

ALL SAINTS' C OF E
PRIMARY SCHOOL

How To Guide – Creating a meeting within a channel



To create a Teams call to everyone else in your selected channel. Firstly go to your chosen Team and then on the left hand side, select the channel that you would like to call.

All Saints IT Support ...

- General
- Feature Requests
- IT Support - Helpdesk
- Sharepoint Development
- Testing**

Teams, Calendar, Assignments, Files, Apps, Help

- Meeting in "Testing" ended: 27 sec
← Reply
- Testing ended: 18 sec
← Reply
- 16 October 2020
- Meeting in "Testing" ended: 1 min 7 sec
← Reply
- 23 October 2020
- Meeting in "Testing" ended: 33 sec
← Reply

New conversation

2. In the top right hand corner of the Teams window you should be able to see a small 'Meet' button. Click on this button.

All teams

Testing

Posts Files Notes

Account

Calendar

Assignments

Files

Apps

Help

All Saints IT Support

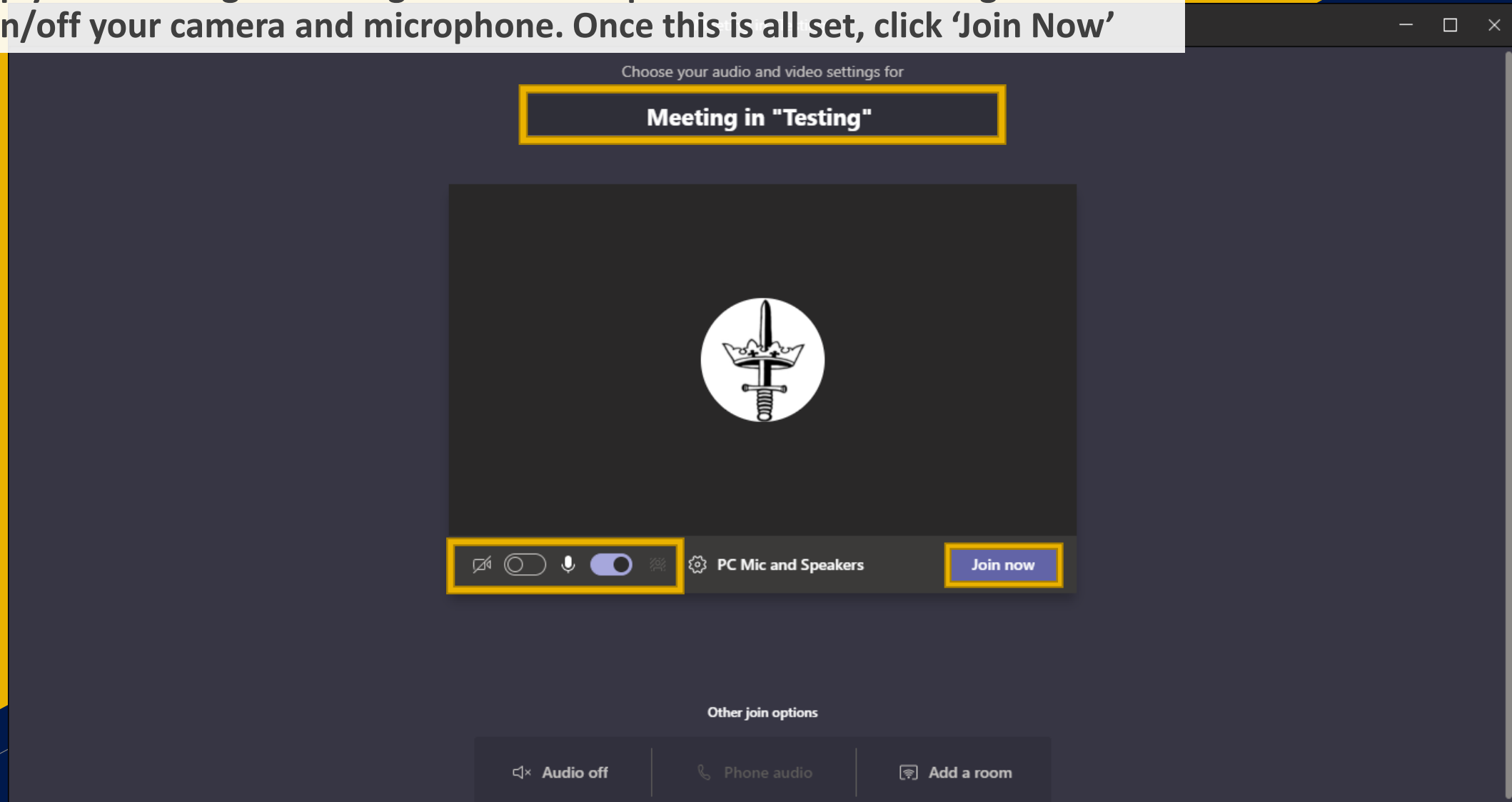
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Team **Meet**

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3. Once clicked, the following window will appear. This is where you can set up your meeting. You can give the call a specific name and change turn on/off your camera and microphone. Once this is all set, click 'Join Now'



4. Once you have started the call you will be able to add participants who aren't in your channel and meet with your Team.

Meeting in "Testing"

00:08

Meeting controls: Mute, Video, Screen Share, Leave

Participants


In this meeting (1)

- smithson.j
Organiser

Suggestions (3)

- AS All Saints Primary School
- I IT
- IS IT Support

Invite people to join you



5. Teams will also create an alert in your channel which your Team members will be able to join through. Please note that if it is a locked channel only members within that channel will be able to access.

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Files

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Apps

Help

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Testing ended: 18 sec
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16 October 2020

Meeting in "Testing" ended: 1 min 7 sec
Reply

23 October 2020

Meeting in "Testing" ended: 33 sec
Reply

Today

Meeting in "Testing" 01:35

Join

Meeting in "Testing" started
Reply

New conversation



ALL SAINTS' C OF E
PRIMARY SCHOOL

Thank You.



Mr J Smithson



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