



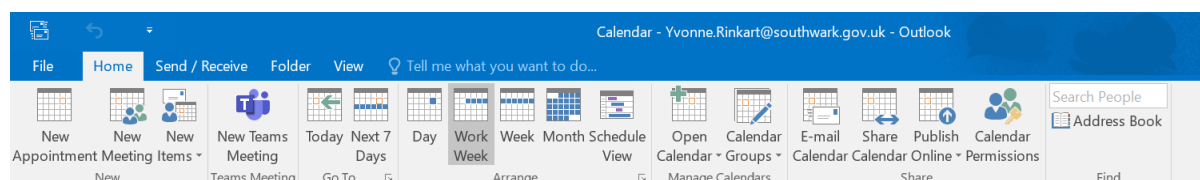
Arranging Meetings on Microsoft Teams

There are currently 2 methods for arranging meetings, depending on the purpose of your meeting and your requirements. Please skip to the right method for your needs.

Method	Purpose	Requirements
Chat Calls (video or audio) 	<ul style="list-style-type: none"> Internal meetings with colleagues 	<ul style="list-style-type: none"> Can be done on web browser, Microsoft teams app on tablet or smartphone
'Meet Now' function in a Team Channel 	<ul style="list-style-type: none"> Internal meetings with colleagues Meetings which include external partners/ colleagues that do not work for the council 	<ul style="list-style-type: none"> You need to use the web browser version of Teams or download the desktop application to your personal laptop/PC Note: You can only arrange meetings with people who are part of your Channel

Please note: Some staff who are using new Windows 10 Laptops, which are being issued as part of Southwark's Smart Working programme, are also able to use the 'New Teams Meeting' functionality in their Outlook calendar to schedule meetings.

This is only available if you are using Outlook 2016 on some of new Smart Working laptops, and **it is not available through Citrix**. Other staff can join these meetings, but they cannot create them.



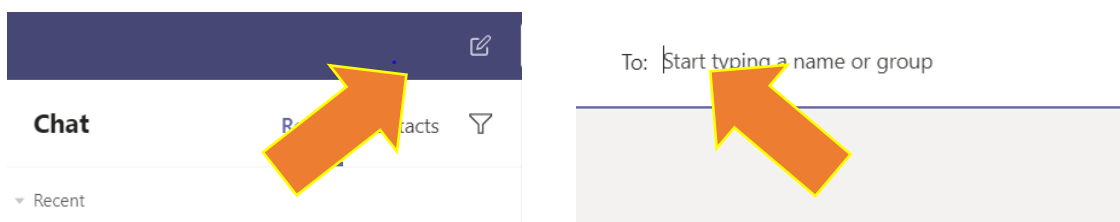
Please be aware if you join the Microsoft Teams meeting link via Citrix, your microphone and video will not work - but you will still be able to listen and watch the session/ ask questions via the Chat function. For a better experience, we recommend you join these meeting linka using your smartphone or tablet via the Microsoft Teams application, or in a web browser on your laptop/computer outside of Citrix.

Meeting Method 1) Using the Chat function in Microsoft Teams

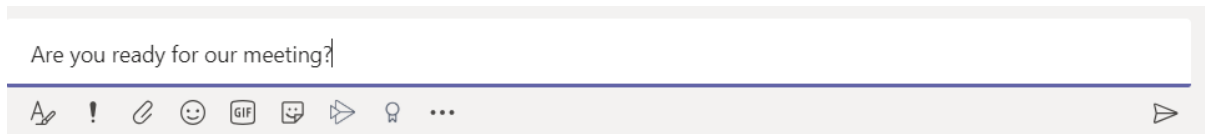
Purpose	Requirements
<ul style="list-style-type: none">Internal meetings with colleagues	<ul style="list-style-type: none">Can be done on web browser, Microsoft teams app on tablet or smartphone

Arrange a meeting as normal through Outlook calendar, and let attendees know that you will call them over MS Teams (you can put this in the 'Location' field of your meeting invite).

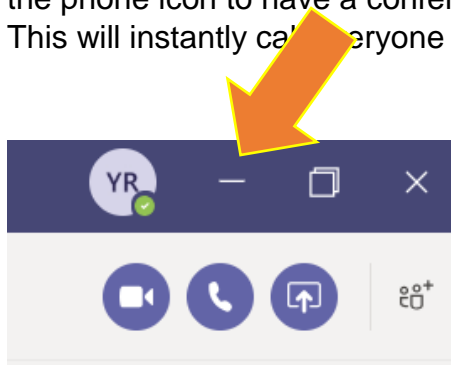
1) a chat group for all attendees, by clicking on the 'New Chat' icon and adding their names in the search bar on the right.



