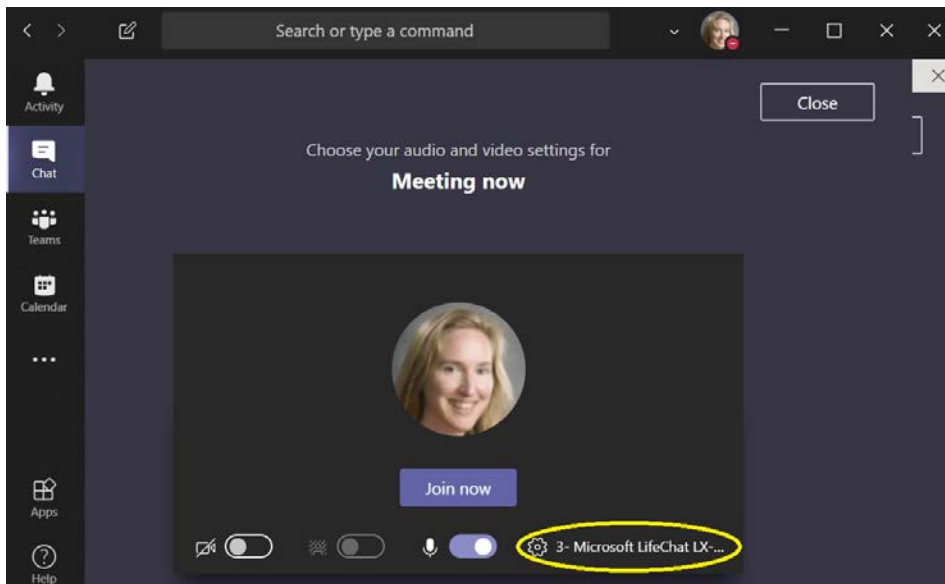


- Click “Join now” to immediately join your Microsoft Teams Meeting.

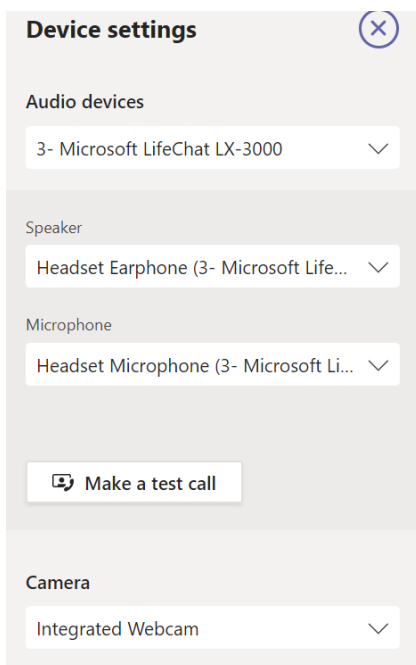


Prior to joining (and even after joining), you can elect to turn on your video, blur your background, and/or mute your microphone. Click on the three icons below the “Join Now” button to toggle these features on and off.

Selecting the gear icon on the far right (shown below) allows you to select and test your video and audio devices prior to meeting.

