

MS Teams –  
How to set  
up a Teams  
Meeting



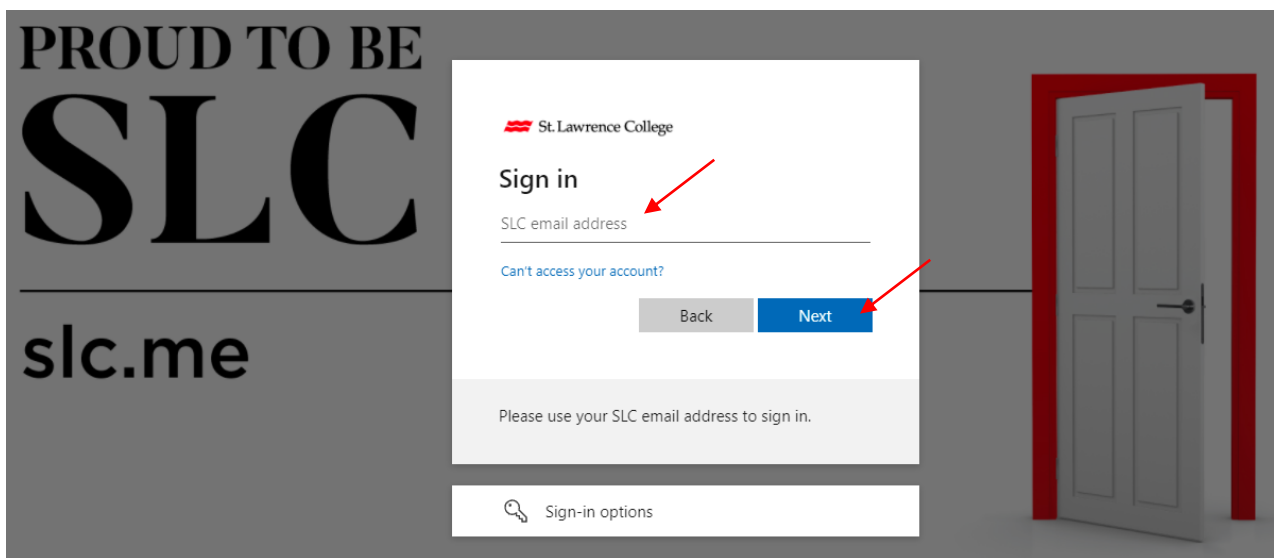
St. Lawrence  
College

This manual includes information  
to help students access MS Teams

October 6, 2021

## Logging into MS Teams

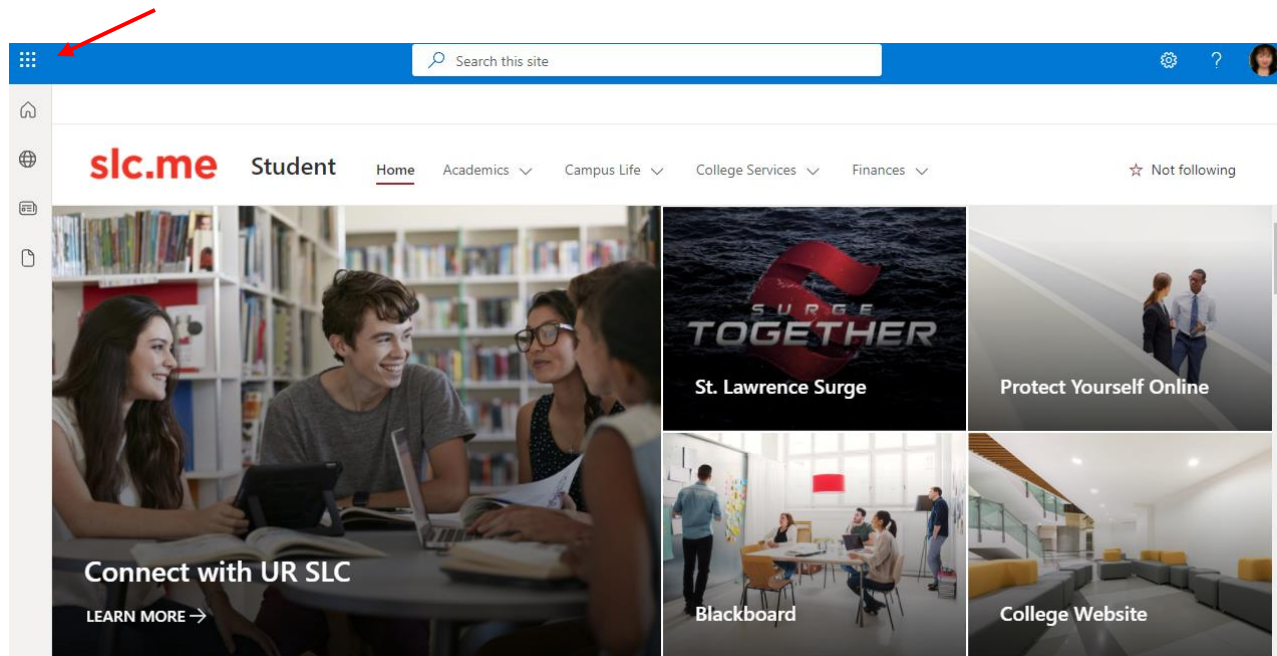
1. From your computer, type “slc.me” into your web browser address bar. We suggest you use ‘Google Chrome’ for the best experience.
2. Enter your full SLC email address. Don’t forget to end it with @student.sl.on.ca. Click ‘Next’