Create the chat by typing and sending your first message:

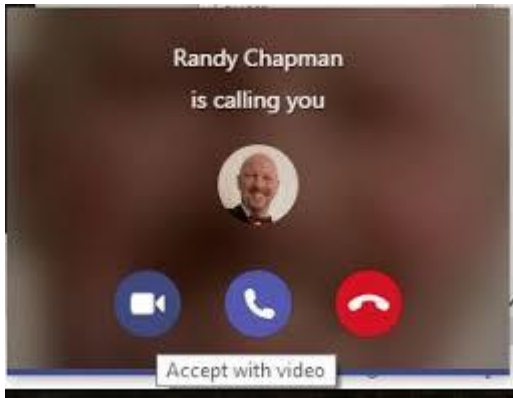


2) When everyone is ready, click on the camera icon to have a video meeting or the phone icon to have a conference call or the phone icon to have an audio call. This will instantly call everyone in the chat group.



3) For attendees – Hover and click either the purple camera icon or purple phone icon accept when the call flashes up **if answering on a laptop.**

If answering on a phone or tablet, swipe to answer the call as you would when answering a normal phone call.



Meeting Method 2) ‘Meet Now’ Function in Microsoft Teams Channels

Use this method to include external colleagues in your meetings

Purpose	Requirements
<ul style="list-style-type: none"> • Internal meetings with colleagues • Meetings which include external partners/ colleagues that do not work for the council 	<ul style="list-style-type: none"> • You need to use the web browser version of Teams or download the desktop application to your personal laptop/PC (see The Source for instructions on how to do this) • Note: You can only arrange meetings with people who are part of your Channel

What are Teams channels?

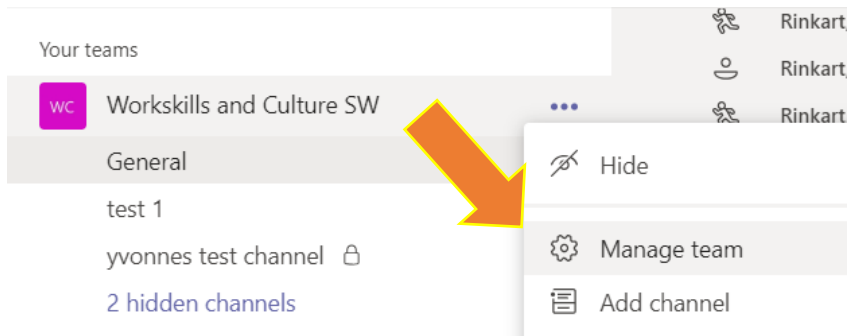
Teams Channels are used for regular collaboration with colleagues – for example around a particular project, reoccurring meeting or task where you are all working on something together. This [video](#) explains more about using the Teams and Team Channels functions.

How do I use the ‘Meet Now’ function?

The **‘Meet Now’ function** within teams channels is used for holding a meeting – it requires everyone you want to be able to join the call to be a Member of a Teams channel.

Owners of a Team can **add internal and external partners to a channel**.

You can **find out if you are the Owner of a Team**, by clicking on the three dots next to the team’s name and selecting ‘Manage team’. This will show you a list of all Owners, Members and Guest in this team.



1) Before you can start using Meet Now, the **Owner of the Team will need to create a channel and add members to the Team**. For more guidance on how to do this, see **sections 4 and 5 of this document**.

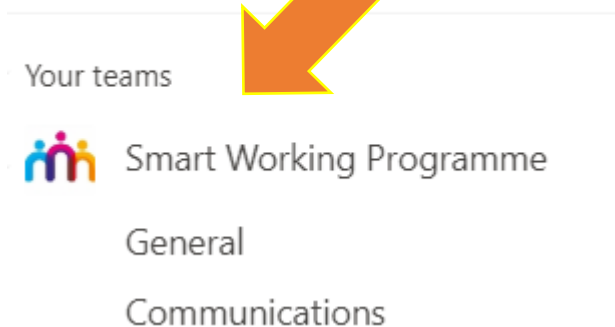
2) The person who starts the 'Meet Now' meeting will need to be using the web version teams.microsoft.com or the desktop application version.

This function is not available on smart phone/tablet applications, but **people can still join not matter what device they are using**.

