

# Joining and Creating Teams Meetings

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## Glossary

**Web browser:** this is just what you use to get onto the internet, such as Google Chrome, Internet Explorer or Microsoft Edge.

**Device:** whatever you are using to access your work on – desktop PC, laptop or smartphone.

**Online:** you are connected to the internet.

**On the Web:** this just means online, using the internet. Instead of the Teams app opening, a new tab will open on your web browser for your meeting.

**Application:** the different programs within O365 are called applications, e.g. Outlook, Word, PowerPoint, Teams.

**Icon:** the 'logos' of the different applications (e.g. Word is a blue W, Excel is a green E, OneDrive is a blue cloud) or web browsers (e.g. Chrome is a coloured circle)

**Desktop apps:** applications that are available on your laptop/computer by clicking onto the icon. They may be on your bottom taskbar, or in your Start menu. You don't have to be online to see and access them.

**Window:** In computer terms, a window is an area on the screen that displays information about a program. You can have multiple windows open, displaying different websites, documents and applications.

**Windows 10:** the operating system of your device. Where Windows has a capital W, it means this system and not a window on which you can see your documents, websites, etc.

**Ellipsis:** the 3 dots you will find next to various names and commands. An ellipsis tends to be used when there is not enough room to display all options.

**Collaboration:** working with others either by attending a meeting to discuss topics or sharing documents to work on together.

**Background:** this is what appears behind you when you are on camera. You can select this either before you join a meeting or during. You can have no background so that people see your environment or you can choose to blur this. You can choose from pre-loaded backgrounds supplied on Teams or you can load your own.

**Download:** means your computer receives data from the Internet. For example, if you want an application on your device, you will download it to your computer.

**Whiteboard:** this is an application that you use to collaborate on a freeform canvas by pen, touch or keyboard. You can open it in a Teams meeting by sharing your screen and selecting Whiteboard.

## About Teams Meetings

You are being invited to join meetings on Teams because it is part of the Microsoft 365 programme that Barnardo's has rolled out.

All meetings in your Outlook calendar and Teams calendar are synchronised automatically.

With Teams meetings, you can meet one-to-one or invite up to 300 attendees to meet, host training, hold interviews, etc. You can invite anyone with an email address to join your meeting - even external guests - and can collaborate by screen sharing, chat and whiteboard.

Features:

- Once a meeting is set up in a calendar, its Chat function can be used before, during and after the meeting.
- Live captions can be switched on for a meeting
- Share your screen to allow collaboration or demonstrate something
- Record meetings and download afterwards to share or store
- Customise background or even blur to minimise distraction
- You can use the 'Raise your hand' function if you have something to ask or say
- View participant list (even download it)

There are also webinars and Live Events that can have up to 10,000 attendees but these are a different type of Teams meeting. For example, there is no camera or mic interaction from attendees and you cannot see the presenters. Live Events/webinars will be explained in a separate 'how to' guide.

## How do I join a meeting?

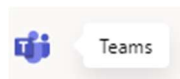
There are various ways to join a Teams meeting depending on your preference and set-up, including:

- a) Via Outlook calendar
- b) Via the Outlook email invitation if you haven't yet accepted.
- c) Via Outlook reminder
- d) Via Teams calendar
- e) Via your My Day function in Outlook Online
- f) Via the 'blue box' that appears if someone joins before you

**You either join a meeting using the Teams app or join 'on the Web'.**

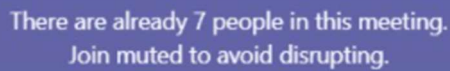
The 'Teams app' option will be only for people who have Teams loaded on their devices or those who can load it. The Web method can be used by those who either are not signed into Teams or do not have the application on their laptop. Anyone with a camera/mic and web browser can join a Teams meeting on the Web

To access Teams on the web, you can go through **office.com** and select the Teams icon from the Apps list on the left of your Office 365 home page.



## Controls before joining:

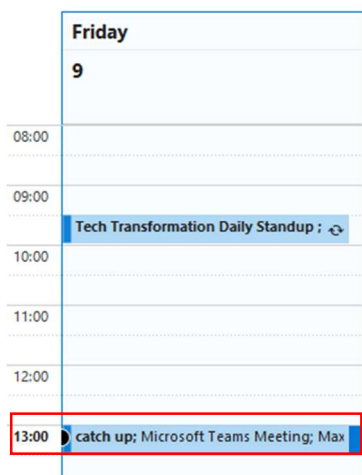
As you join a meeting, Teams will detect if there are already multiple participants (more than 5) in the meeting and will suggest that you join with your microphone off. This is to minimise disruption but is also your choice, say for an informal meeting where it doesn't matter.



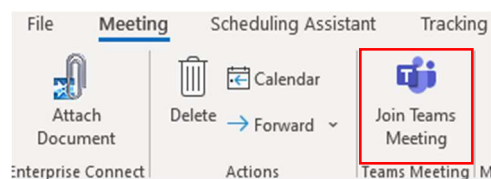
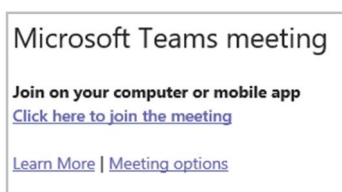
### a) Via Outlook calendar

You can go into your Outlook calendar and find the meeting. The look is different depending on whether you are using Desktop Outlook or Online Outlook.

