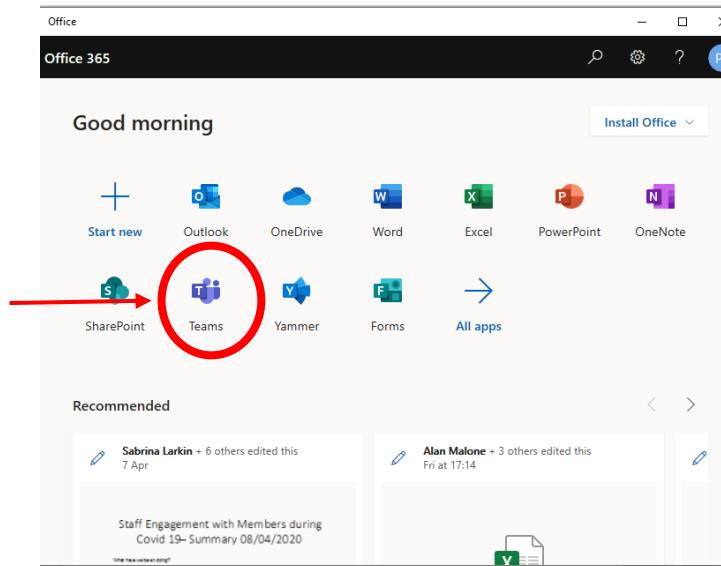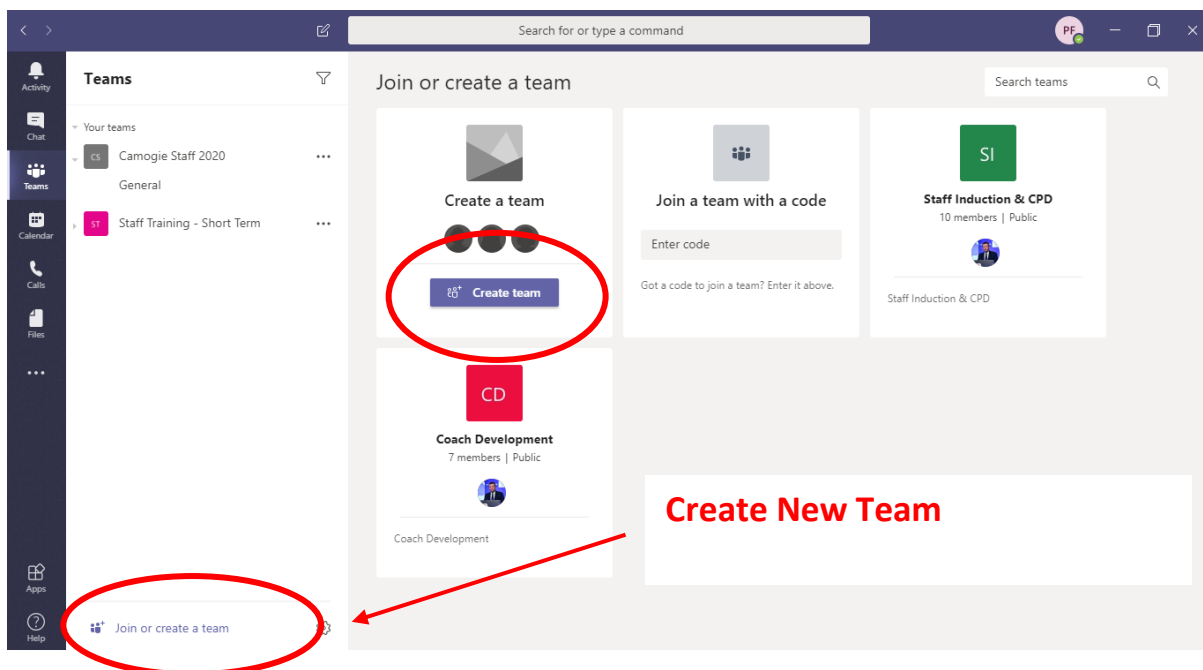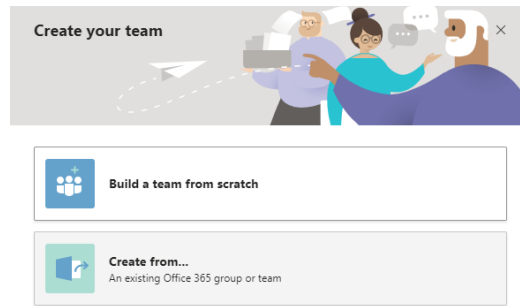# Using 'Teams' for Video Conferencing
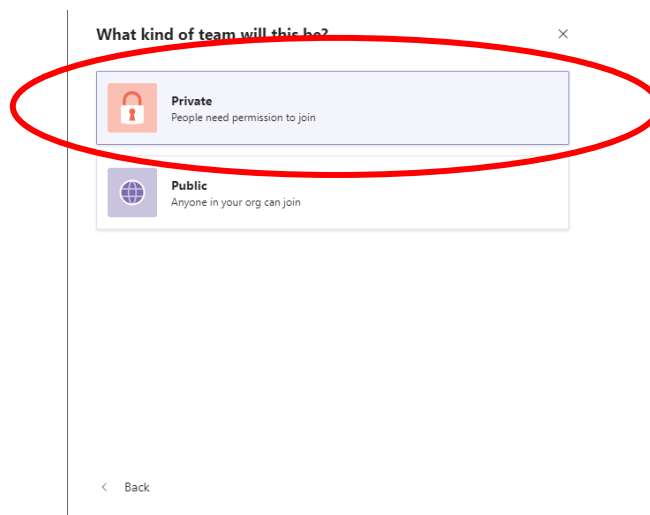
Open Office 365 App and Select Teams

