

Video conference guide



Ambassador
Scheme



Schedule a meeting in Teams

Desktop

Your calendar in Teams is connected to your Exchange calendar. In other words, when you schedule a meeting in Outlook, it'll show up in Teams, and vice versa.



Every meeting scheduled in Teams is automatically made into an online meeting.

Scheduling from Outlook?

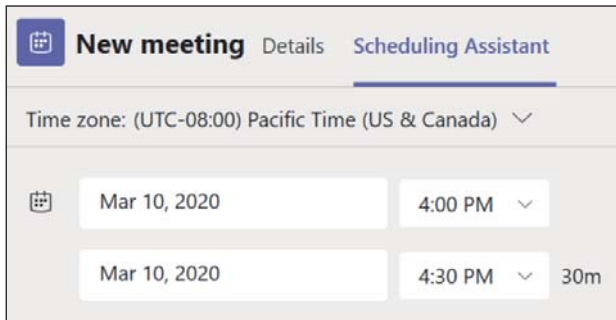
Learn how to add Teams to your Outlook meeting.

Schedule a meeting

There are several ways to schedule a meeting in Teams:

- Select **Schedule a meeting**  in a chat (below the box where you type a new message) to book a meeting with the people in the chat.
- Go to **Calendar**  on the left side of the app and select **New meeting** in the top right corner.
- Select a range of time in the calendar. A scheduling form will pop open.

The scheduling form is where you'll give your meeting a title, invite people, and add meeting details. Use the **Scheduling Assistant** to find a time that works for everyone.



Once you're done filling out the details, select **Save**. This will close the scheduling form and send an invite to everyone's Outlook inbox.



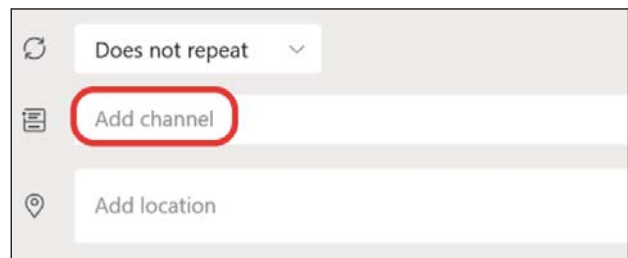
Invite people outside your organisation

Teams lets you invite people outside your organisation, including those who don't have a Teams license. You'll need their full email address to invite them.

1. Go to where it says **Add required attendees**. If anyone is an optional attendee, select **Optional** instead.
2. Type the person's full email address (ex: Joe@example.com).
3. Select **Invite**. They'll receive an email with a link to the meeting.

Make it a channel meeting

1. Select **New meeting**.
2. Type the name of a channel where it says **Add channel** (under the time and date fields).



Channels can't be edited or added once the invite is sent. You'll need to send a new invite with the updated channel.

Notes:

- When you have a meeting in a channel, everyone in the team will be able to see it and join it in that channel.
- This feature isn't available in private channels. Once you've added the people you want, select **Scheduling Assistant** to find the best time. If it's a recurring meeting, open the dropdown menu next to **Does not repeat** (just below the date). Choose how often you want it to occur from the default options, or select **Custom** to create your own cadence.

Change the calendar view

By default, you'll be shown your work week and can be changed from the dropdown menu at the top right of your calendar. Here are your current view options:

- **Day** gives you an agenda view focused on one day at a time.
- **Work week** shows you Monday through Friday.
- **Week** shows you the entire week.