If using Outlook Desktop App

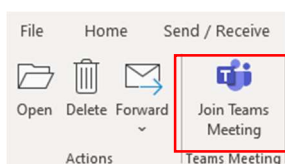


Either double click onto the meeting which will bring up the original email invitation for you to click on the link within it or use the 'Join Teams Meeting' option in the top ribbon.

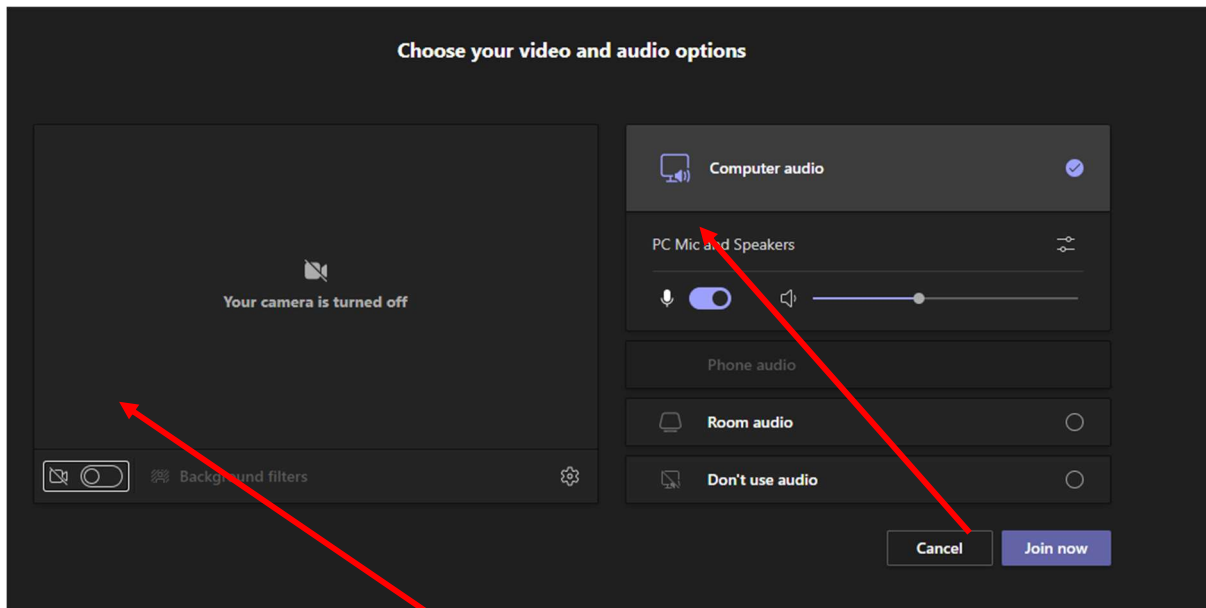


OR

Click once on the meeting you want and choose 'Join Teams Meeting' along the top ribbon.

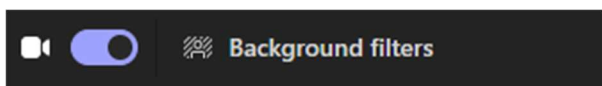


Both options will take you to the black joining screen below. At this stage you are NOT in the meeting so can set some audio-visual controls for joining.

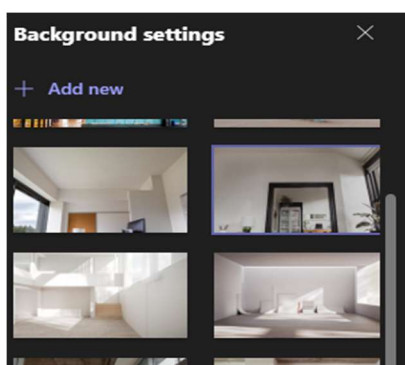


To join with your audio (microphone) switched on, click onto the audio button. (blue is 'on')

To join with your video on, switch across the camera button. You will then be able to see yourself in the space above it.

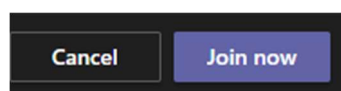


If you are using your camera, you can also pre-set your background by clicking on 'background filters' – choose a background from the options that appear to the right on your screen and you can preview what it will look like.



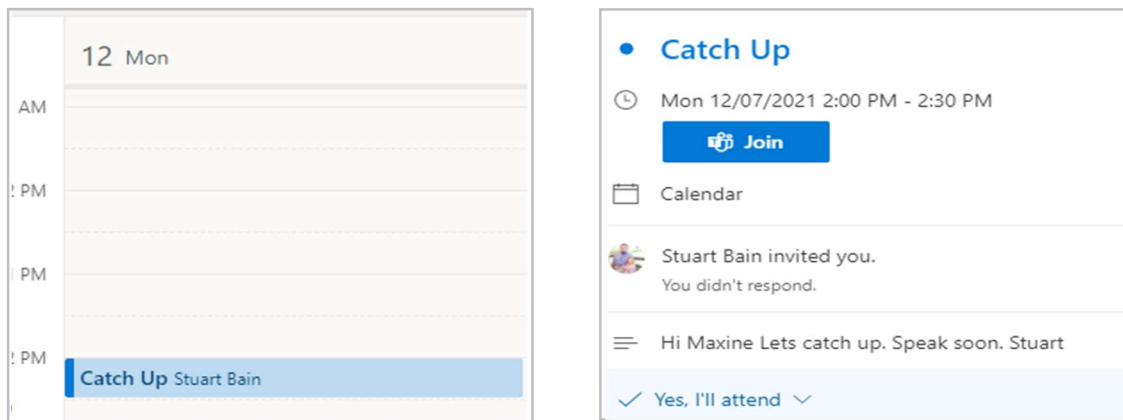
**Note:** whatever you set here, you can still choose to turn off/on your sound or video or change your background at any time during the meeting. A line through camera or mic symbols means it is currently off.

