Using Microsoft Teams Meetings from a non-WSDOT Device

- **Including desktops, laptops, tablets and smart phones** – 4/5/2020

<mark>Please note – This method **does not** impact the WSDOT IT network's bandwidth if you are teleworking from a remote location and use your local Internet connection for access.</mark>

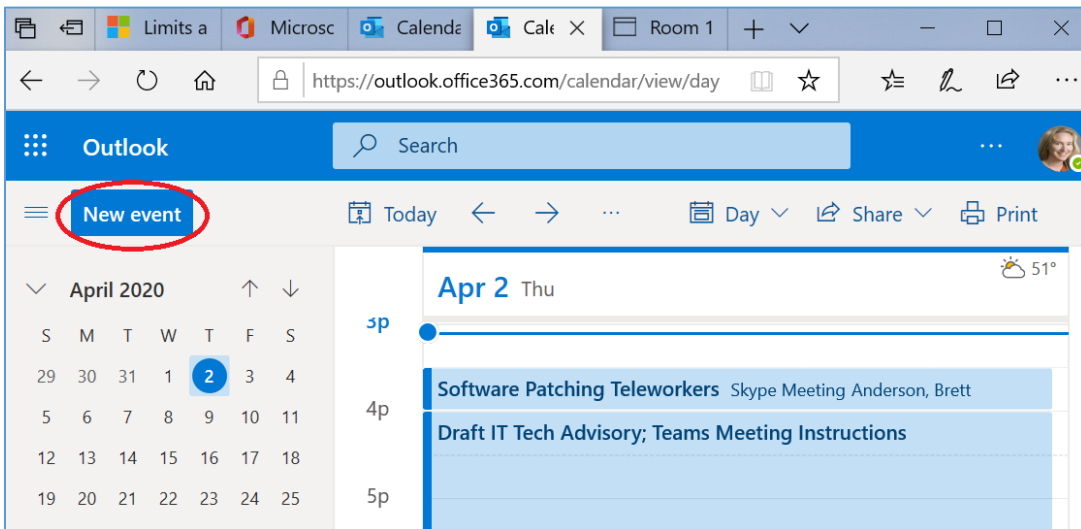## To create a Microsoft Teams Meeting from a non-WSDOT Device

- Open your browser enter "Office.com" and click on the "Sign in" icon on the Office.com landing page.
- Enter your WSDOT email address and click "Next."
- Choose "Work or school account."
- You will be prompted to enter your WSDOT password (the one you use to log in to your WSDOT devices) and click "Sign in."
- You will then be prompted to provide the security code that was sent to you (Multi-factor Authentication). First time users will need to register for Multi-factor Authentication to receive a security code. Documentation is enclosed.

You should then see Outlook on your screen. If you have access to other O365 tools through your WSDOT work, you will need to select Outlook from your tool choices.

- On the Outlook screen, select the calendar icon on the bottom left.
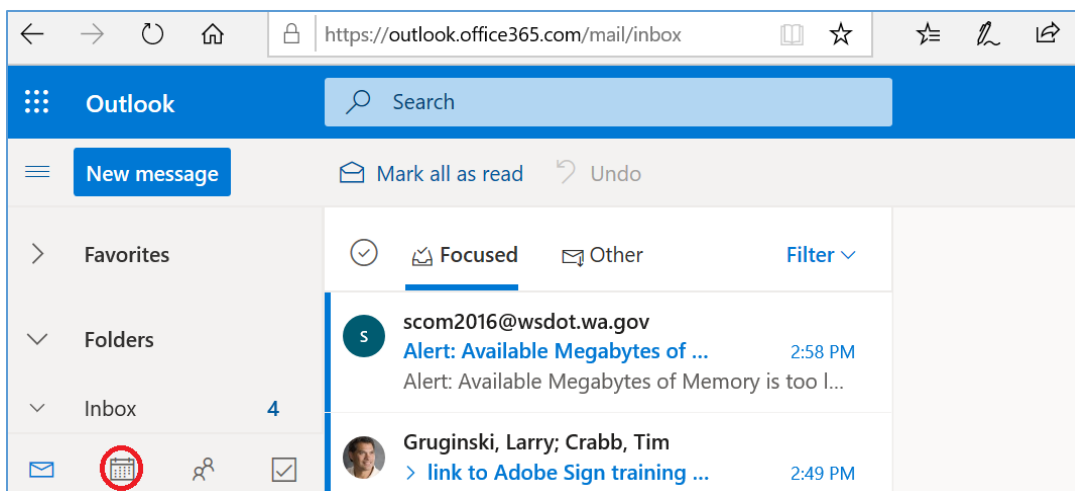
- Once the calendar opens, click on the "New Event" icon highlighted below.