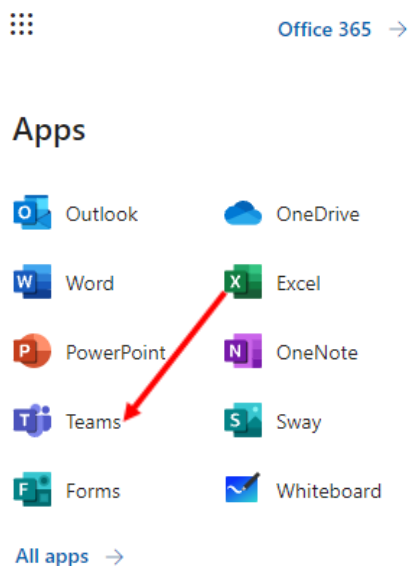
3. Enter your password
4. Click on the ‘Sign in’ button

# Setting up a Teams Meeting

5. Now you will be on the landing page of the SLC portal. Click on the 9 dots (waffle) in the top left-hand corner of the screen.

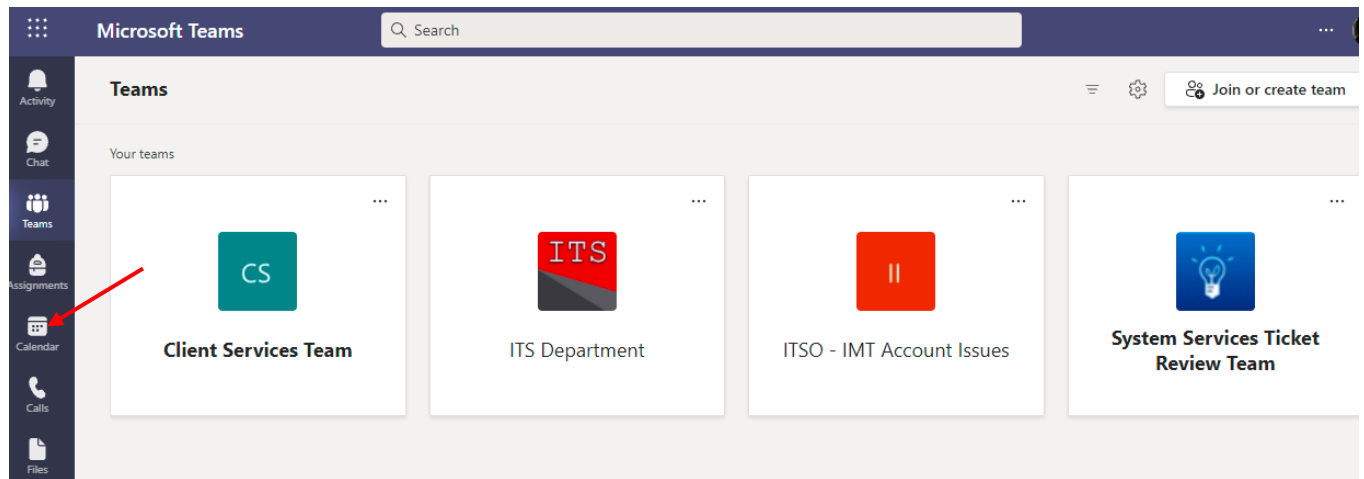


