Microsoft Teams
Cheat Sheet

Teams Video Call Screen

Participants   Breakout Rooms   More Options   Share Screen   End/Leave Meeting

Toolbar

Live Captions *(if turned on)*

Schedule a Meeting

Schedule from Outlook: Select New Items > Meeting. Select **Teams Meeting** to make it online. Select **Meeting Options** to control permissions, such as who can present. Click **Save**. Add attendees and a meeting name. Type an agenda above the line. Press **Send**.

You can schedule online meetings on behalf of another person if you have been set up as a delegate on that person's Microsoft Outlook.

Schedule Teams meeting in Canvas: Select the Microsoft Teams Meeting link in the Navigation Menu *(may be located near bottom)*. Click on the **New Meeting**. Fill out your meeting details. Click **Save**. *This integration is similar to the Zoom integration.*

If you need to schedule a meeting directly on the Canvas calendar, go to Course Calendar and **add an event**. Select **More Options** at the bottom. Click the App icon ⚡, then select View All. Click On Microsoft Teams Meeting. Follow the instructions to add a link.

Security

By default, everyone who joins your meeting has presenter access. Use **Meeting Options** to control who can share content in a meeting and reduce the risk of uninvited guests or content.

Participant Settings: In Calendar, select **Meeting Options**. During a meeting, select People, then select the ••• by Participants. Click Manage participants.

Meeting Controls

People — Click the People button to display participants. Select the ••• More Options button next to a name to mute an attendee.

Chat — Pop out the Group Chat pane, where you can send chat messages to everyone in the meeting, or choose a specific person to send a message to. You can also share files here.

Reactions — Display a reaction emoji on the screen that other meeting participants can see.

Rooms — Automatically assign people to breakout rooms when you create them. To move people around later in the meeting, you'll have to do so manually.

Apps — Access a variety of collaborative apps to use during your meeting, including polls and YouTube.

More — This button takes you to a variety of settings:
- **Device Settings** lets you adjust microphone and speakers.
- **Apply background** gives the option of choosing a virtual background.
- **Turn on live captions** provides real-time captions for the meeting.
- **Begin Recording** records a video of the meeting and saves to your OneDrive account.

Camera — Toggle the camera on or off.

Mic — Use this to mute or unmute.

Share — Share your whole screen, a specific window, or a PowerPoint presentation from the screen sharing pane. Click the Stop Sharing button when you're done.

Microsoft Teams

Visit [ETS's MS Teams website](#) for more info.

Recordings

How to Record
First, start or join the meeting. Go to the meeting controls and select ••• More, **Start Recording.** To end the recording, select ••• More, **Stop Recording**.

Recording Storage
Meeting recordings are automatically saved in your OneDrive account in a folder titled **_Recordings_**. By default, the recording will have the same title as the Meeting Name and is an MP4 file. _Recordings remain in OneDrive for 120 days._

Share Recordings
- _Share a link:_ Locate the recording in your OneDrive, Recordings folder. Select **Share** and copy the link.
- _Upload into Studio:_ Go to Studio in Canvas, select Add, then upload the file under the Drag & Drop or Upload Media option. Once your video is uploaded into Canvas you can embed it into your course.

Live Captions
During any Teams meeting, you can start live caption of the proceedings by selecting ••• **More,** then choose **Turn on Live Captions**. The text appears alongside the meeting video or audio in real-time, including the speaker's name (unless they chose to hide it) and a time stamp.

Microsoft Teams Meetings in Canvas

Microsoft Teams Meetings is a Canvas integration that lets educators utilize the video conferencing feature of Teams to create meetings for their classes. Educators can access an agenda view of all their meetings directly within Canvas similar to the Zoom integration. [MS Click-through demo of Teams meetings integration.](#)

- You can add a Teams Meeting to Announcements, Pages, or the Calendar in Canvas by using the "plug-in" icon in the text editor in Canvas

[MS Teams classes](#). Teams Classes is not needed to schedule meetings in Canvas. It is used to create a full Team in the Teams app with everyone in the course as members—[MS Click-through demo of Teams classes integration](#)

Helpful Links

1. [Download teams](#)
2. [Overview of meetings in Teams](#)
3. [Add Teams to your Outlook meeting](#)
4. [Use meeting controls](#)
5. [Using video](#)
6. [Share content in a meeting in Teams](#)
7. [Change your video background](#)
8. Manage Participants
   a. [Best practices for a large Teams meeting](#)
   b. [Change participant settings for a Teams meeting](#)
   c. [Manage attendee audio and video permissions](#)
9. [View live transcription in a Teams meeting](#)
10. [Use breakout rooms in Teams meetings](#)