When the window opens to create your new meeting:

- Enter the meeting title, invite attendees, and set the day and time of the meeting as you normally would.
- To include a Microsoft Teams Meeting link with your meeting invitation, click the toggle button next to "Teams meeting" (highlighted below).
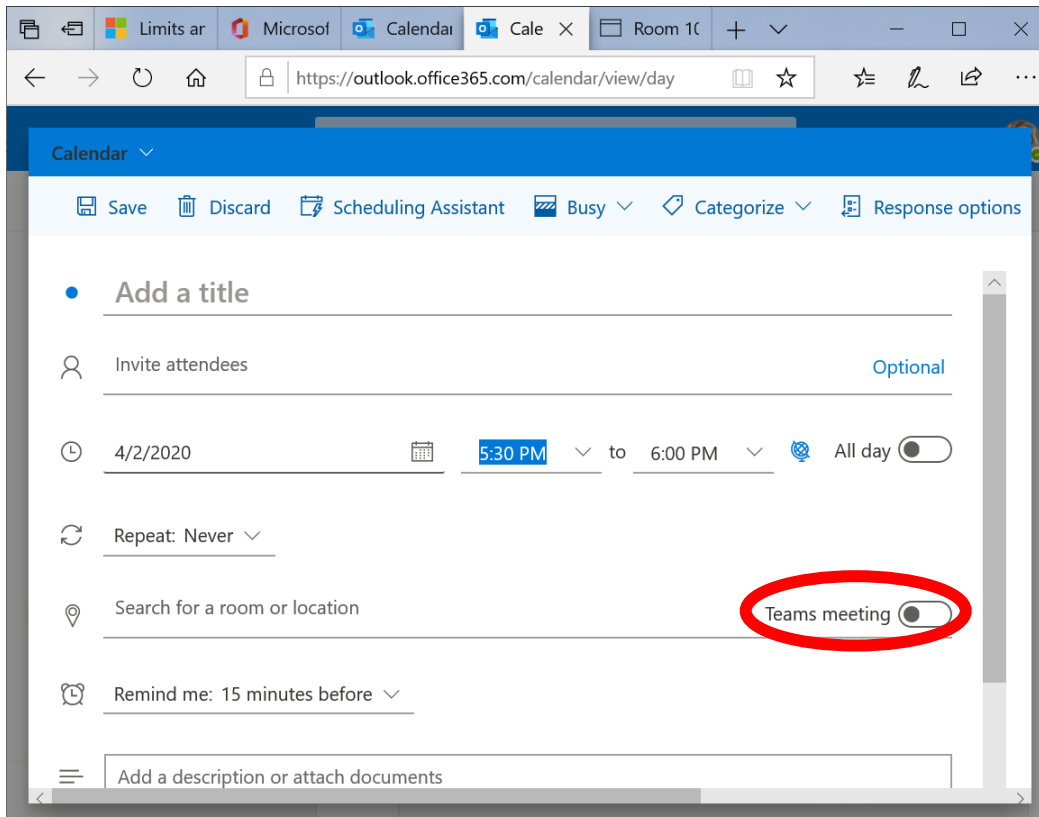
Some items of note:

- **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 incurred.**
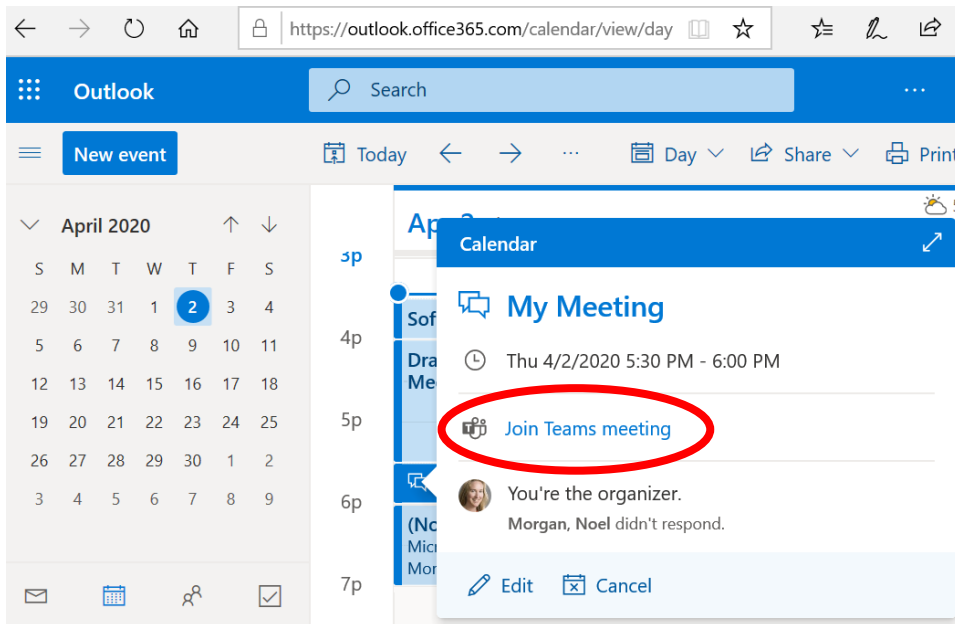
Once you are ready to send your meeting invitation,

- click the Send icon (highlighted below)
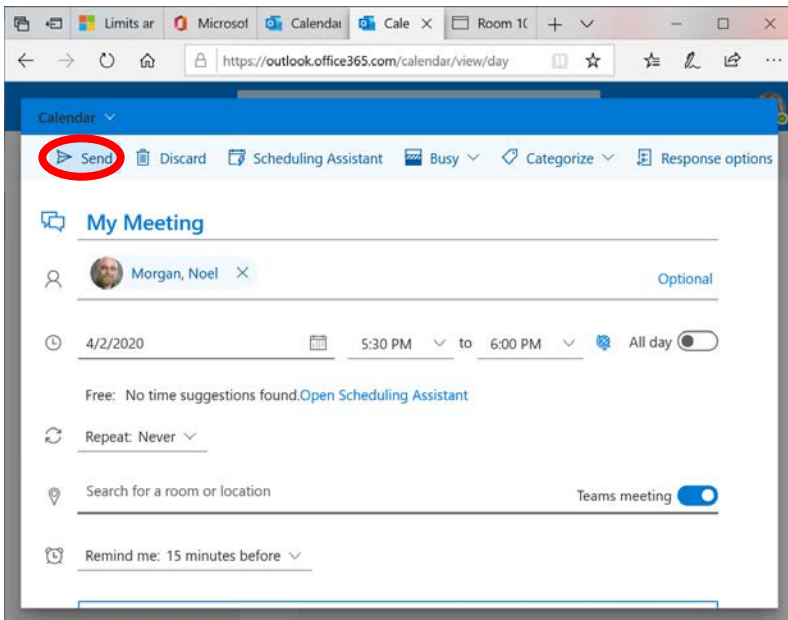
To join a Microsoft Teams Meeting from a non-WSDOT Device

To join the meeting on the selected time and day, click on the meeting in your calendar and select "Join Teams meeting" (highlighted below).