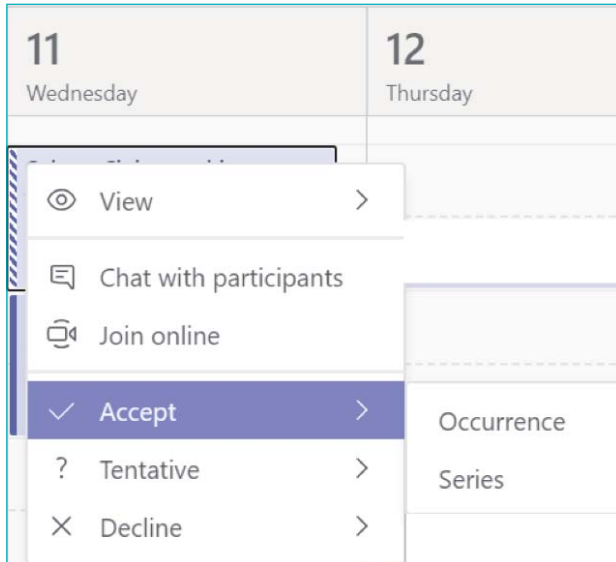
In the top left corner you'll find the month and year. Select the month to change your calendar view to any date—past or future. Select the arrows next to the month to scroll by day or week depending on your calendar view.

Select **Today** to get back to the current date.

Note: The calendar shows you everything that was scheduled in Teams, Exchange, or Outlook.

Right-click for more options

Right-click an event in your calendar to RSVP, remove it if it's cancelled, or open the invitation to view the meeting details. If the event is a Teams meeting, you'll also get options to **Join online** and **Chat with participants**.



Microsoft Teams

Link to further online training:

<https://docs.microsoft.com/en-us/microsoftteams/tutorial-meetings-in-teams>

Teams meetings will show a join button on an event in your calendar five minutes before the start of a meeting. Once someone joins the meeting, the event will change colours to let you know they're online.


Select **Join** to open the meeting settings window to confirm your preferred camera and mic settings before joining the online meeting.

Note: If you have overlapping meetings in your calendar, the join button won't be available. But you can still right-click the event and select **Join online**.

Show your screen during a meeting

Try it!

In Microsoft Teams, you can show your desktop, a specific app, presentation, or any file while in a meeting.

1. Select **Share** .
2. Select what you want to share:
 - **Desktop** lets you show everything on your screen.
 - **Window** lets you show a specific app.
 - **PowerPoint** lets you show a presentation.
 - **Browse** lets you find the file you want to show.
3. After you select what you want to show, a red border surrounds what you're sharing.
4. Select **Stop sharing** to stop showing your screen.

Note: Linux users won't see the red border surrounding what they are sharing. Also, window sharing isn't available for Linux users.



Getting started with Zoom

Where do I download the latest version of Zoom?

You can download the latest version of Zoom from our Download Center. Learn more about downloading Zoom.

How do I use Zoom on my PC or Mac?

After downloading Zoom, learn how to use the Zoom Desktop Client.

Do you need an account to use Zoom?

A Zoom account is not required if you are strictly joining Zoom Meetings as a participant. If someone invites you to their meeting, you can join as a participant without creating an account. However, if the host has restricted joining meetings using authentication profiles, then the participant will need a Zoom account to access the meeting. Learn more about joining a Zoom meeting.

A Zoom account is only required if you need to create your own meetings and send invitations to participants. Having a Zoom account allows you to create your own Instant Meetings or Schedule Meetings. An account also allows you to access your personal settings, where you can update your profile or upgrade your plan at any time.

How do I signup for Zoom?

You can sign up for a free Zoom account at zoom.us/signup.

How much does Zoom cost?

A basic Zoom license is free. Learn more about available Zoom plans and pricing.

Weekly live trainings

Join us for a live training to learn the basics of Zoom and ask questions live.

Joining a meeting

How do I join a Zoom meeting?

You can join a meeting by clicking the meeting link or going to join.zoom.us and entering in the meeting ID. Learn more about joining a meeting.

How do I join computer/device audio?

On most devices, you can join computer/device audio by clicking Join Audio, Join with Computer Audio, or Audio to access the audio settings. Learn more about connecting your audio.

Can I Use Bluetooth Headset?

Yes, as long as the Bluetooth device is compatible with the computer or mobile device that you are using.

Do I have to have a webcam to join on Zoom?

While you are not required to have a webcam to join a Zoom Meeting or Webinar, you will not be able to transmit video of yourself. You will continue to be able to listen and speak during the meeting, share your screen, and view the webcam video of other participants.

Scheduling a meeting

How do I schedule a meeting?

You can schedule a meeting on the web, through the Zoom Desktop client or mobile app, or through one of our many integrations. Learn more about scheduling a Zoom meeting.