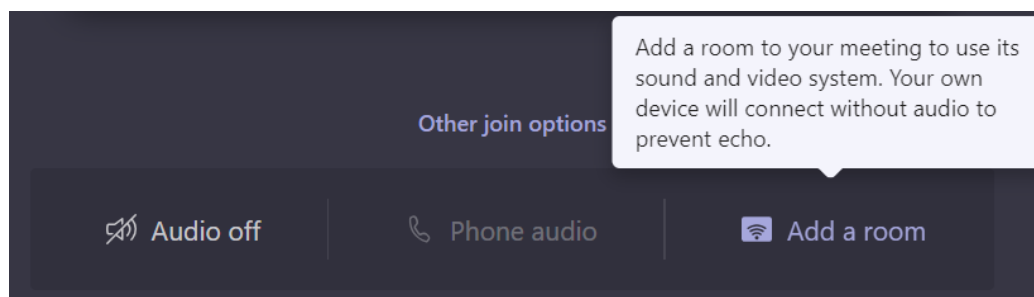
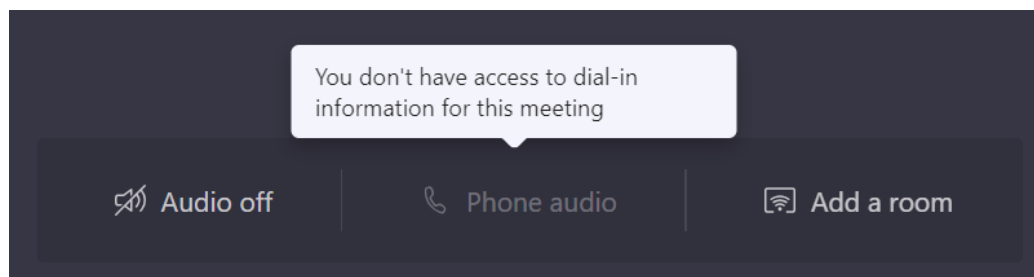
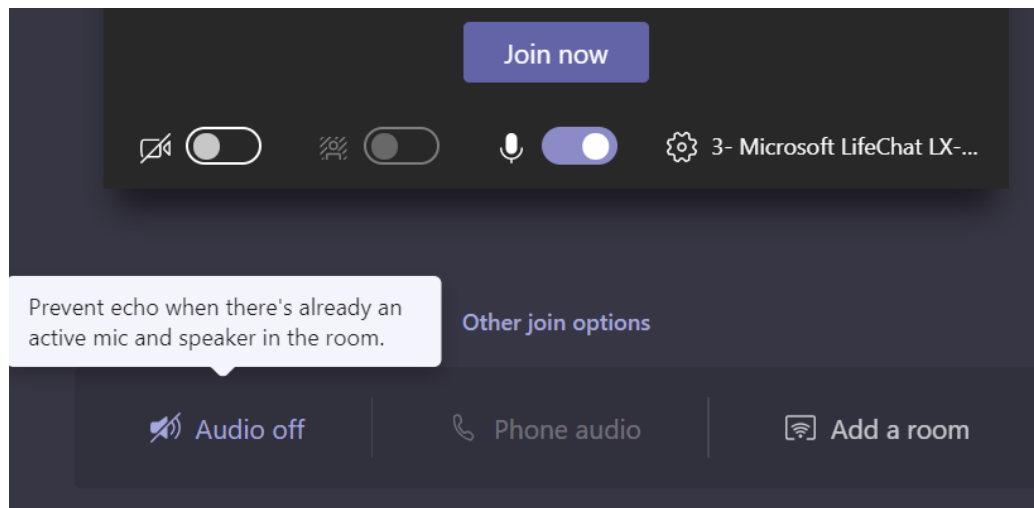


You can select the options that are available to you from each drop down shown below, including attached devices like headsets and mounted cameras.



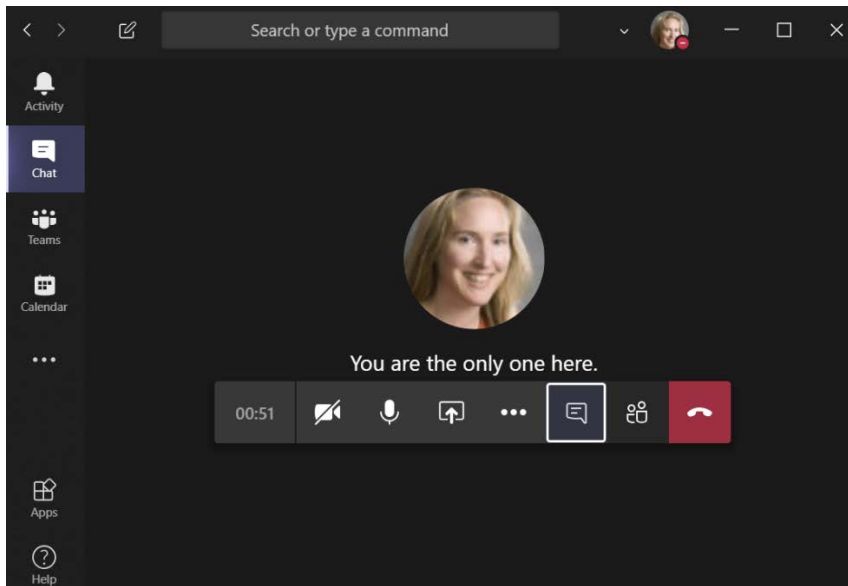
Making a test call will allow you to make sure that your equipment is working properly to ensure a smooth transition to your Microsoft Teams meeting.

Below the “Join Now” box are other join options for your meeting. These include, “Audio Off” to prevent echoing, “Phone Audio” if you don’t have access to dial in information, and “Add a Room” to allow you to use a meeting room’s audio and video capabilities.