Set up a new Team

If you already have your email addresses for your executive stored in an email group within outlook you can select this group.

If you don't have the email addresses already saved, then you must start from scratch:

- Select Private group

Next: Enter a team name eg. County Board Meetings

Select create

Some quick details about your private team   ✕

Team name

County Board Meetings   ⊘

Description

Let people know what this team is all about

‹ Back   Create

Add the email addresses of those on your county board:
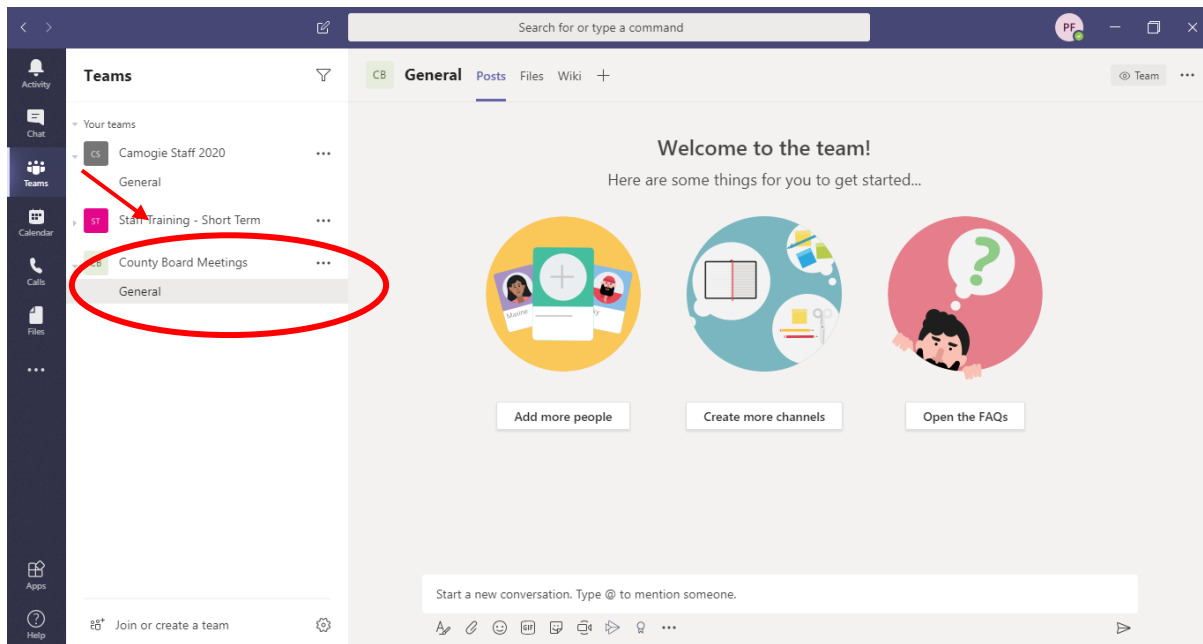
Add members to County Board Meetings

Start typing a name, distribution list or security group to add to your team. You can also add people
outside your organisation as guests by typing their email addresses.

