

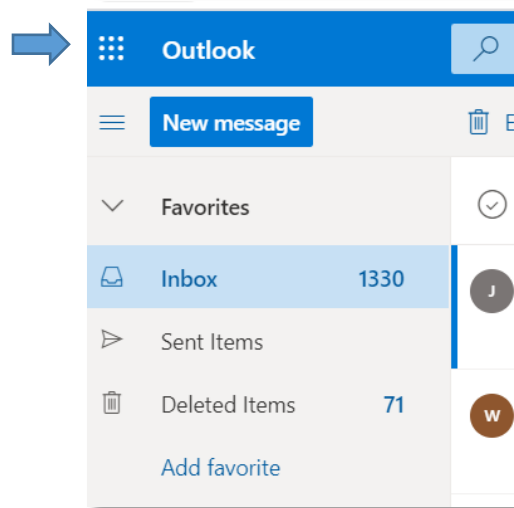
Rotman School of Management

Microsoft Teams – Setting up a Class in Teams

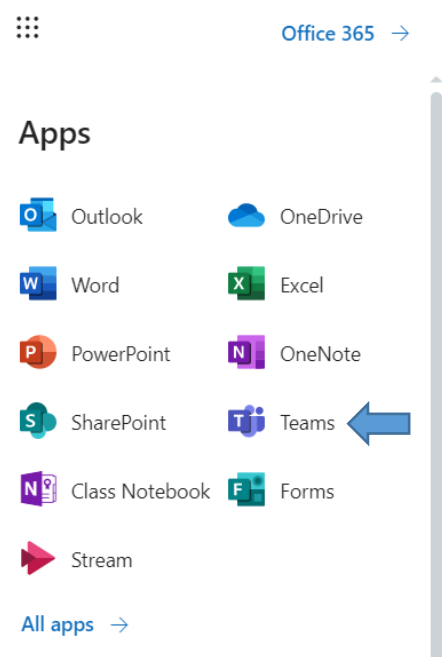
Please follow the below steps to access Microsoft Teams.

***Note that Teams does not include breakout room functionality.**

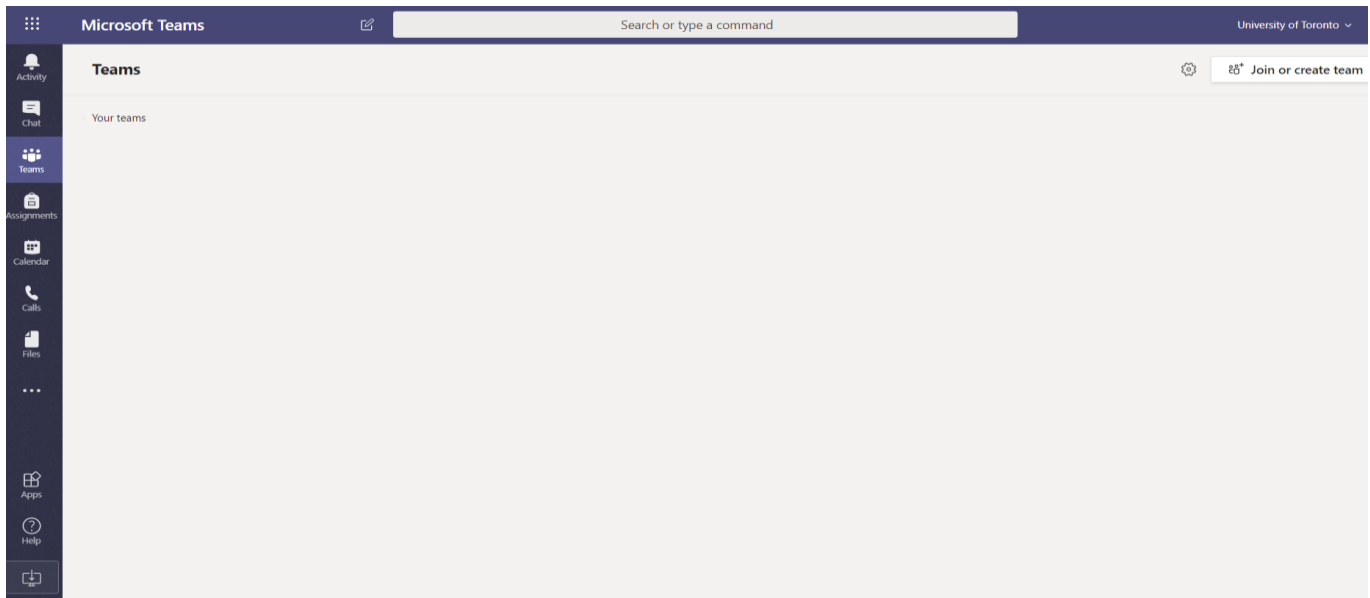
1. Log on to <http://mail.utoronto.ca> with your UTORid username and password.
2. Click on the waffle icon located in the top left of the page.