Click 'Join Now' to get into the meeting.

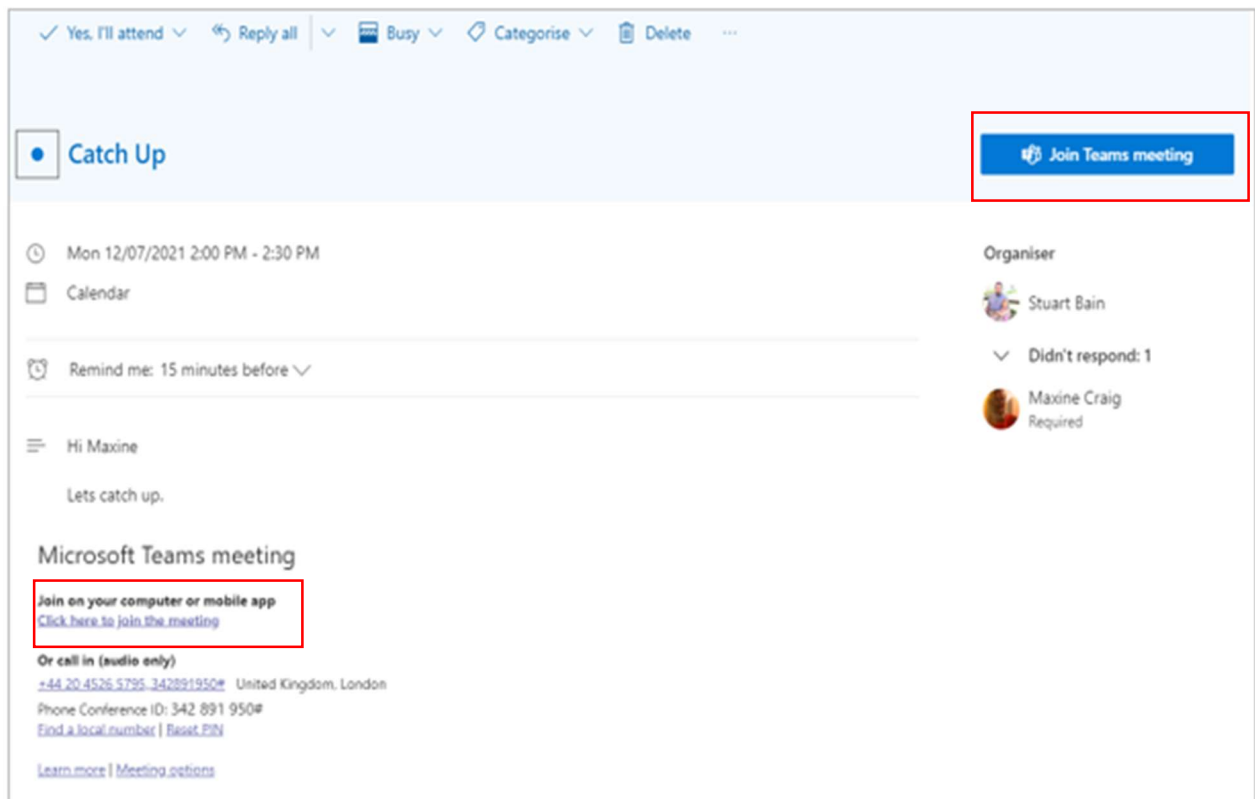


If using Outlook Online app

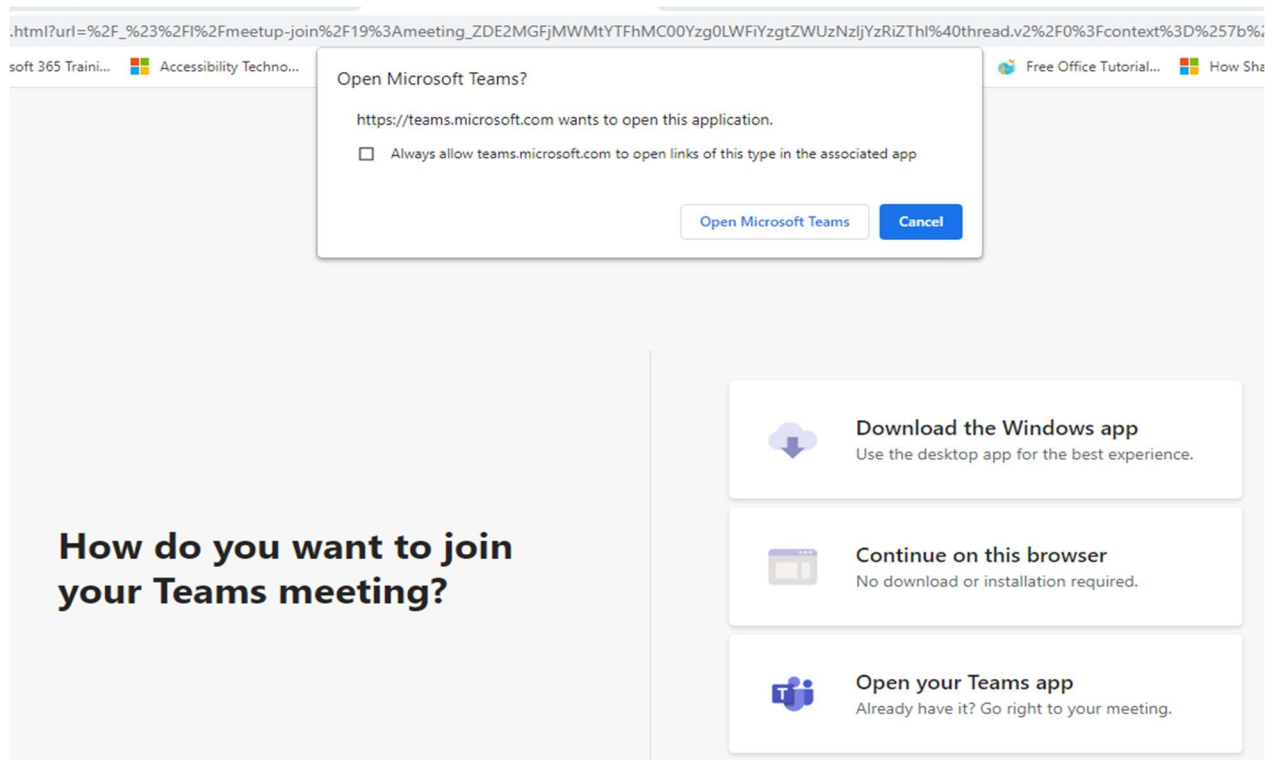
- Click once into the meeting in your online calendar and then choose 'Join'



- Double clicking onto the meeting will bring up a larger box with full details of the meeting.



When you click on either the 'Join' box or the link at the bottom of the invite, a new tab called 'Join Conversation' opens in your web browser giving you a choice of 'open Microsoft Teams', 'download the Windows app', 'continue on this browser' or 'open your Teams app'.



### What do these mean?

Open Microsoft Teams – for those with Teams loaded, this takes you to the black joining screen.

Download the Windows App – if you don't yet have Teams loaded you can do it here.

Continue in the browser – you can join the meeting with the Web version without loading Teams. Please go to page 13 for further info about joining on the Web.

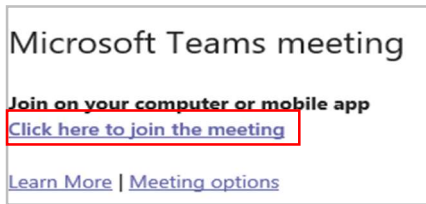