Once you click to join, the following screen will appear. If you have not already done so, downloading the Windows app will give you enhanced meeting features. You may also elect to "Join on the web instead."
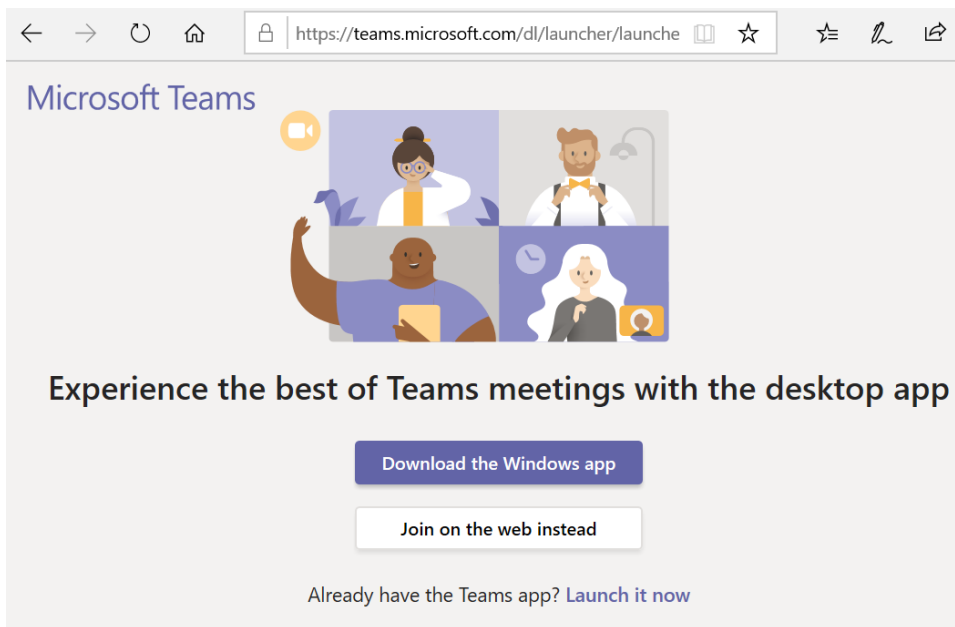
If you choose to "Join on the web instead,"

You will be prompted to click "yes" to allow teams.microsoft.com use your webcam and microphone if you would like others to hear you. You will then be prompted to enter your name and select "Join now" to enter the meeting. You will be able to toggle your camera and microphone on and off by clicking the button to the right of the associated icon. You also have the ability to select your speaker, microphone and camera.

If you downloaded the Teams app,

- Click "Join now" to immediately join your Microsoft Teams Meeting. With the Microsoft Teams app, you can also join a scheduled meeting via the calendar icon on the far left (high-lighted below).
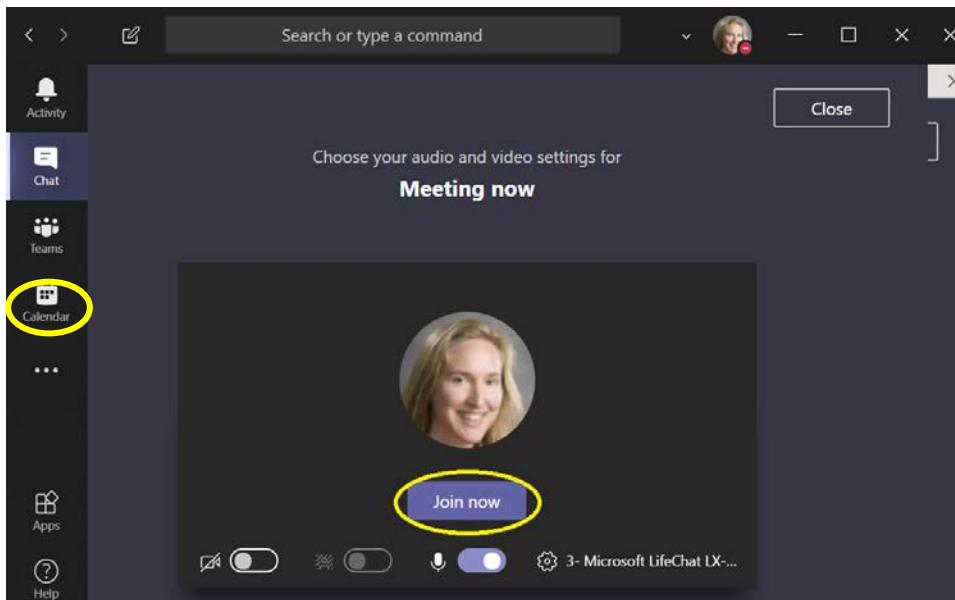

Prior to joining (and even after joining), you can elect to turn on your video, blur your background, and/or mute your microphone.