6. You will see all of your Apps. Click on 'Teams' to launch your own Microsoft Teams

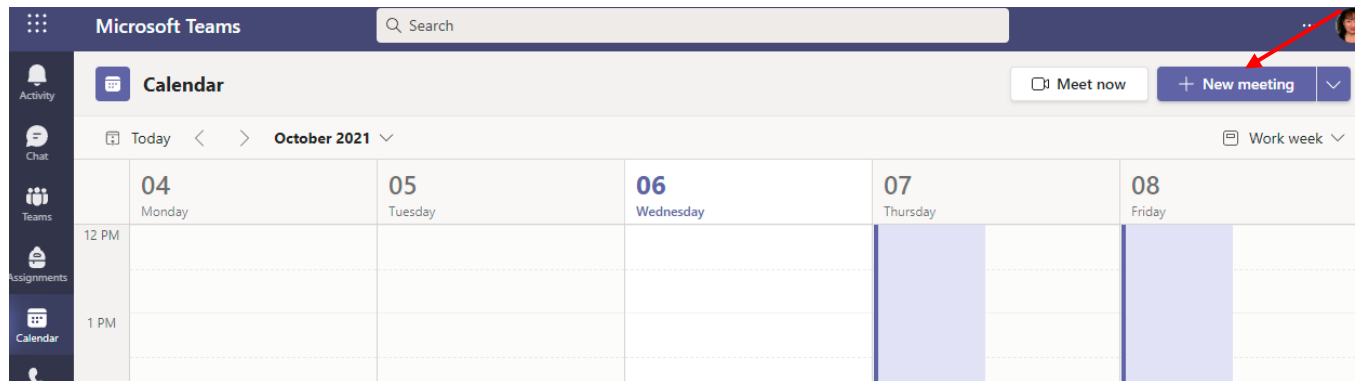


## Your MS Teams Window

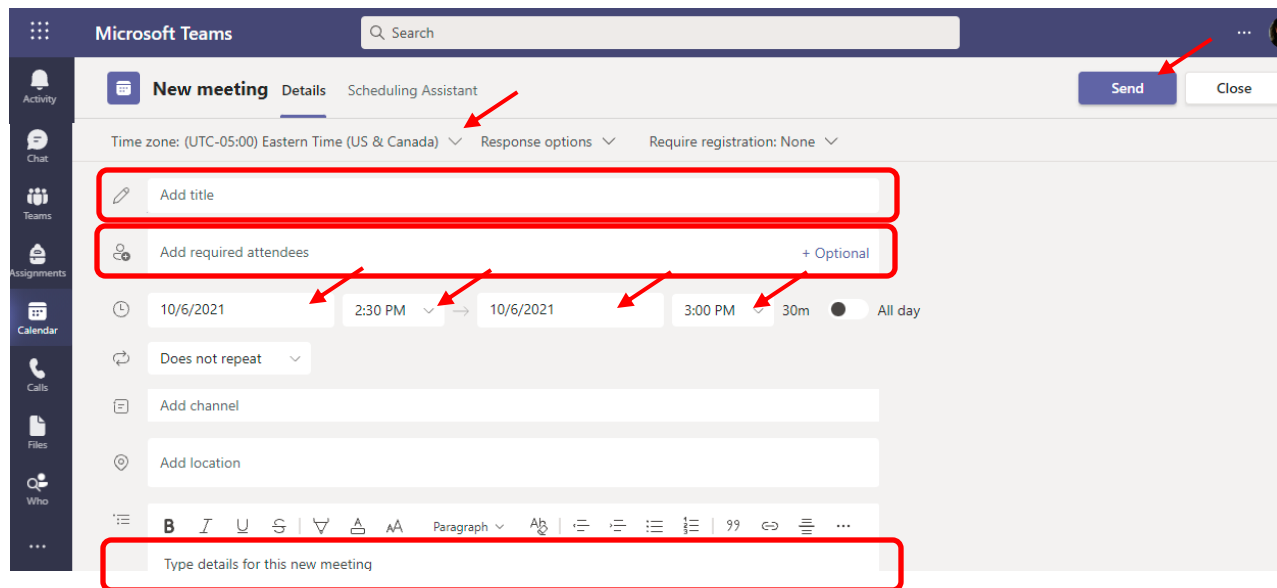
Once your MS Teams launches, you will be able to click on 'Calendar'