Open your Teams app – the same as the top white box for 'open MS teams'.

**Note:** to select any of the bottom three options, you will need to press 'cancel' to get rid of the top smaller white box.



b) Via the Outlook email invitation.

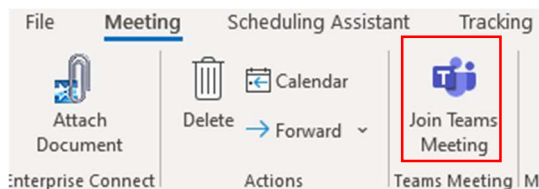
Every Teams email invitation sent to you will contain a link at the bottom similar to these:



Click onto that 'join the meeting' link and you will be taken to the black joining screen

OR

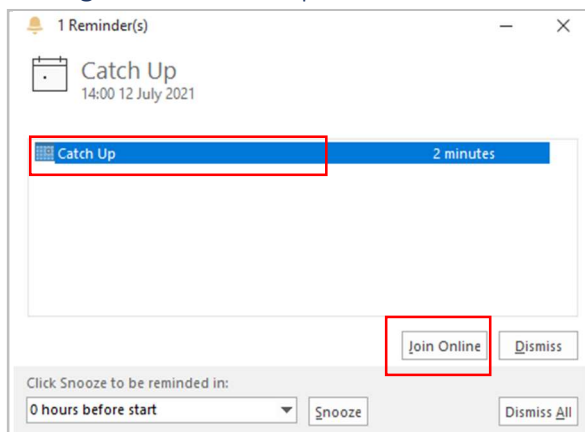
Within the same invitation you can use the 'Join Teams Meeting' command along the top ribbon.



c) Via Outlook reminder box

Depending on whether you are on Outlook Online or Outlook Desktop, these will look different.

If using Outlook Desktop

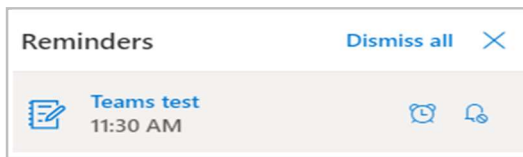


Double clicking onto the name of the meeting will produce the email invitation with the link to the meeting or the 'Join Teams Meeting' ribbon command, both get you to the black joining screen.