- Click on the three icons below the "Join Now" button to toggle those 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.
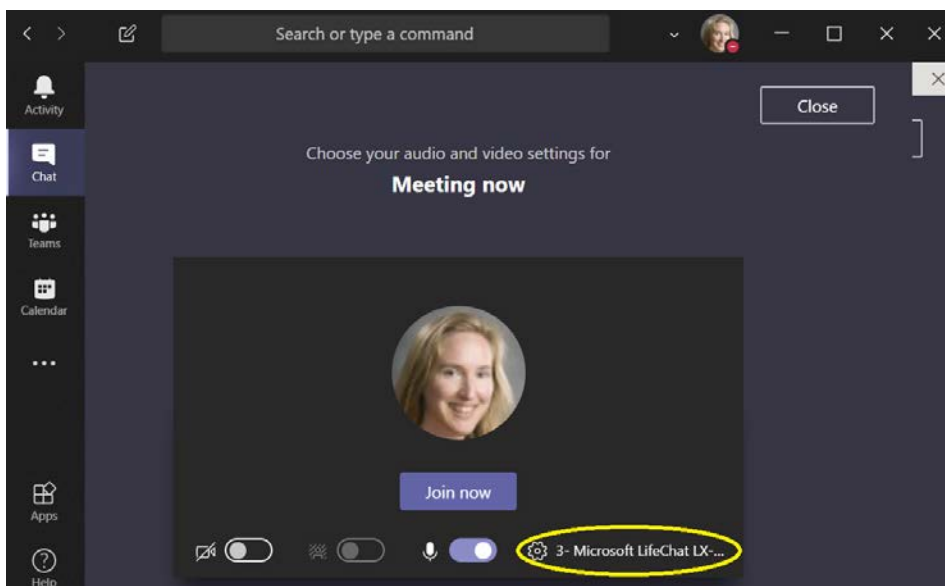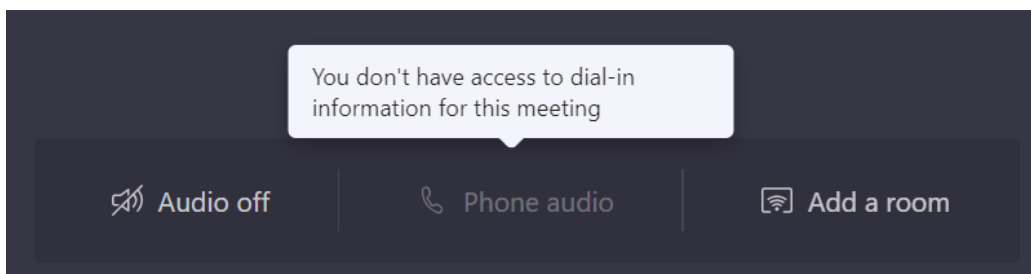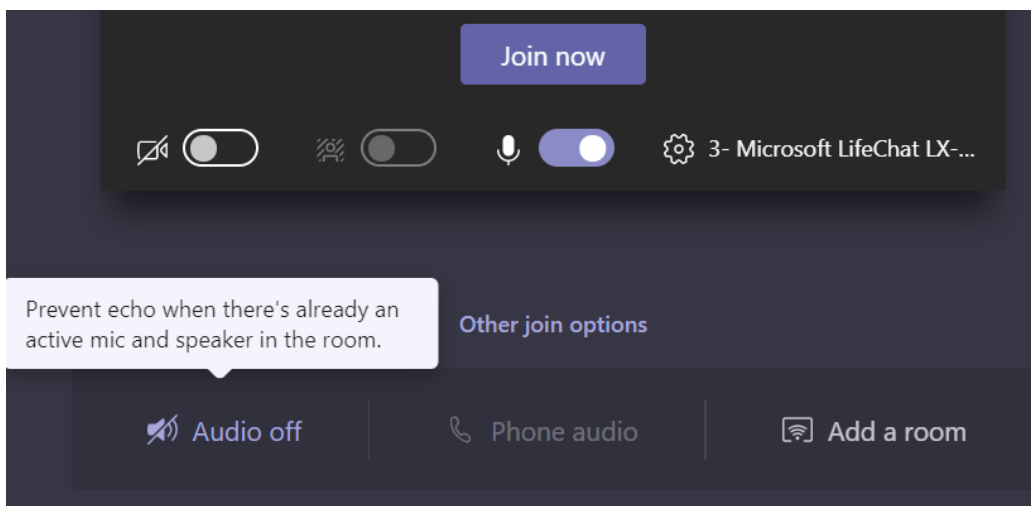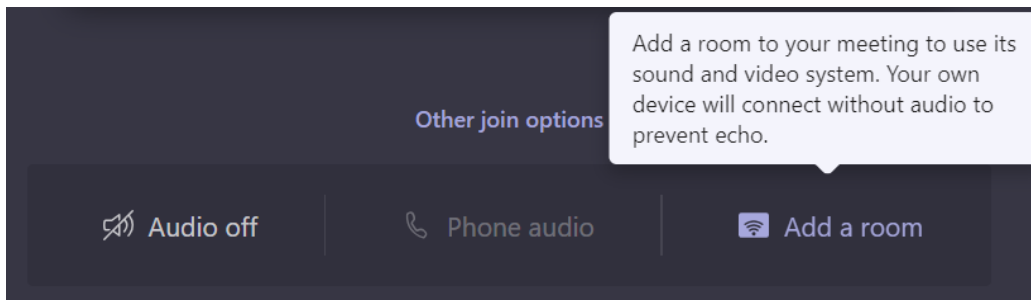