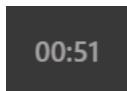


## Once You Have Joined the Meeting

Your display will change to the following. If other participants have joined the meeting prior to you, you will see a picture, initials, or a video depicting each participant.



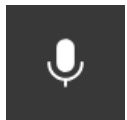
The buttons shown below your picture or initials include:



**Meeting timer**



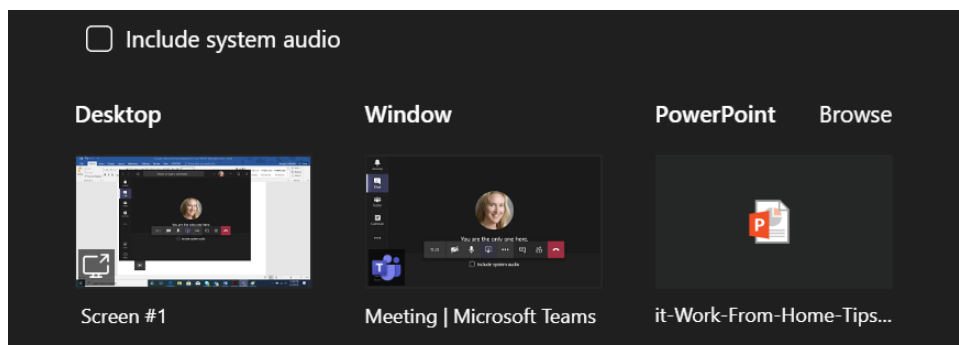
**Camera off/on toggle** (The depicted image indicates that the camera is off.)




**Microphone on/off toggle** (The depicted image indicates that the microphone is on.)



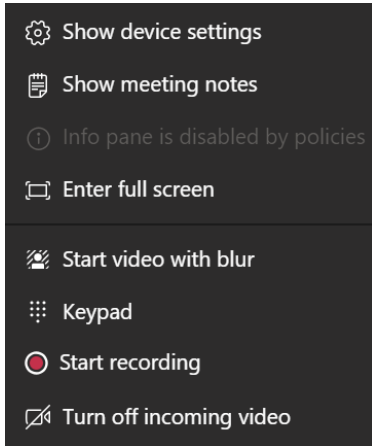
**Share** – To share your desktop, a window or file from your device.



If you elect to share so that others can see an item, you will see options to select like those shown above. Once you select an option, like “Desktop”, your icon will change to . Click this icon if you wish to stop sharing.

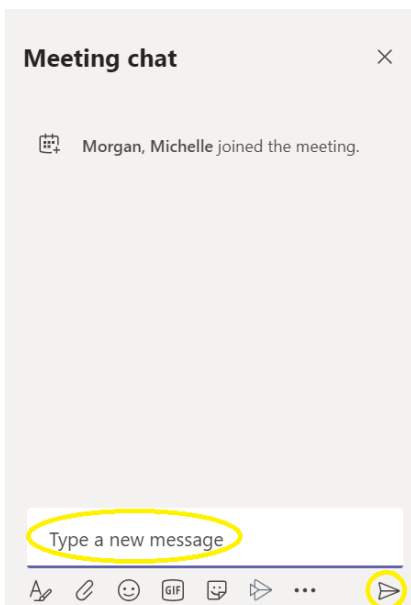


**More Actions**, including the following:



**Show conversation** – To open up a meeting chat session.

This feature is very helpful if you or a team member is having audio difficulties so that the team can be notified of the issue.



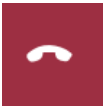
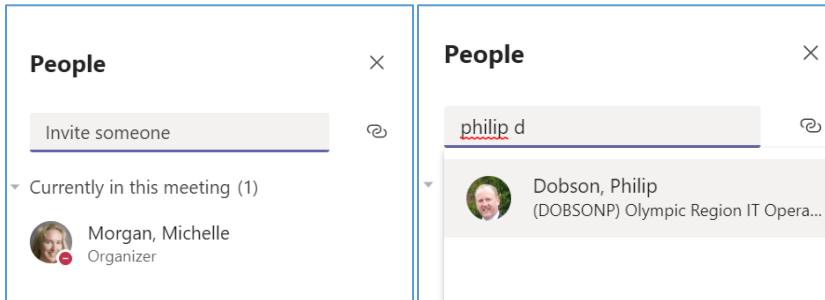
- Enter your message in the text box circled above and click the arrow button to the lower right to post your message.