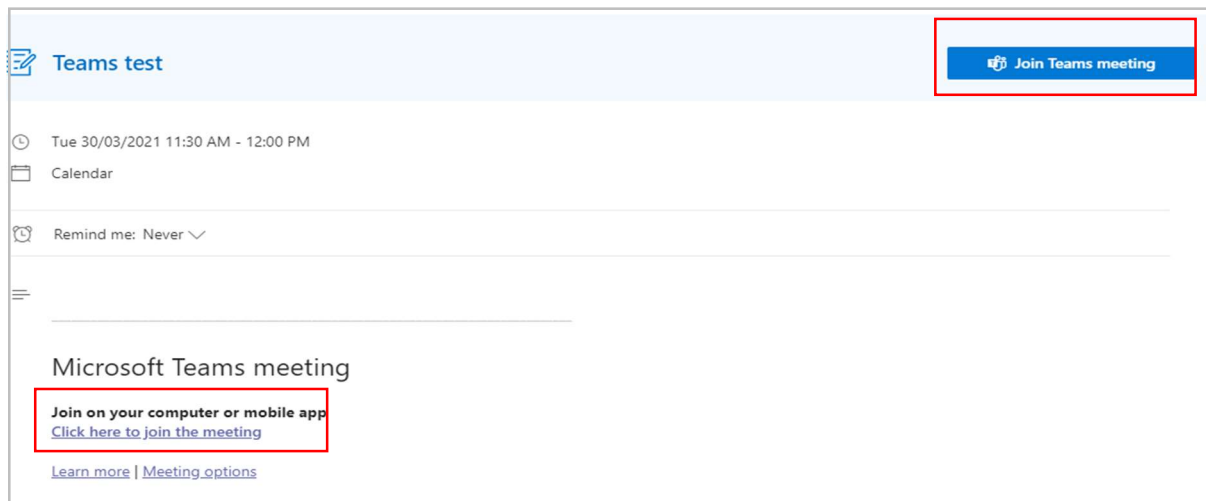
Or

Click onto 'Join Online' to get straight to the black joining screen.

If using Outlook Online



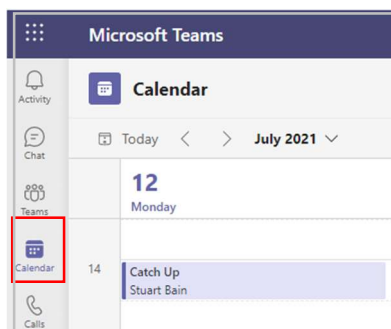
To join via this reminder: click on the meeting name and the invite will appear with both the link at the bottom and a Join Teams Meeting box.



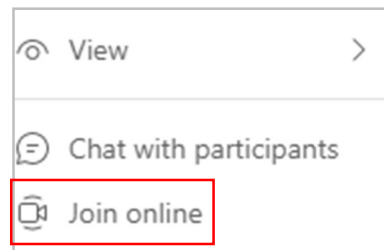
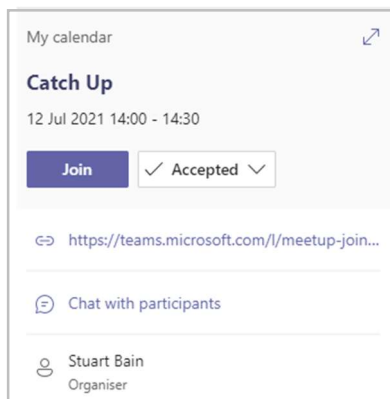
Both of these will produce the same result - a new tab called 'Join Conversation' opens in your web browser giving you a choice of 'open in Teams', 'download the Windows app', 'continue on this' or 'open your Teams app' as per the screenshot on page 8.

#### d) Via Teams calendar

Go to your calendar on Teams and find the relevant meeting.

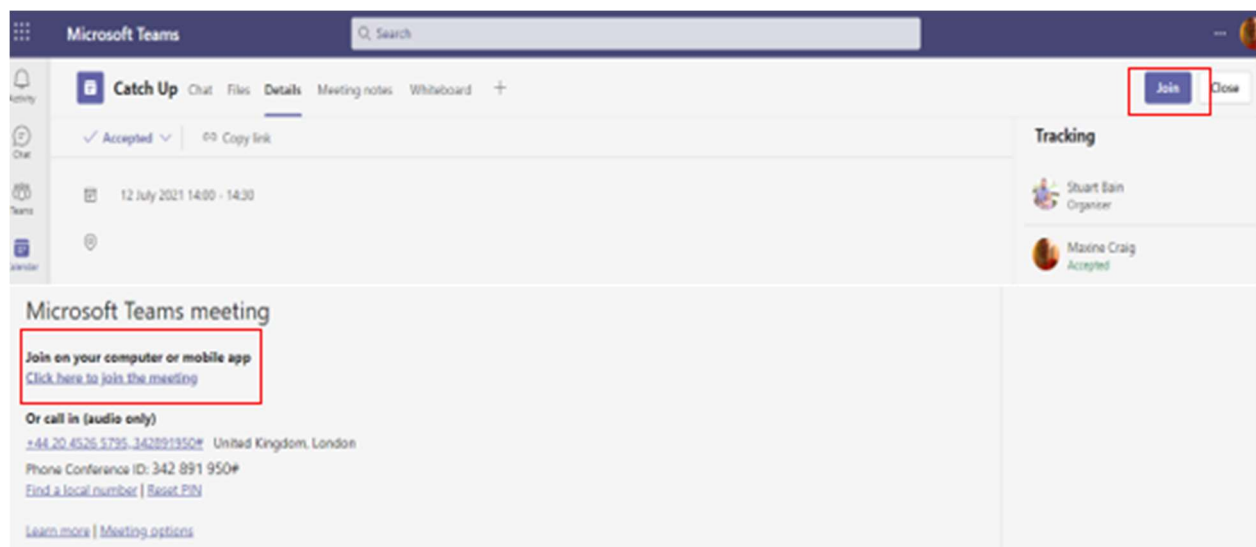


Either click once onto the meeting and choose 'Join', or right click and choose 'Join Online'.