Then click on 'New meeting'

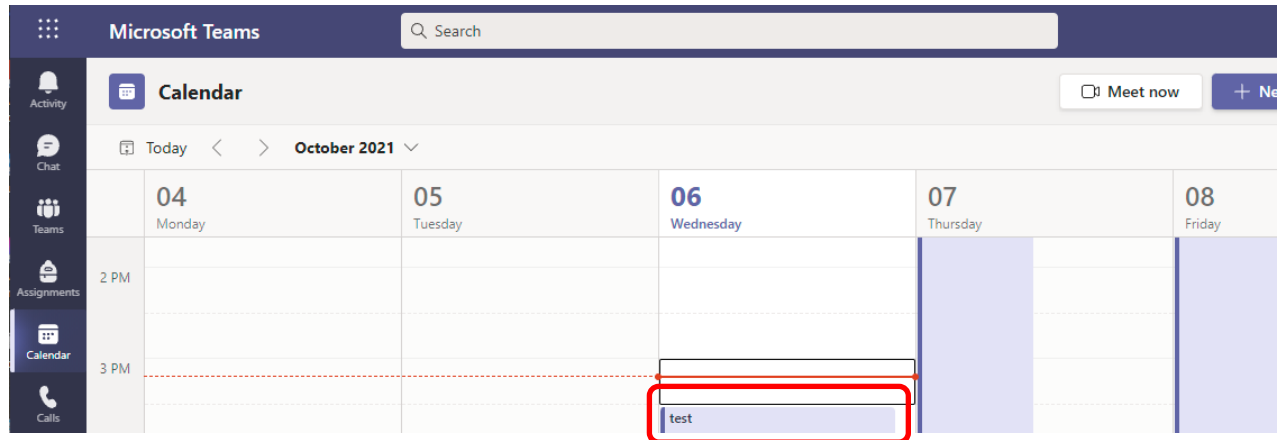


## Schedule your Teams Meeting:

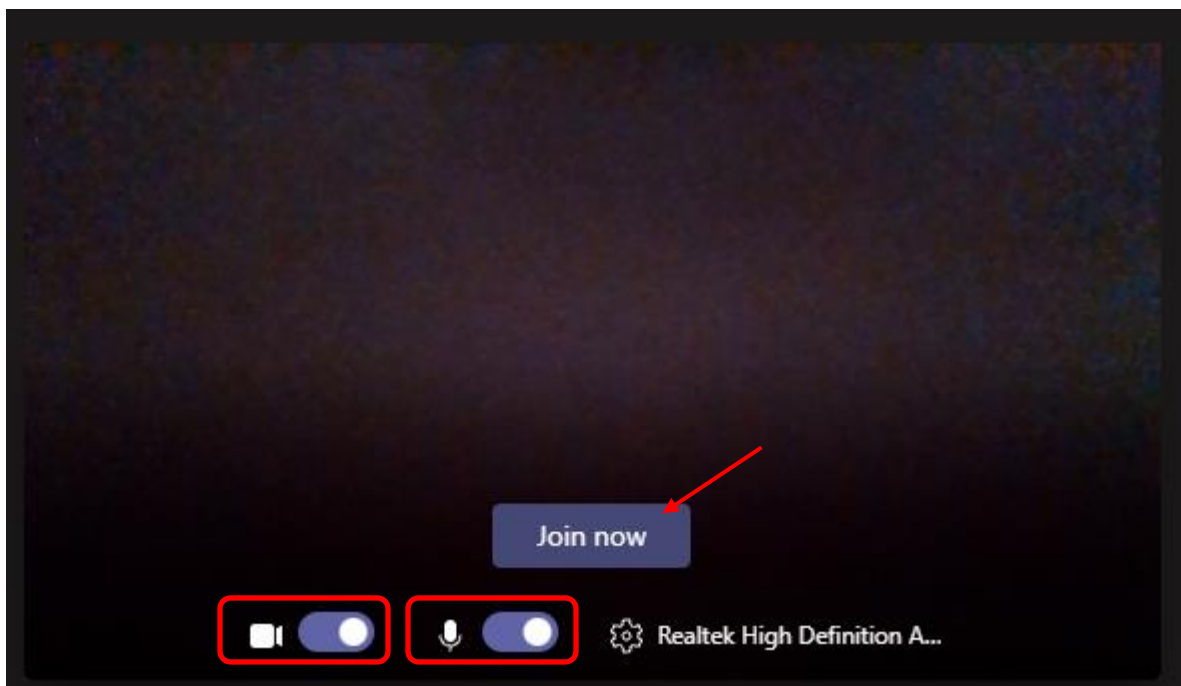


1. Please verify that your Time Zone is set appropriately. Most students who are located near one of our campuses, should have their time zone set to Eastern Standard Time - EST
2. Enter an appropriate title for your meeting
3. Add required attendees by typing in their full slc email address(es)
4. Click on the date and time to set the appropriate start and end times
5. Add any extra pertinent details in the bottom field
6. Click on 'Send'

## Joining the Meeting



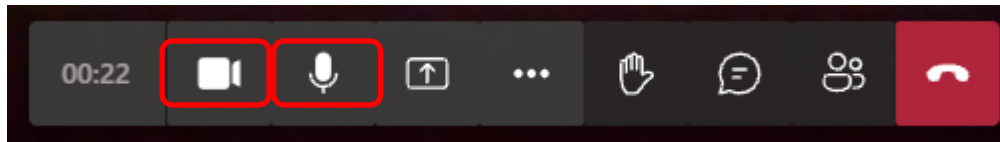
1. At the time of your meeting, you can launch Teams, and open your Calendar