At the bottom, to the far left, you can select font and font color. The paperclip icon immediately to the right of the font icon allows you to attach a file.



### Show participants

You can click this icon to add participants in addition those included in your original meeting invitation. Just enter the desired participant's name in the "Invite someone" box and click on the contact. The contact will be called immediately.



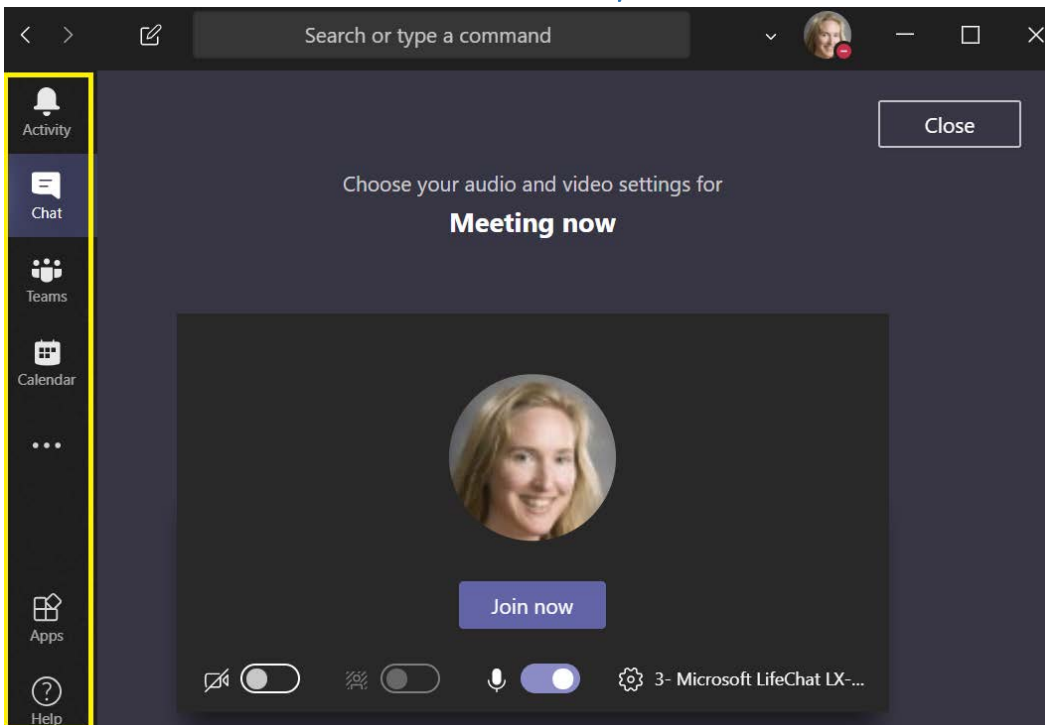
**Hang up** – To end your meeting or end your participation in someone else's meeting.

### Helpful Hint

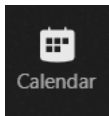
If your meeting toolbar disappears during a Microsoft Teams meeting, just swipe your pointer over the meeting window and the toolbar will reappear.



## What about these other icons? What do they do?



The items shown in the highlighted box above are associated with the fuller functionality of Microsoft Teams. Currently, not all of these are available for your use, but the Calendar feature is.



If you click the Calendar icon, your Outlook calendar will display. You can join scheduled Microsoft Teams Meetings through this interface as well.

## When will I be able to use full Microsoft Teams functionality?

WSDOT ITD is working to expedite the WSDOT-wide release of full Microsoft Teams functionality. WSDOT ITD is currently developing governance procedures and conventions to streamline records management and e-discovery compliance, along with the provision of self-servicing capabilities.

At this time, requests for Microsoft Teams Sites can be made through the WSDOT ITD Service Desk. Requests will be prioritized based on the criteria employed by the Enterprise Technology Board with the understanding by site owners that they will incur additional work to accommodate governance conventions at the time of statewide deployment.

## Need Assistance?

If you run into issues with your Microsoft Teams meeting, please **call the ITD Service Desk at 360-705-7050 or your local IT Service Desk**. You can also contact the **ITD Service Desk via email at [ITDServicedesk@wsdot.wa.gov](mailto:ITDServicedesk@wsdot.wa.gov)**.



To learn more about Microsoft Teams, please see Microsoft's online Teams training found at:  
<https://support.office.com/en-us/teams> .