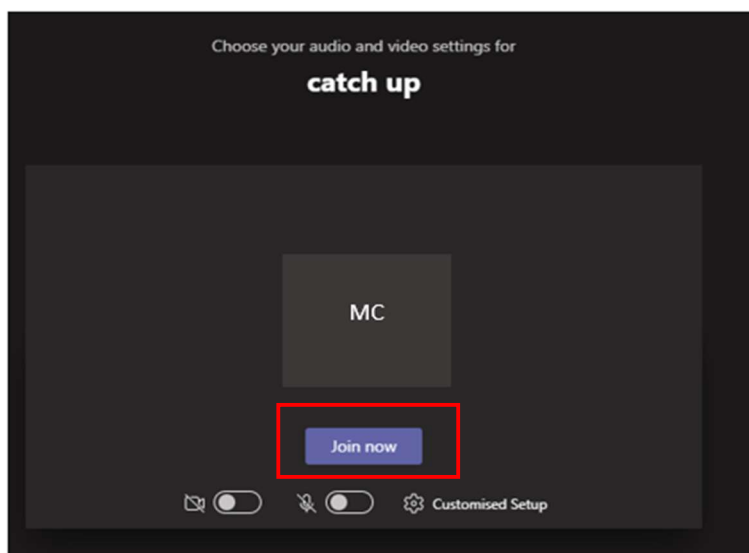


OR

If you double click, you will get the email invitation with the meeting link and Join button.



Because you are already using Teams in this method, choosing any of these options will get you straight to the black online joining screen where you can set your mic and camera option and click 'Join Now' to enter the meeting.



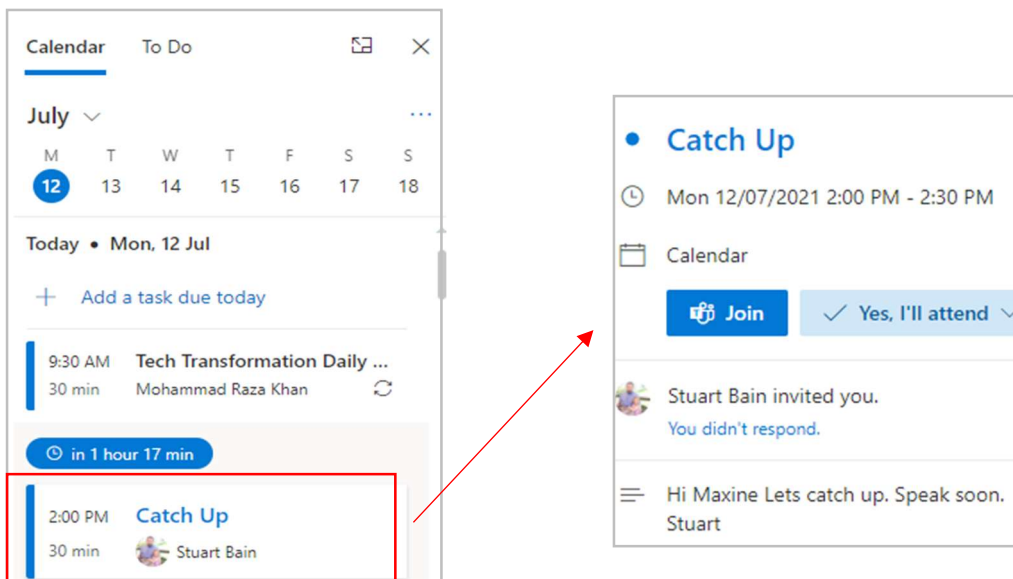
e) Via My Day function in Outlook Online



My Day allows you to access your calendar quickly and create or join meetings from your email screen.

Click onto the My Day icon in the top right of Outlook and a panel will open on the right of your email screen.

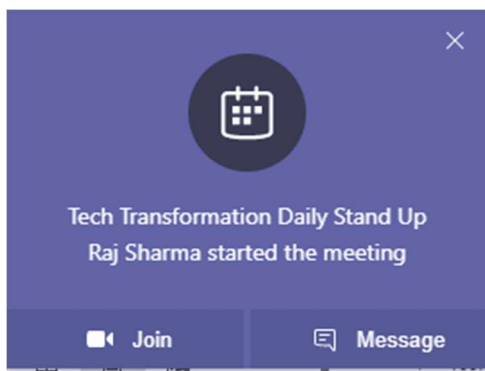
Click into the meeting you want to attend and choose 'Join' from the box that appears.



This will get you to the online 'Join Conversation' screen to choose your method of accessing the meeting as on page 8.

