



User Guide

Microsoft Teams – Organize an electronic Meeting

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Introduction

Microsoft Teams application is a workspace used by STF projects.

All STF experts from a working team are allowing to use it.

It is a hub for teamwork in Office 365 that brings together files sharing services, task management and a set of communication tools in a chat-based user interface.

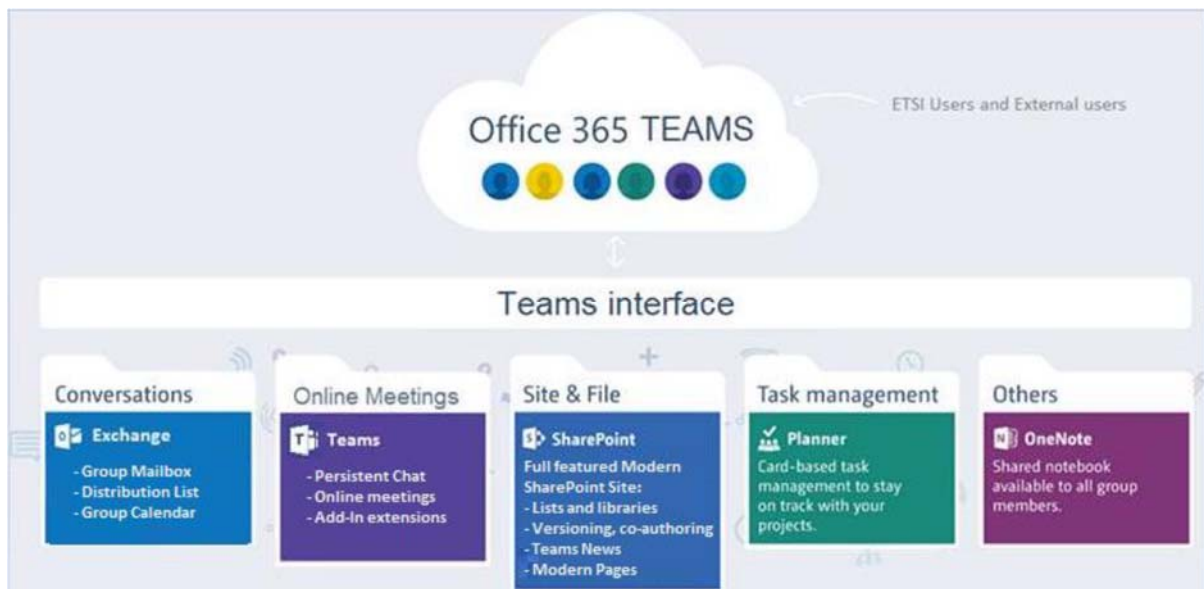
Accessing to Microsoft TEAMS from your browser or download and install the desktop application (which is free and does not require administrative privileges to be installed).

The main features currently available are:

- A Public group email address (stfXXX@groups.etsi.org, named “**Conversations**”) that can be used by anyone to send emails to all group members. Also, an access to the emails sent/received by the group.
- A **Skype for Business** to organize proper group electronic meetings.
- A **Persistent Chat** for the group members where you can create channels to organize conversations by topic, area or anything else.
- A modern **Document library** (powered by SharePoint Online, named “**Files**”) to upload and edit the group files.

Versioning, check-in & check-out, content approval, simultaneous editing, recycle bin, custom metadata are just some of the features that are available.

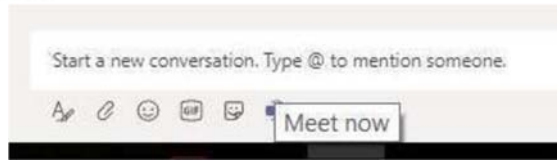
- A **Notebook** (powered by OneNote online, named “**Wiki**”) to that can be used to take notes and minutes.
- A **Shared Calendar** (named “**Planner**”).
- **Task management applications** (named “**Travel Management**” and “**Timesheet**”).
- A Mailbox Archive



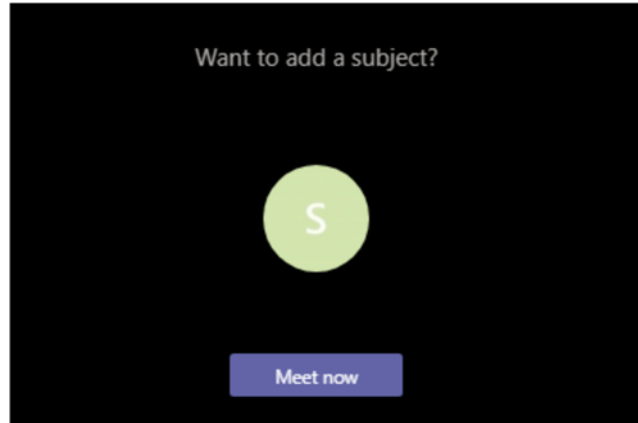
Organize an electronic meeting (Skype for Business)

Open **Microsoft Teams** application.