3. You will now see a list of available Microsoft Office 365 Applications. Click **Teams**.



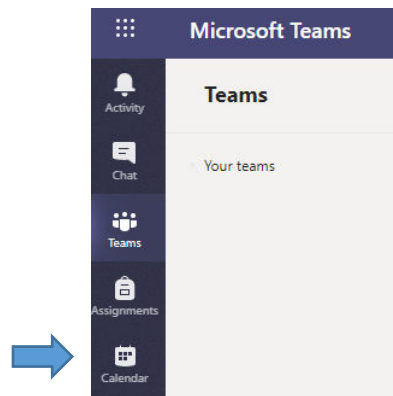
4. Microsoft Teams will now open in your browser.



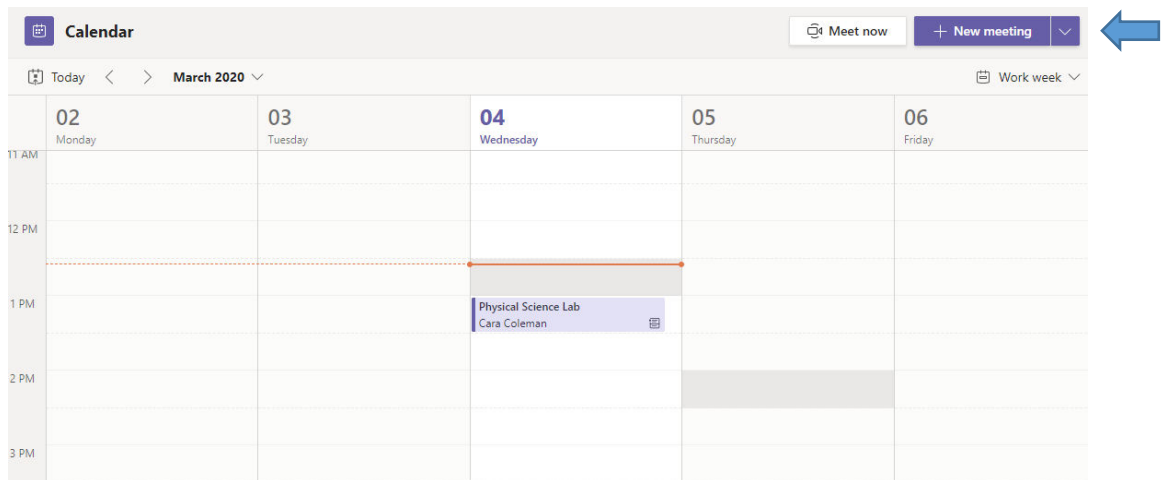
Microsoft Teams – Schedule a meeting with your class

Microsoft Teams connects to your Email account calendar and is a great tool to schedule online classes.

1. Load Microsoft Teams through <http://mail.utoronto.ca> with your UTORid username and password.
2. Click on the **Calendar** icon located on left side navigation bar.