2. Find your meeting on your calendar, and double-click it
3. If you click the entry once, you will get a 'Join' option that will allow you to join the actual meeting
4. You will have the option to toggle your camera view and microphone on/off



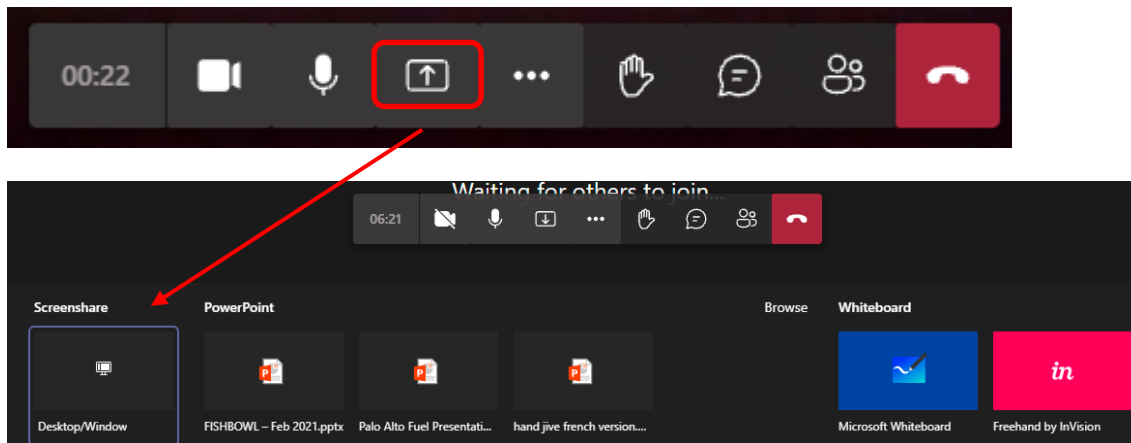
5. Click on 'Join now' and you will have started your meeting

## Options while in your Teams Meeting

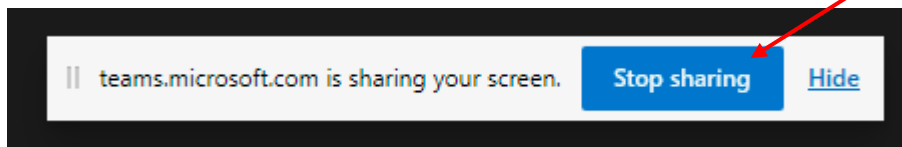
All participants can toggle their cameras and microphones on/off depending on whether they want their live video feed to be sent or not. It is good practice to put your microphone on mute if you are not speaking. This will cut down on a lot of annoying background noise.