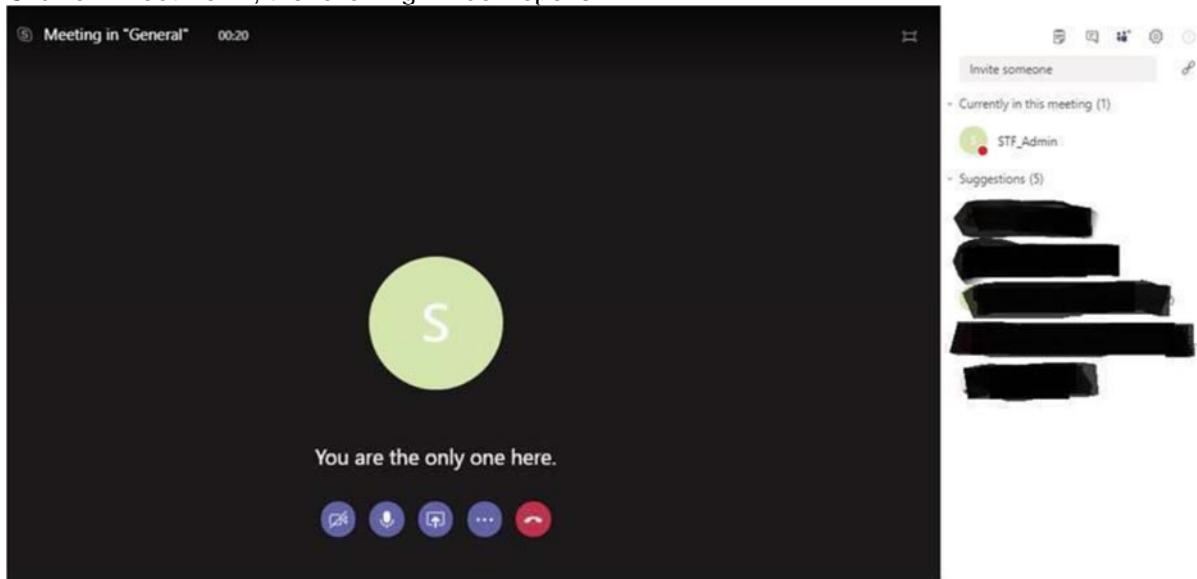
On the “**General/Conversations**” screen at the bottom, there is a camera icon “**Meet Now**”.



Click on it, the following window opens:



Click on "Meet now", the following window opens:



On the right-hand side, invite every member of your team, who will need to be connected to Microsoft Teams application by clicking on the name of the person (on "Suggestions") or entering the address email (on "Invite someone").

Note: The meeting invitation process will have to be managed in separate emails.



Managing the e-meeting in Teams

Guest users cannot schedule Teams meetings, they can only use the function "Meet Now" and then send the current meeting's link to other people.

(A [guest](#) is someone who isn't an employee of the ETSI secretariat (whose staff members own an Office 365 subscription) but can access Teams with [some limitations](#)).

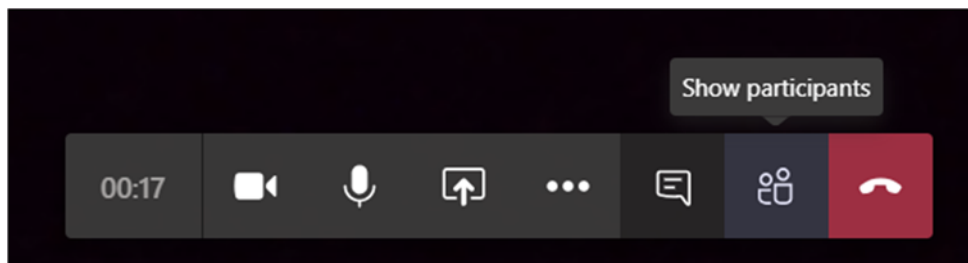
The workarounds identified to be able to autonomously manage your e-meetings in Teams are the followings:

1. Send a standard email invitation to your team (STFXYZ@groups.etsi.org) specifying that the Teams meeting will be launched by a member using the "[Meet now](#)" button and then the others will see and join the meeting from the Teams app.
2. Reuse the link of a previous meeting pasting it in a normal email invitation, as Teams meeting links do not have a real expiration, so they can be re-used.

