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 uncheck 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 Only me, 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 uncheck options) - 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 Only owners can post messages, or Anyone can post messages, or Anyone can post; show alert that posting will notify everyone (recommended for large teams)