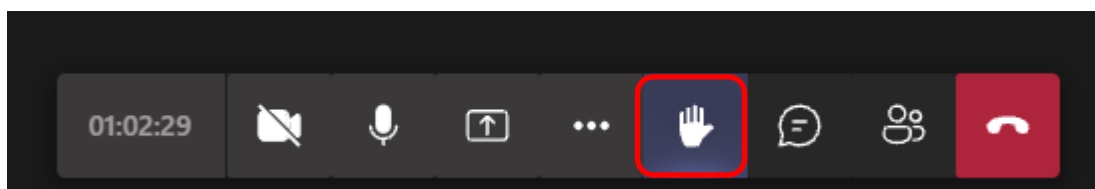
Participants can share their screen by clicking on the 'ShareTray' icon. Another small window will then open that will allow you to choose which screen/application you'd like to show others.



When you are done sharing your screen, don't forget to 'Stop sharing'

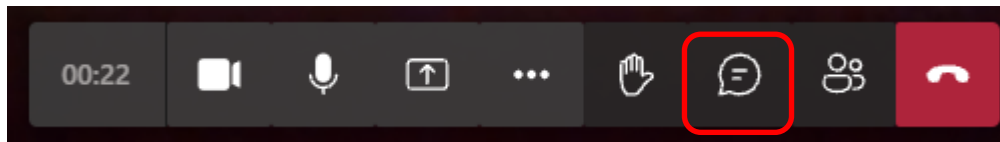


Clicking on the 'Raise Hand' icon will give the Meeting Organizer a prompt that you would like to ask a question



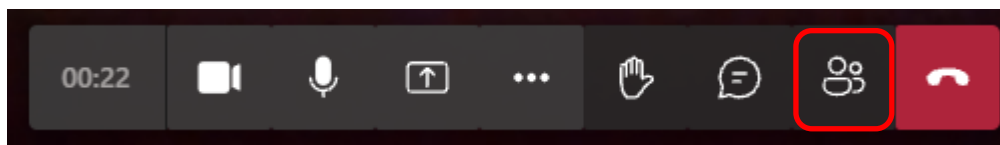
## Chat with Team Members

Clicking on the 'Talk Bubble' will open the Meeting Chat window and allow you to chat with all the members of the Team at once. Please be aware that what you enter in this chat will be viewable by everyone.



## See Who Has Joined the Meeting

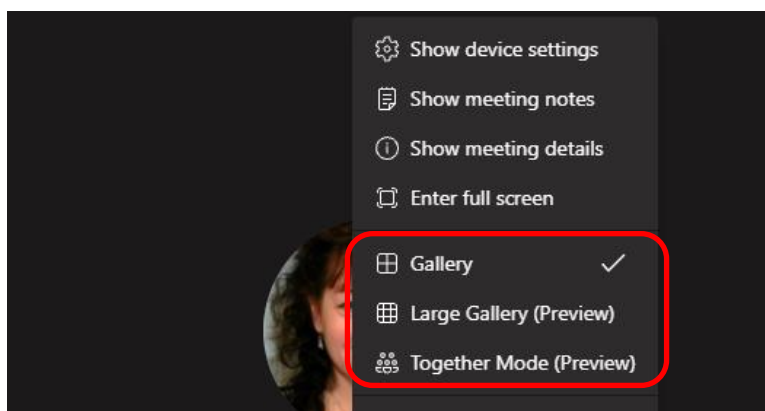
Clicking on the 'Participant' icon will open the 'People' window. This will allow you to see who has entered the meeting, as well as everyone that has been invited.