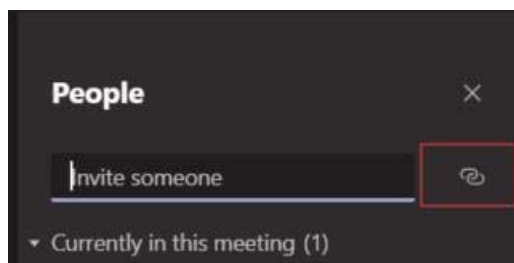
Join Microsoft Teams Meeting (link removed from this email template)

[Learn more about Teams](#)

To easily get a re-usable link my advice is to start a "Meet Now" meeting (alone) and copy the link from the participants panel, then close the "Meet now" meeting.

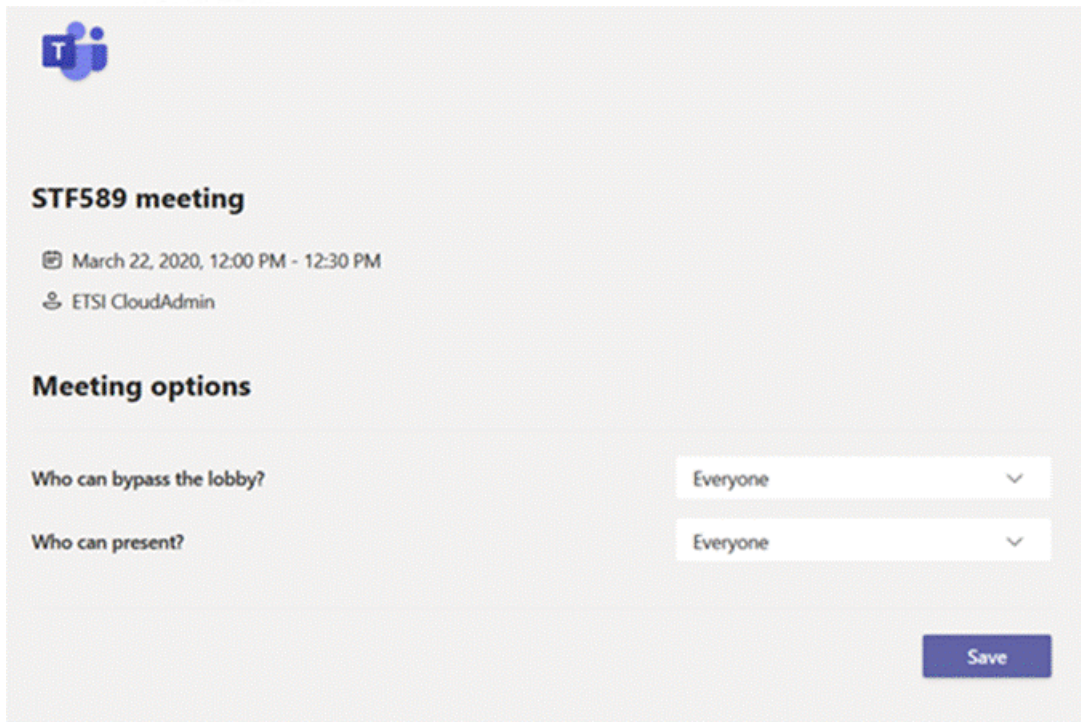


(click on the icon to open the participants panel)



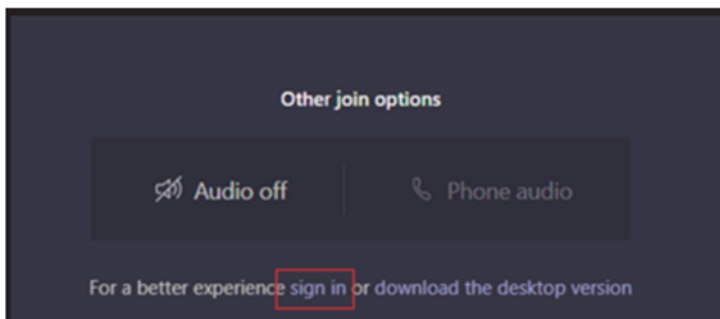
(click on the link icon to copy the link info)

3. Ask someone from STFLink to organize the meeting for you. Differently from GoToMeeting, guest users can initiate the meeting without the organizer, provided that the organiser has not modified the default settings for the lobby (see picture below).



When you join a Team meeting from a link, it is recommended to use the Teams desktop app.

If you can only use the web app (Chrome or Edge browsers), make sure you sign in before joining the meeting otherwise you won't be able to start the meeting as an anonymous guest.



Note: the workarounds proposed above have been found out and tested, but it is recommended that you make some tests yourself before you start organizing your meetings.