How do I invite others to join my meeting?

You can invite others to join your meeting by copying the join URL or meeting invitation and sending it out via email. There are many other ways to invite others to join your meeting - learn more.



Zoom webinars

How do I purchase a webinar license?

To host a webinar, you need to be a licensed user and have a Zoom webinar license. You can purchase these licenses on the Billing page of your Zoom web portal.

How do I host a webinar?

After purchasing your webinar license, you can schedule your webinar on the Webinars page of the Zoom web portal. When it's time to start your webinar, you can start it from the Webinars page of the Zoom web portal or from the Meetings tab of your Zoom client. Learn more about getting started with Zoom webinars.

Meeting and webinar features

How do I share my screen?

Click Share in your meeting and choose the screen that you would like to share. Learn more about sharing your screen.

Can I record my meeting?

All Zoom hosts can record locally to their computer unless this feature has been disabled by their Zoom account owner or admin. Hosts who are Licensed can also record to the Zoom cloud. In a Zoom meeting, press Record to start the recording. Learn more about local recording and cloud recording.

Where do I find my recording?

By default, local recordings are saved to your documents folder. Cloud recordings can be found on the Recording page of your Zoom web portal. Learn more about locating your recording.

My Zoom account

How do I reset my password?

You can reset your password at zoom.us/forgotpassword. Read step by step instructions and how to fix common password issues.

What role do I have on my Zoom account?

You can find your role on your Account Profile page of the Zoom web portal. Learn more about the Account Profile page.

Where can I find my account owner?

You can find your account owner on your Account Profile page of the Zoom web portal. Learn more about the Account Profile page.

Troubleshooting

My video/camera isn't working.

Read tips on troubleshooting a camera that won't start or show video.

There is echo in my meeting.

Echo can be caused by many things, such as a participant connected to the meeting audio on multiple devices or two participants joined in from the same local. Learn about common causes of audio echo.

Audio isn't working on my mobile device.

Read tips on troubleshooting audio that isn't working on your iOS or Android device.

Zoom

Link to further online training:

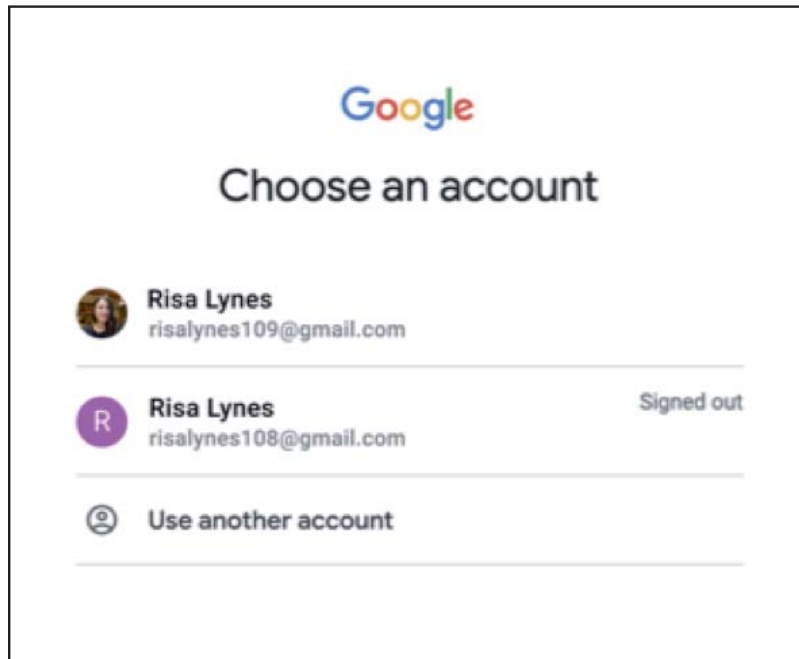
<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-video-tutorials>



