

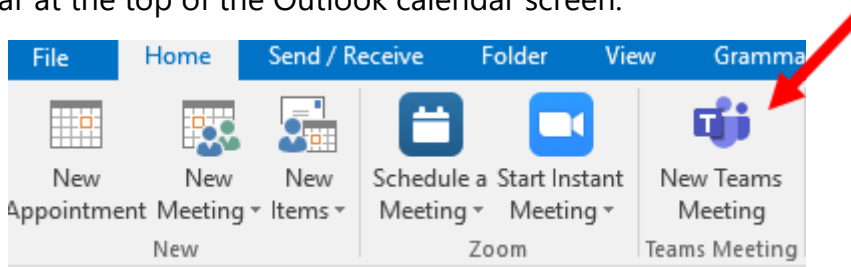
September 2020



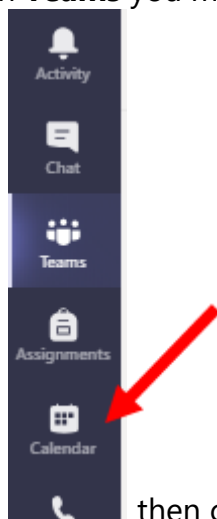
Colleagues,

In response to some requests, IT is providing information about Microsoft Teams. This is a collaboration tool that allows faculty, staff and students to chat with each other, work together on projects, assign tasks, and host online meetings with screen-sharing. There are multiple ways to schedule a Teams meeting, below are several options:

1. Teams meetings can be scheduled through the **Outlook calendar** using the icon on the navigation bar at the top of the Outlook calendar screen.

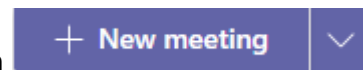


2. From within **Teams** you may create a meeting using the Calendar icon on the vertical bar



on the left,

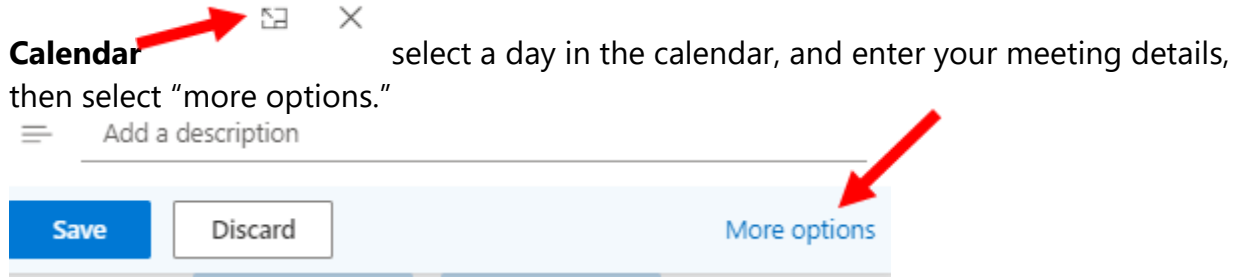
then click the +New meeting icon



above


the calendar. Meetings can then be scheduled as in Outlook. The channel, location, and detail options may be left blank if desired.

3. For those using **webmail**, click on **My day**  then click on **Open**



The "Teams Meeting" slider is located in the middle of the "More options" window.



4. Microsoft Teams is also available from within the Announcements section of **Canvas**. To access Teams to send a meeting invitation to student in a class:
- Go To **Announcements**
  - + **Announcement**
  - On the tool bar select the caret  for More External Tools
  - Select **Microsoft Teams Meetings** then Sign in
  - Click **Create meeting link**
  - Add the title, beginning and ending time for the meeting (NOTE: You may need to scroll up to see this information)
  - Click **Create**
  - Click **Copy**
  - The meeting link is then pasted directly into the class announcement
  - Faculty will need to click **Save** to send the meeting to students in the class.

Additionally, the NKU IT website has information about how to [access Teams](#) as well as a [video introduction to Microsoft Teams](#).

Faculty and staff may also schedule one on one meetings, with IT technicians, to get assistance with Teams either virtually or face to face. (Please indicate face to face in the “what topic do you want to discuss” section.) Please note, due to limitations of the software, you will still receive an invitation to meet online, even though the client Support Specialist will meet you for a socially distanced face to face meeting.

To [schedule your support appointment](#),

1. Select your building, or General IT Help
2. Select your preferred day
3. Select your preferred time
4. Click *Confirm*
5. Complete your name, email, and topic you would like to discuss
6. Click *Schedule Event*
7. You will receive an email confirmation and a calendar.

Please let me know if you have any questions.

Go Norse!

Timothy Ferguson