Microsoft Teams Helpful Instructor Tips

Create a TEAMS Meeting, Class, or Session

1. Open TEAMS app and click on **Calendar** to the left
2. Click **+ New meeting** at the top right of screen
3. **Add title, date & time, type/paste required attendee email** (is this daily, weekly, etc.?)
4. **Add channel** if you already have a channel or group setup in TEAMS
5. Click **Send** at the top right (you have the option to **Save** as draft if not ready to send)
6. To make changes, return to scheduled meeting on the calendar; click **Meeting options** to edit

Disabling & Enabling Member Permissions

1. Go to the name of your created TEAMS on the left and click on the 3-dots icon **. . .**
2. Click **Manage team** and then click **Settings** at the top
3. Click **Member permissions**
4. Check or <u>uncheck</u> the boxes you do not want members/participants to have access

Disable Participants from Meeting Before Log In (Send to Lobby)

1. Go to **Calendar** to the left and click on the meeting date you scheduled
2. Click **Meeting options** at the top to change who can or cannot access the lobby
3. Change the drop-down box to who can bypass the lobby to either <u>Only me</u>, or **People in my organization,** or **People in my organization and trusted organizations,** or **Everyone**

Disable Memes, Stickers, GIFs & Emoji Posts in the TEAMS Chat

1. Go to the name of your created TEAMS you set up and click on the 3 dots icon **. . .**
2. Click **Manage team**
3. Click **Settings** at the Top
4. Click **Fun stuff** (choose to check or <u>uncheck options</u>) - **Allow emoji, memes, GIFs, or stickers**

Disable Participants from Creating TEAMS Meetings

1. Click on your created group TEAMS name
2. Click the 3-dots icon **. . .** to the right of **General** and then click **Manage channel**
3. Look for **Permissions,** then check <u>Only owners can post messages</u>, or **Anyone can post messages,** or **Anyone can post; show alert that posting will notify everyone (recommended for large teams)**