→ Start typing a name or group   Add
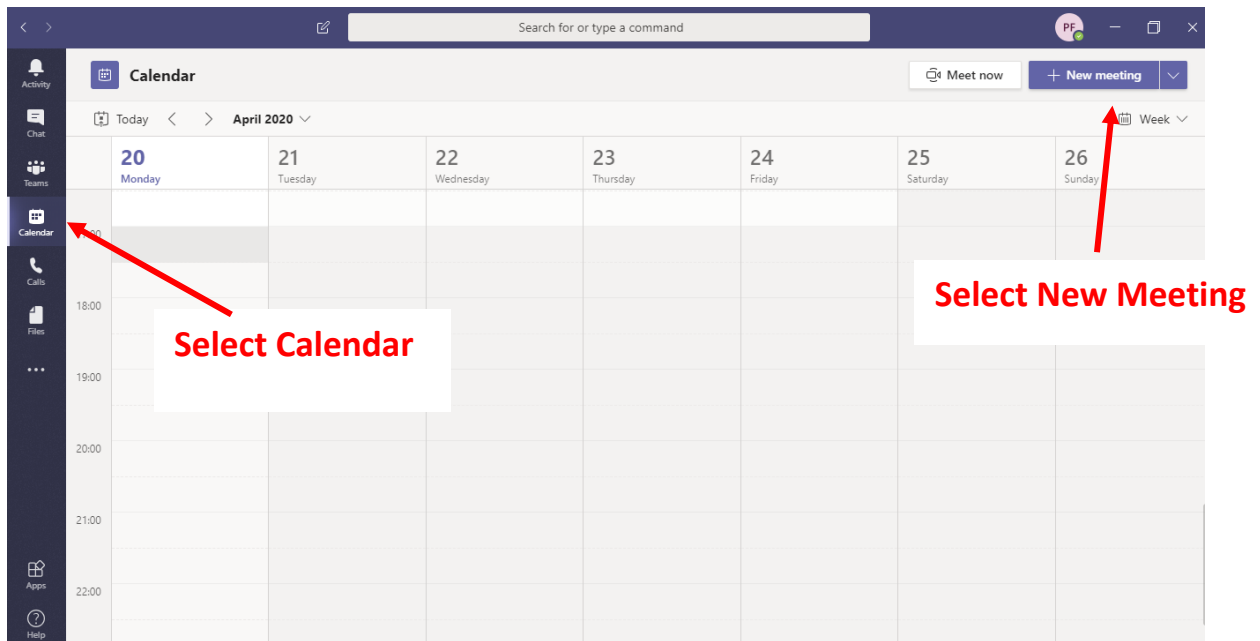
Skip

This team will now appear under your 'Teams'

This means that chats and calls can be made and everyone in this group has access to this information.

Schedule a Meeting Using Teams

Open Microsoft Teams using Office 365

Select calendar from the left-hand column

Select New meeting on the right-hand side

Next enter details on time, date and agenda etc.

Then either:

- Select channel eg. County board meetings – general and this will automatically invite all those members of your team
  OR
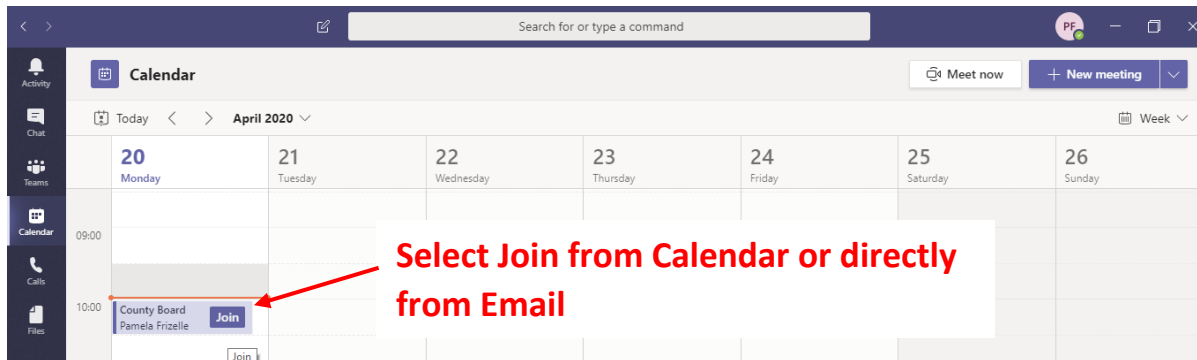- Enter their email addresses under 'attendees'.

Select 'Send'

When details are entered select send
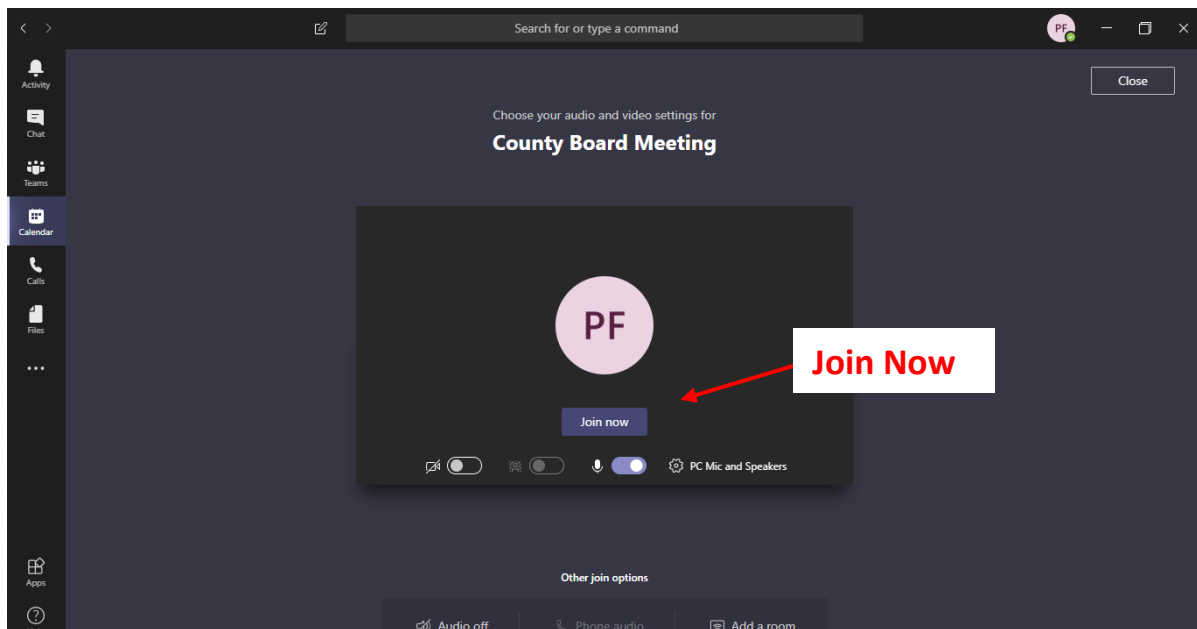

Enter e-mail addresses

OR Select Channel

Enter agenda or details for meeting

When it is time for the meeting you call either select 'Join' directly from the email or from Teams.
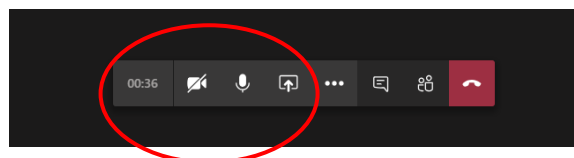

Select Join from Calendar or directly from Email

Select Join Now:

Join Now

You will then Join in a team meeting with all those who have been invited to this meeting.

You can decide whether or not to have video on or off.

You can also share your screen to show everyone in the meeting documents from your own screen such as word, excel, PowerPoint etc.