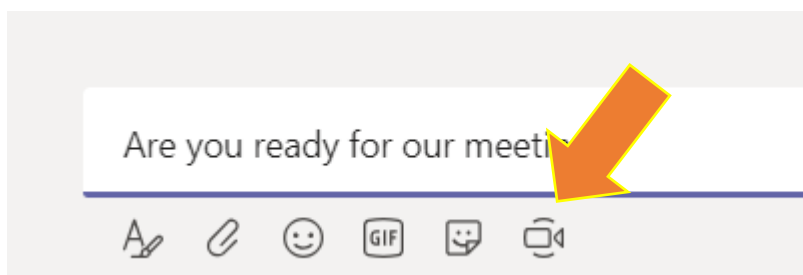
You can use the 'Meet Now' function to begin a meeting in any Teams channel.

3) To start a meeting, go to the channel where you want to start the Meet Now call.

Teams



4) Click on the **Meet Now icon underneath the text box**. This will create a meeting which can be joined by all Members and Guests in the channel.



You can use the use the same channel for regular meetings, each time using the Meet Now function.

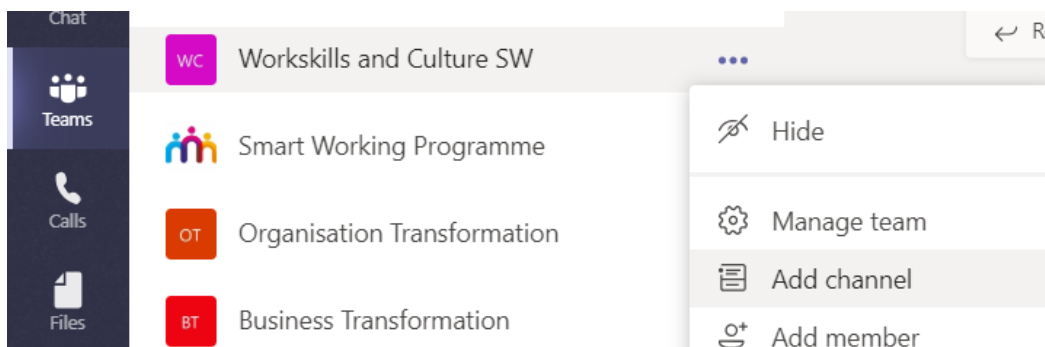
3) Need further help?

If you are having any questions or difficulties accessing Teams or these features shown please email teams.yammer@southwark.gov.uk for further support or help, rather than logging a call on Hornbill. Also, email this address to **request for a team to be set up** with the name of the team owner and members your require adding to the team/

For more guidance on using Microsoft teams, visit the [Digital Skills Portal](#) on My Learning Source – see the ‘Work Skills’ section and click on ‘Applications’.

4) How to create Team Channels

1) Your Team can be organised into channels. All Teams have a ‘General’ channel which includes all members and guests of the Team. You can create more channels by clicking on the **three dots next to your team’s name and selecting ‘Add channel’**.



2) Name the channel appropriately and adjust its privacy settings.

Create a channel for "Workskills and Culture SW" team

Channel name

Description (optional)

Privacy

Standard – Accessible to everyone on the team

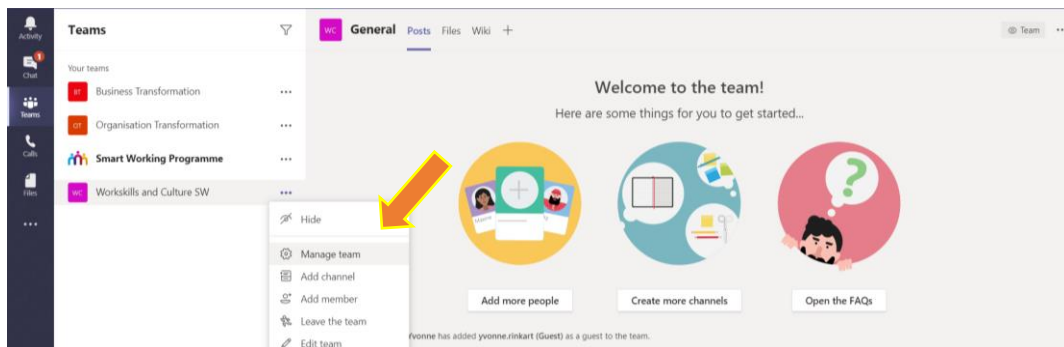
Automatically show this channel in everyone's channel list

Cancel Add

3) After you clicked 'Add', you are able to add Members and Guest of your Team to the channel – see section 5 of this document for how to do this.