## More Actions



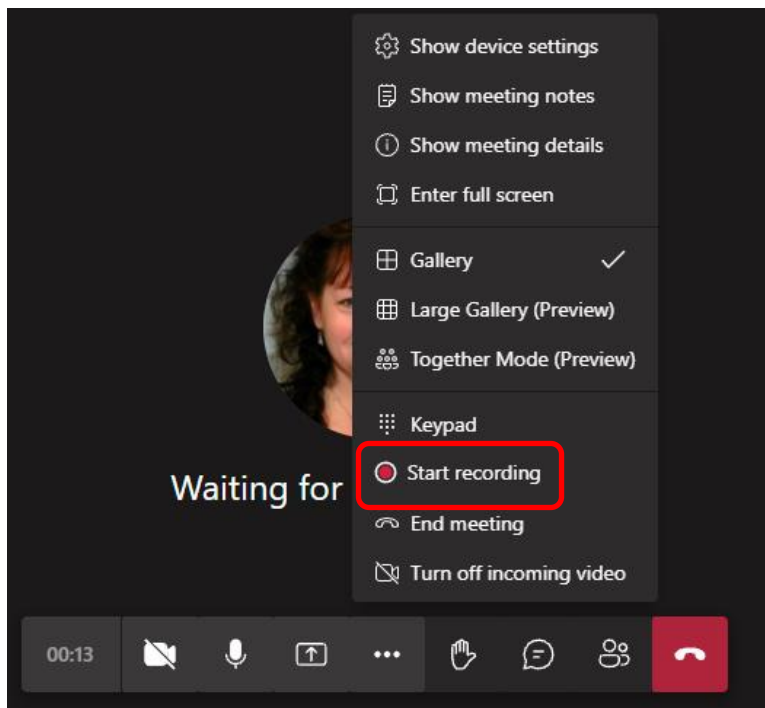
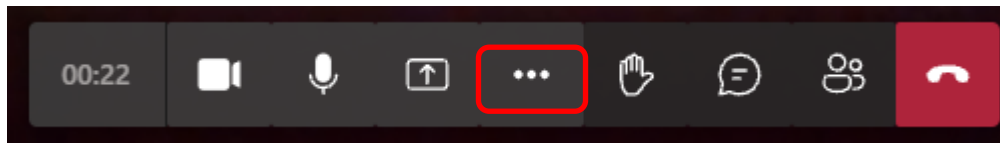
When you click on the three dots (...) you will have a number of options, including how you see the images of the participants. You can also Start/Stop recording your meeting through this option.



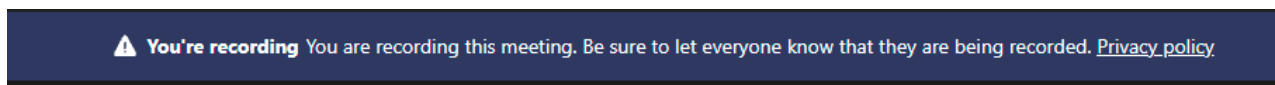


## Recording a Meeting

You can also Start recording your meeting through this option. Once you're finished recording, you can click on the three dots again and Stop recording.

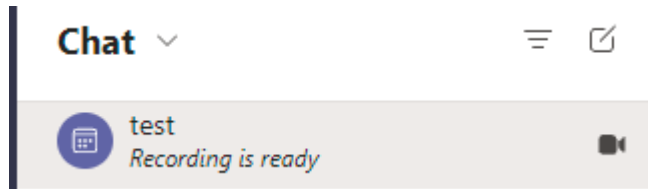


Please Note: that there will be a screen notification indicating that the meeting is being recorded. It is, however, always good etiquette to verbally let people know when you're recording.

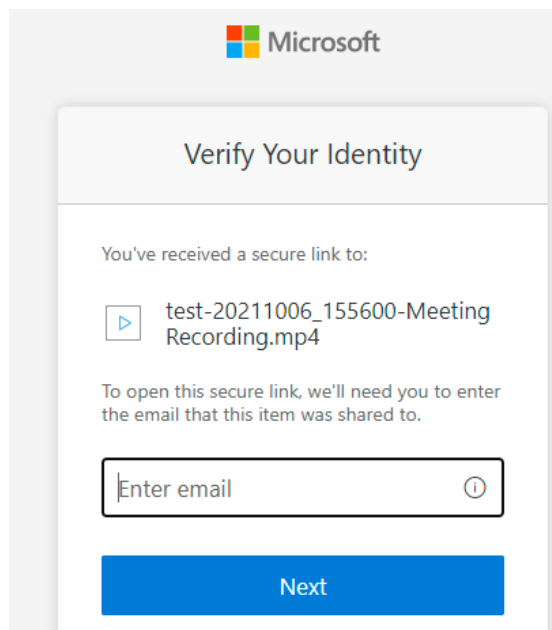


## Your Teams Meeting Recording

After you stop recording, the organizer of the meeting will be prompted with a Chat message indicating that the 'Recording is ready' in their OneDrive



If you want to watch the video, you can click on the Recording prompt. You will then have to enter the email address for the person who organized the meeting.



## Leaving the Teams Meeting

You can leave the meeting by pressing on the red call 'hang up'. Other participants will remain in the call until they hang up.