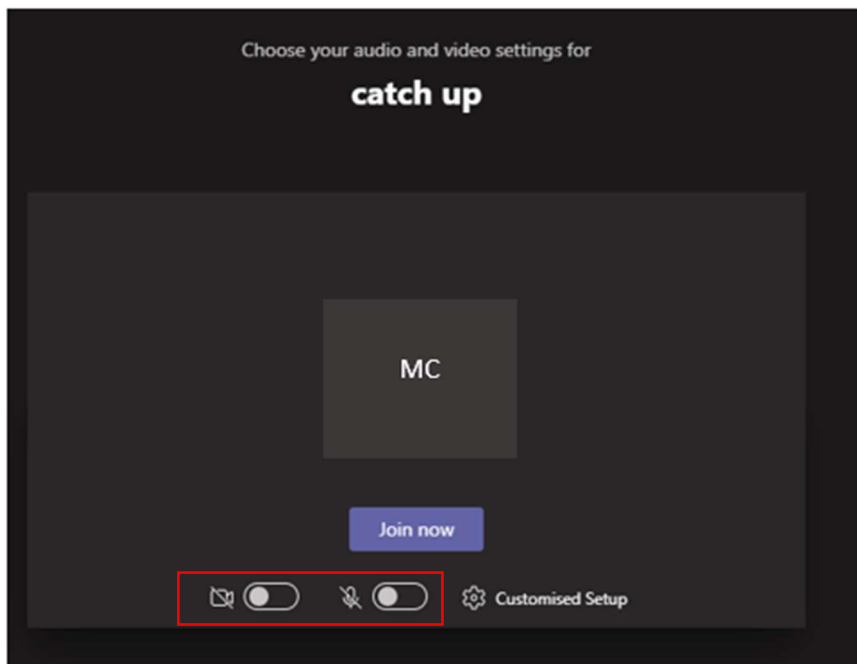
f) Via blue box

If someone else joins the meeting before you, a blue box will appear in the bottom right of your screen. It does not stay there for more than a minute but if you are ready to join, you can use this to do so by clicking onto Join.

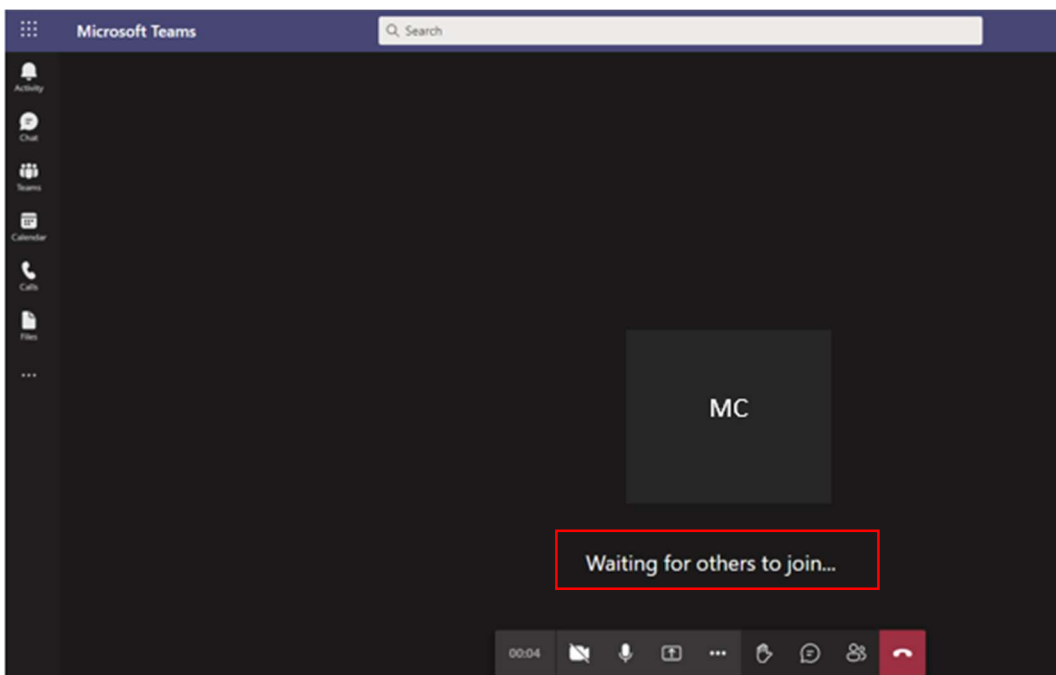


## Joining Online

When you choose to join via the Web, the look of the black joining screen is different from that of the Teams app, but you still can set your joining controls for your mic and camera.



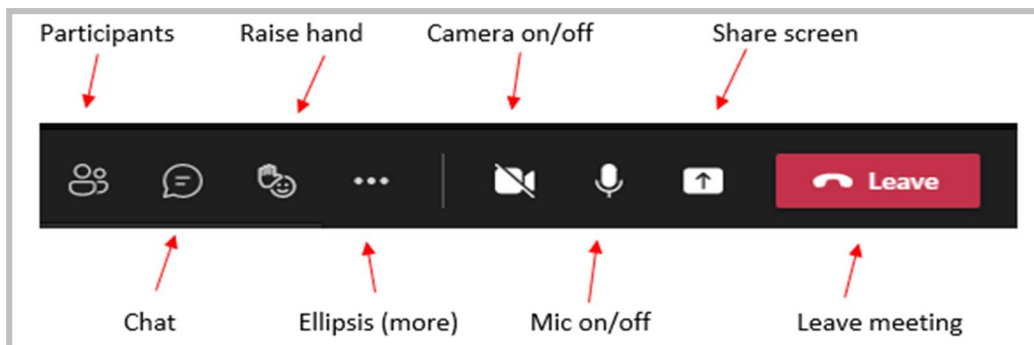
Click Join Now and you will enter the meeting.