Getting started with Google Meet

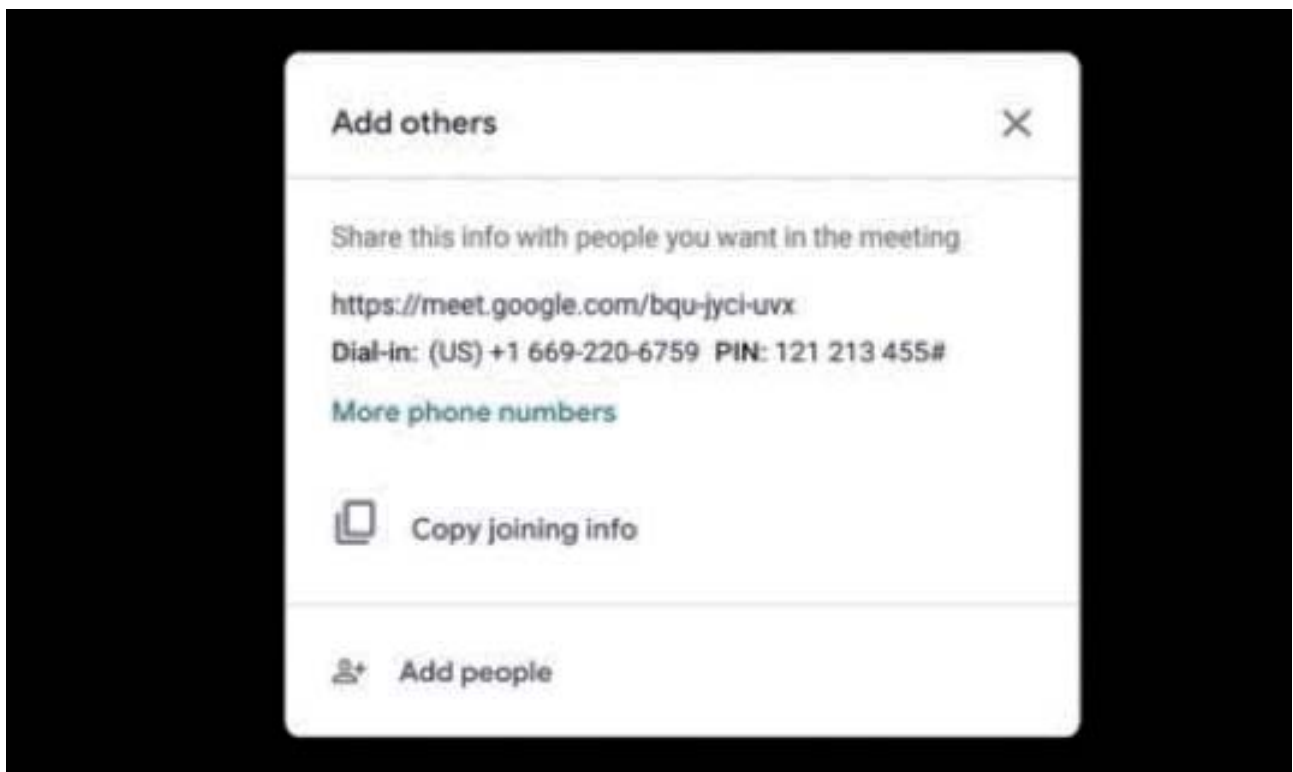
Introductory guide to using Google Meet –

How to start a video meeting



Create a new meeting

To create a new video meeting, log in to your existing Google Account or sign up for free.





Invite others to your online meeting

Send a link or meeting code to anyone you want to join the meeting. For the free version of Google Meet, guests will need to create or sign in to an existing Google Account to join.



Join a meeting

Tap the meeting link from the invite, enter the meeting code from your host at <https://apps.google.com/meet/>, or call into the meeting using the dial-in number and PIN in the invite.

Google Meet

Link to further online training:
<https://apps.google.com/intl/en/meet/how-it-works/>



Cisco Webex User Guide Links

Signing up –

<https://www.webex.com/video-conferencing>

Screen sharing –

<https://www.webex.com/video-conferencing#screen-sharing>

Help and Tutorials –

<https://help.webex.com/en-us/>

Further online training and classes –

<https://help.webex.com/landing/onlineclasses/previousClass/Working-Remotely#Best-Practices-How-to-Work-Remotely>