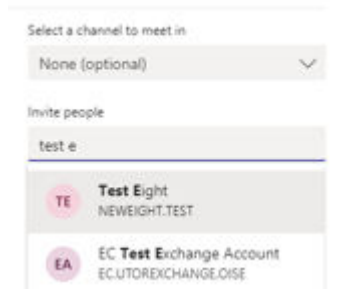


3. You will now see your own Outlook calendar in Teams. Click the **New meeting** button.



4. Populate your class parameters as needed.

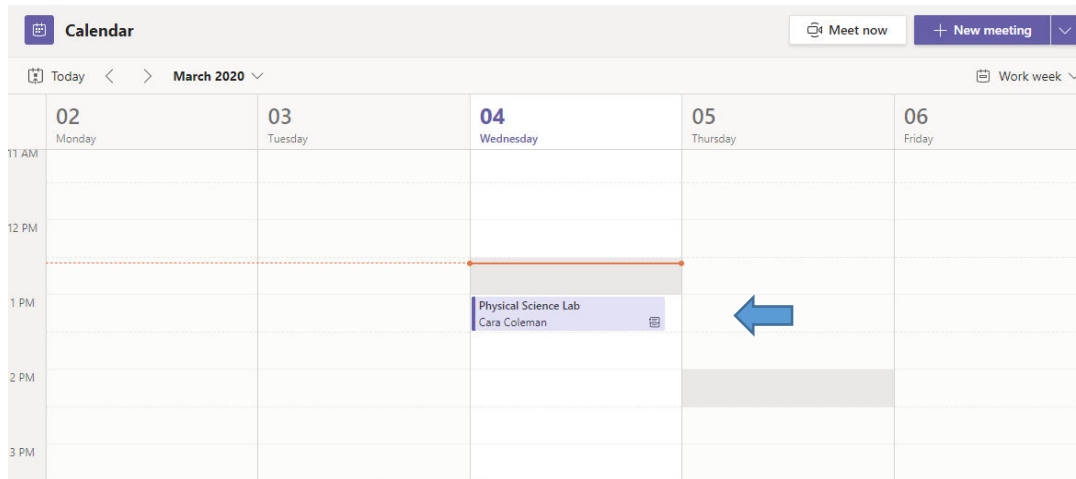
5. When typing the names and/or email addresses of the users you would like to invite to your meeting, we recommend only adding a TA or other non-student user initially. You will be able to generate a link that can be sent out to all students later on. Many instructors do not have a TA, in these circumstances we would recommend that you enter the helpdesk email address helpdesk@rotman.utoronto.ca to ensure that a link is generated.



6. Click **Schedule**.

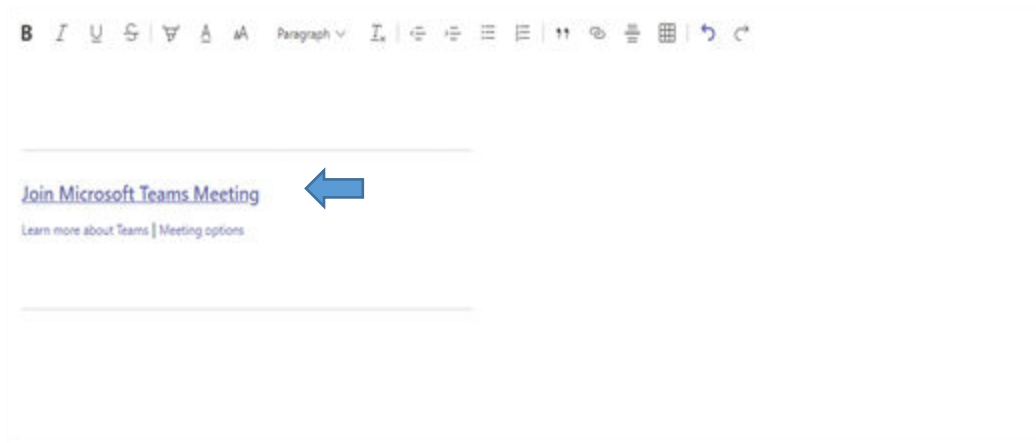
Sending out a class link

1) From within your own personal Teams calendar, you will now see your class “meeting” listed.



2) Double Click on your scheduled class meeting to bring up the details.