You can select the options that are available to you from each drop down (shown below), including attached devices like headsets and mounted cameras.
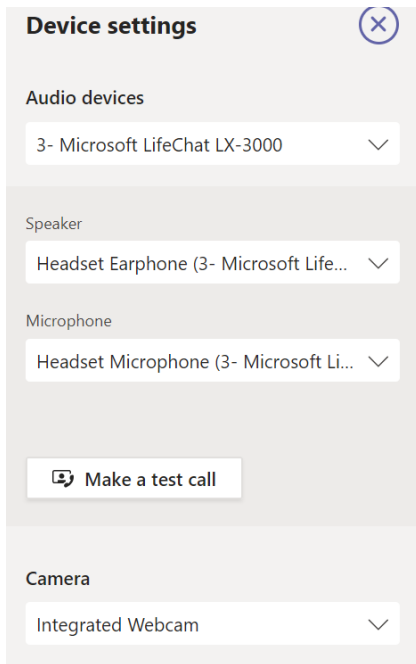
Making a test call will allow you to make sure that your equipment is working properly to ensure a smooth transition to your Microsoft Teams meeting.

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.

Add a room to your meeting to use its sound and video system. Your own device will connect without audio to prevent echo.

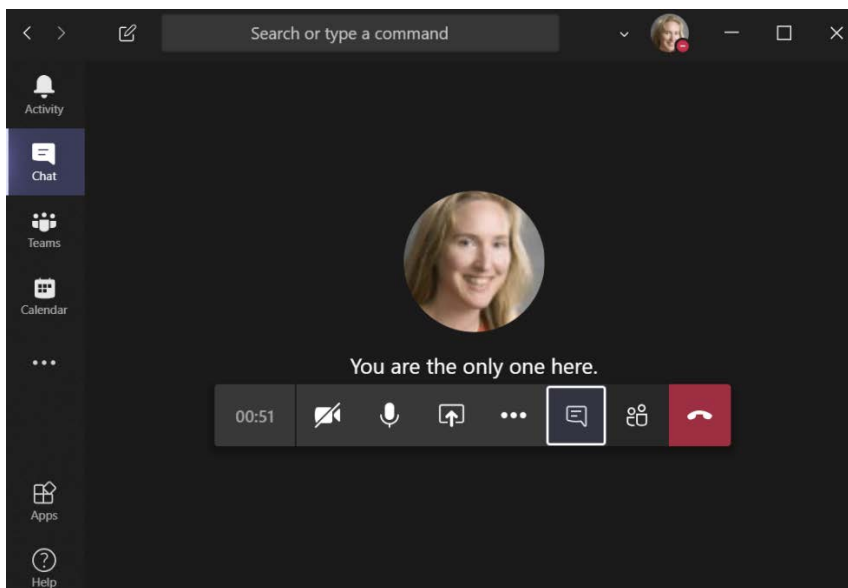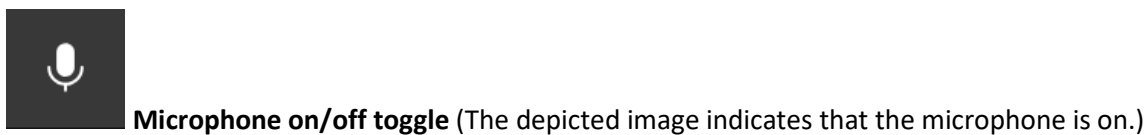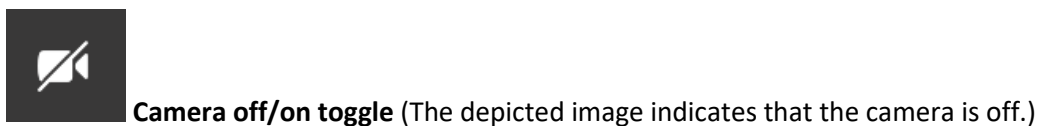Other join options   🔇 Audio off   📞 Phone audio   📶 Add a room