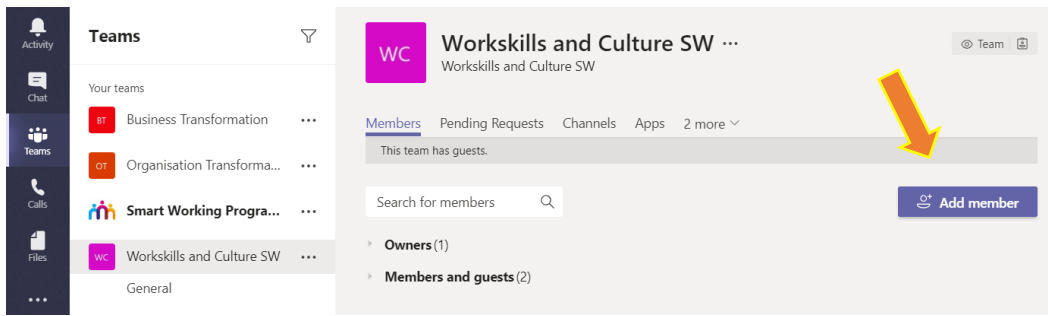
5) How to add members to your Team Channel (including external colleagues):

1) To add new members to your Team, navigate to your Team, **click on the ellipsis** and select **Manage Team**.

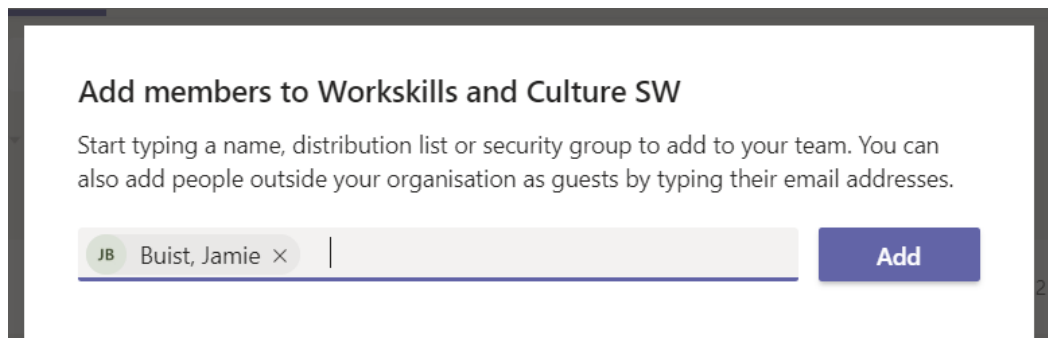


This page gives you an overview of your Team: its Owners, Members and Guests. Owners are colleagues who can edit the team's settings, Members are colleagues from within the council and Guests are external partners who are not part of the council.

2) Add new Members and Guests to your Teams by clicking on '**Add Member**'.

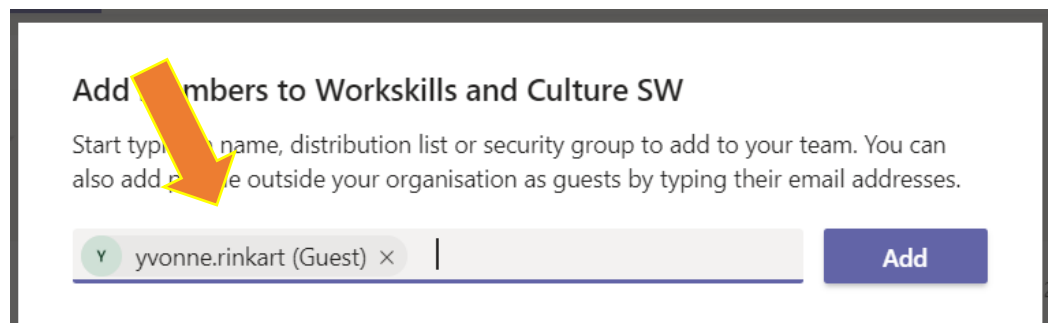


You can add **colleagues as Members from within the Southwark network** by adding their email address.



As an Owner, you can also **add external partners as Guests**, by inserting their email addresses.

This step allows you to add external partners as Guests to your Team. Guest access allows teams in your organisation to collaborate with people outside your organisation by granting them access to existing teams and channels.



Anyone with a business or consumer email account, such as Outlook, Gmail, or others, can participate as a guest in Teams.

Guests will receive an email with a link to teams which can be accessed online; they do not need to have MS Teams themselves. Guests will have access to team chats, meetings, and files within the team.

Please be mindful of the information guest will be able to access in your team.