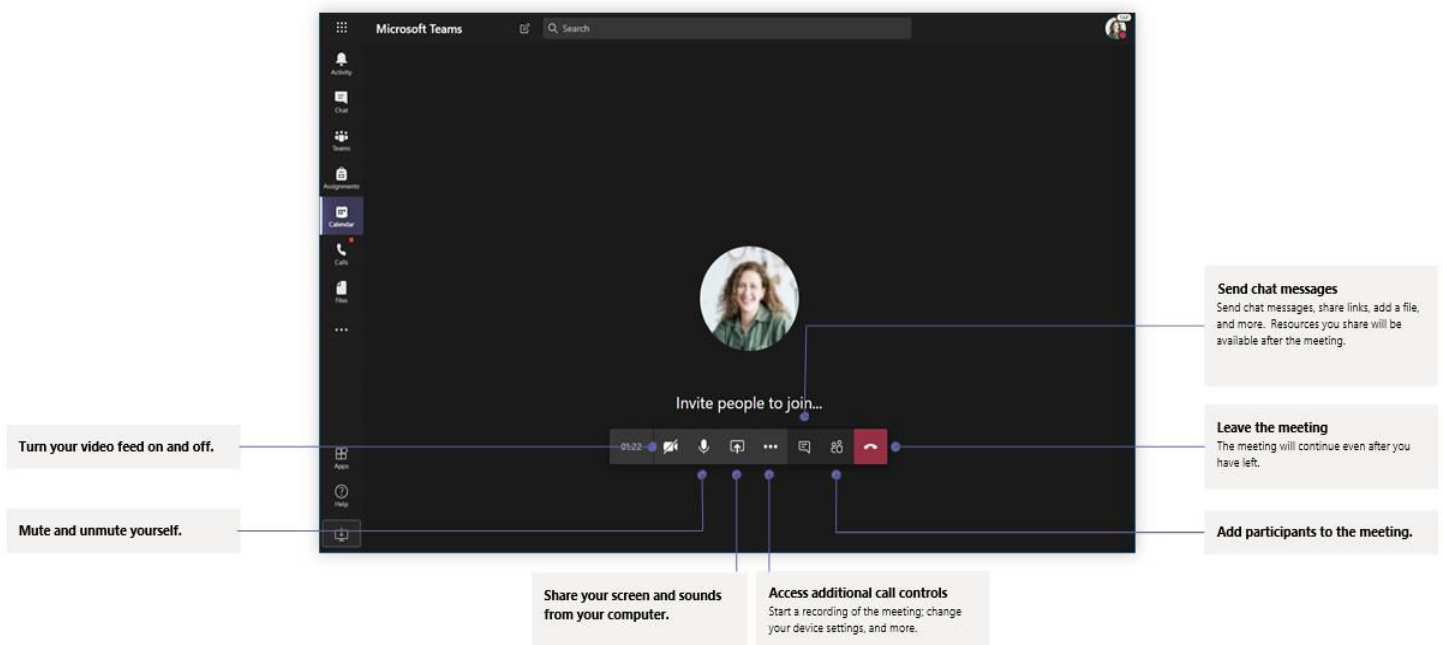
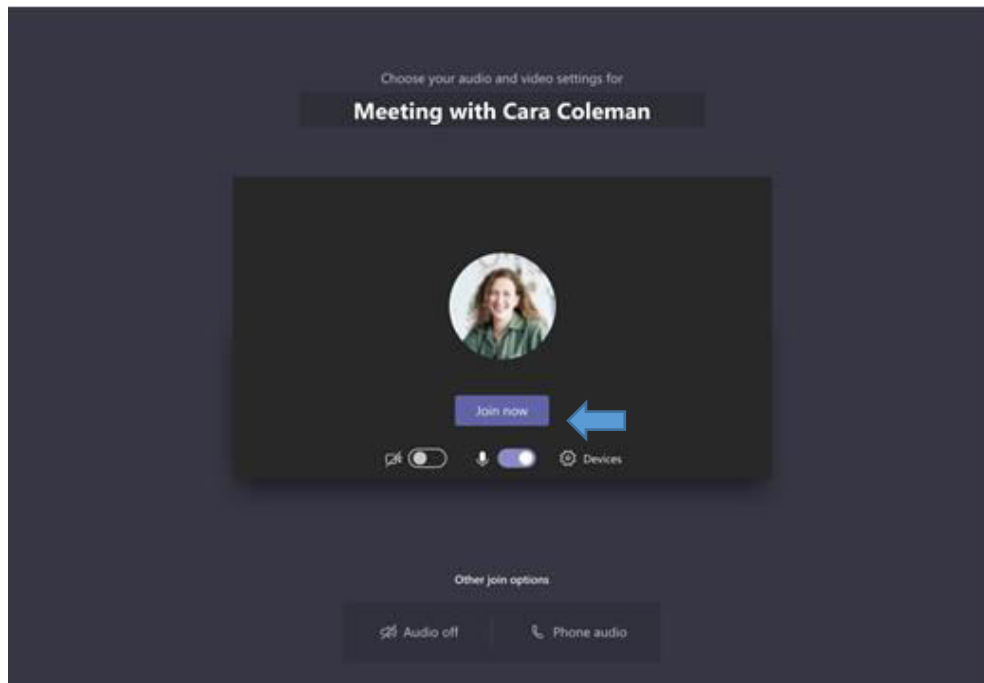
3) In the lower sections of the details, you will see “Join Microsoft Teams Meeting”. Right click and select either “Copy Link Address” or “Copy Link”