Once You Have Joined the Meeting

Your display will reflect the changes below.

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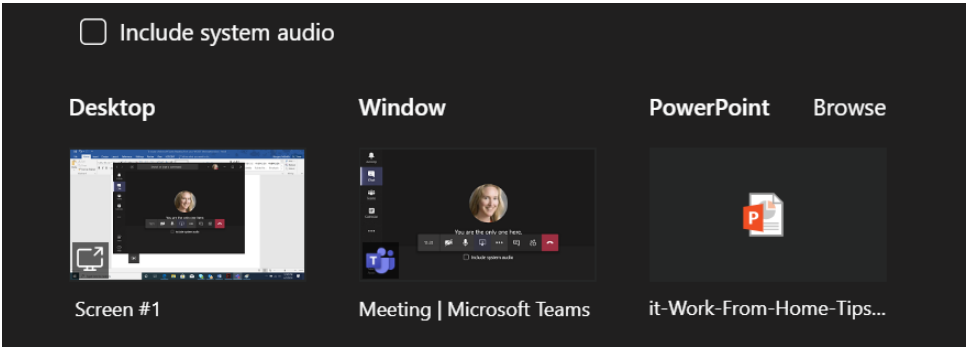

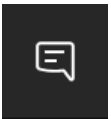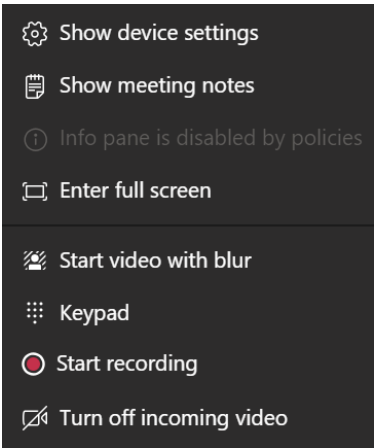The buttons shown below your picture or initials include:

 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 [icon]. Click this icon if you wish to stop sharing.


More Actions, including the following:

⚙ Show device settings
🗒 Show meeting notes
ⓘ Info pane is disabled by policies
⬚ Enter full screen

🎥 Start video with blur
⦂ Keypad
⦿ Start recording
🎦 Turn off incoming video

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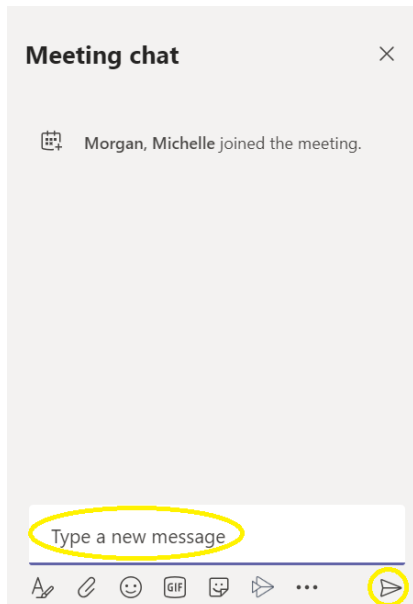
- Enter your message in the text box circled above and click the arrow button to the lower right to post your message.

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.
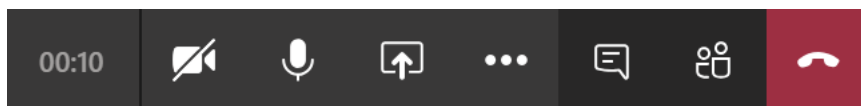

Show participants

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.
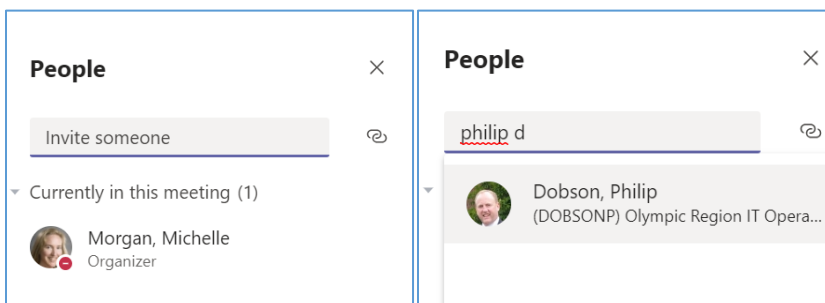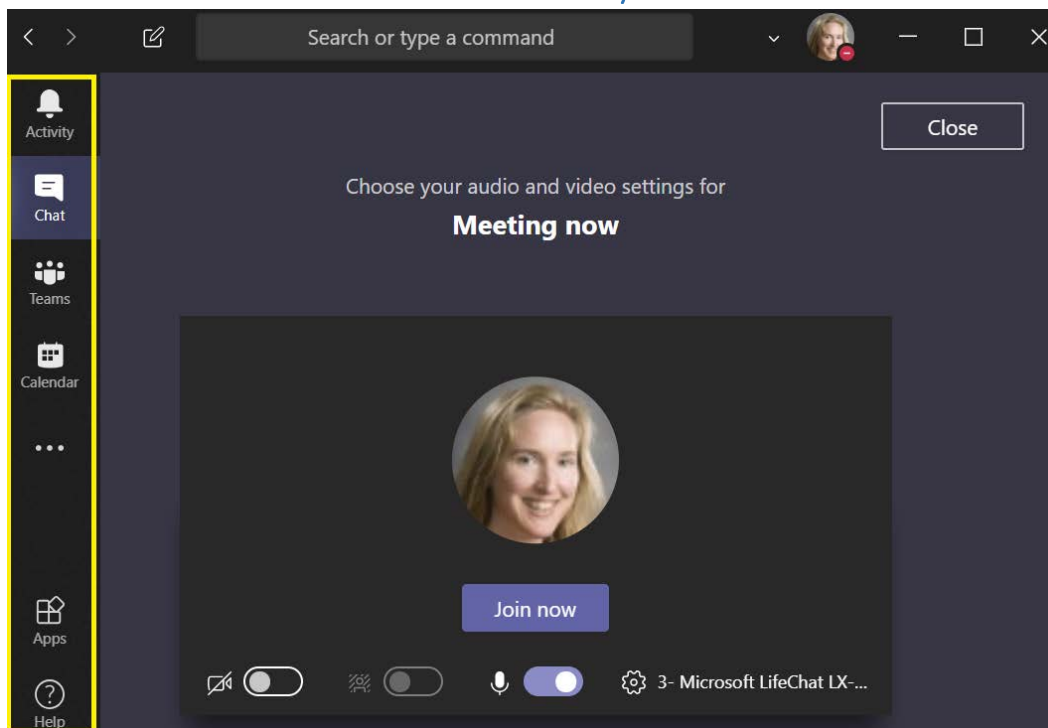

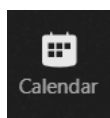**Hang up** – To end your meeting or end your participation in someone else's meeting.

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**.

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