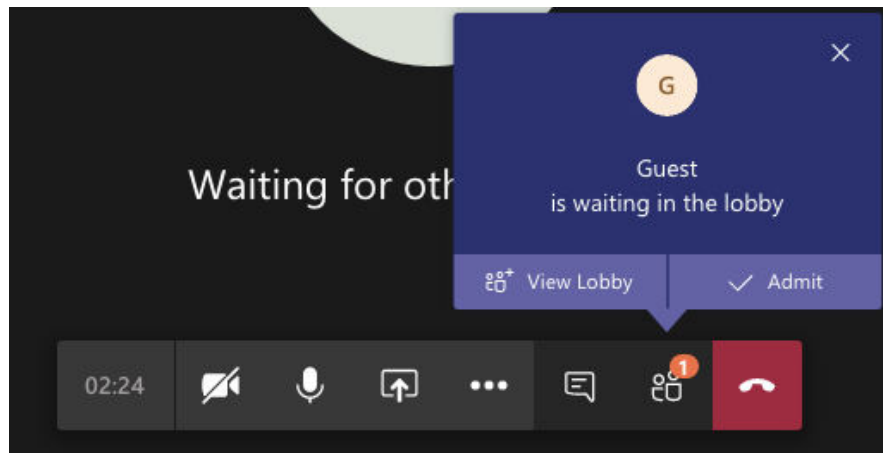
4) Once you have copied the link, you can send it out to your students either as an Announcement in Quercus or e-mailed directly to them.

Joining a class

- 1) Select **Join Microsoft Teams Meeting** in your meeting invite to be taken to a page where you can choose to either join on the web or download the desktop app. If you already have the Teams app, the meeting will open there automatically.
- 2) Once you have teams loaded, you will be taken to a screen where you are able to set your video and microphone settings. Click "Join Now" to join the current meeting. You will have access to several communication options for conducting your lecture.






3) Admit Students who are joining the session.

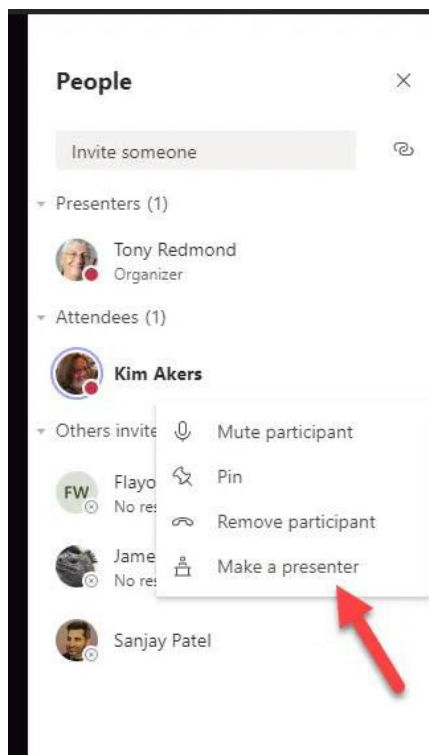


4) Some features that you can leverage within Teams.



Send a file, picture or link.

- To send a link, select **Format**  beneath the compose box, then select **Insert link** 
- To include a file or picture in a message, click **Choose file**  beneath the compose box. Then you can upload a file or picture from your computer or OneDrive.

Select different roles for participants.



Class meeting Notes

Once you are in the meeting, go to **More options**  > **Show meeting notes**  in your meeting controls. If you have not taken any notes yet, select **Start taking meeting notes**. Start typing your notes. Use the controls

at the top of the panel to format and lay out the text. To add a new note, select **Add a new section here**. Use @mentions to draw someone's attention to a specific note or assign an action item

Coming Features

- “Raise Your Hand” feature which will allow you to see when a participant is trying to get your attention or ask a question in chat.
- Participant breakout groups.