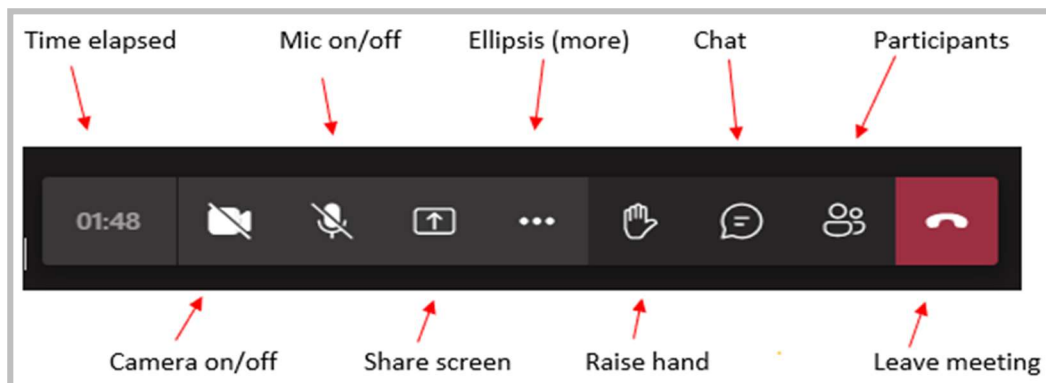
If you are first there, it will tell you that you are waiting for others to join. Otherwise, your colleagues will be on camera or microphone ready for the meeting to start.

Once in a meeting

If you join using the **Teams app**, the controls will be along the top of your screen.

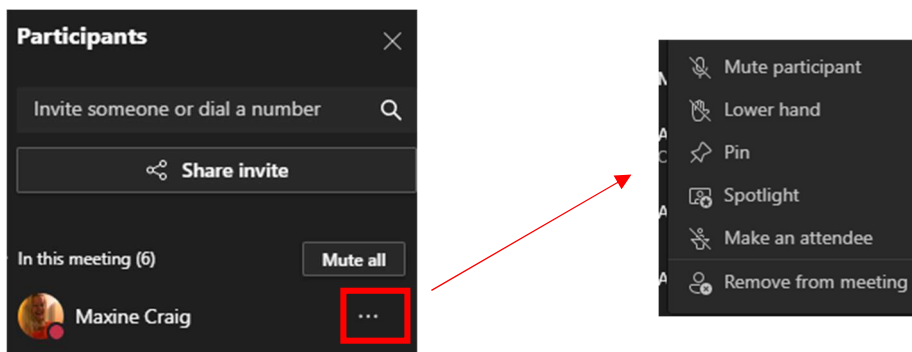


If you have joined via a **Web browser**, the controls will be at the bottom of your screen.



## Participants

This gives you a list of those in the meeting and others invited who are not attending. There will be an ellipsis next to each name, allowing you to mute an attendee or even remove them from the meeting. However, please respect your colleagues by using these options only in situations where it is essential, e.g. if they are taking another call and don't realise they can be heard, or if they should not be in your meeting.

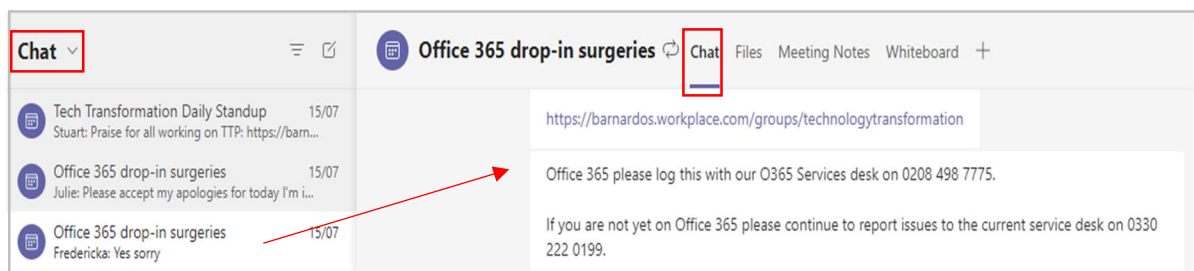


## Show conversation/ Chat

Chats are a way of communicating with individuals or smaller groups within Teams. You can do this with the attendees of your meeting.

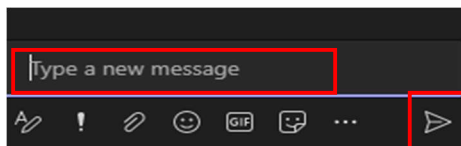
Each meeting you attend will have its own chat that **only** the attendees see. The chat is available even after the meeting has ended but remember that others may not monitor the chat afterwards.

New chats will arrive in the Chat column of Teams main screen and you can type into any Chat this way both before, during or after the meeting. This way, you will have access to any document or link shared in the Chat.



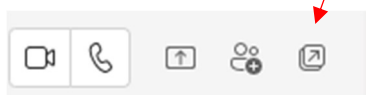
But they also are accessed during the meeting by clicking onto the speech bubble icon on your control panel and the current conversation appears to the right.

This is where you can add links for others, ask questions, attach files, etc whilst the meeting is taking place. In a large meeting it is good practice to use this chat space rather than have lots of raised hands, although this is up to the organiser to manage.



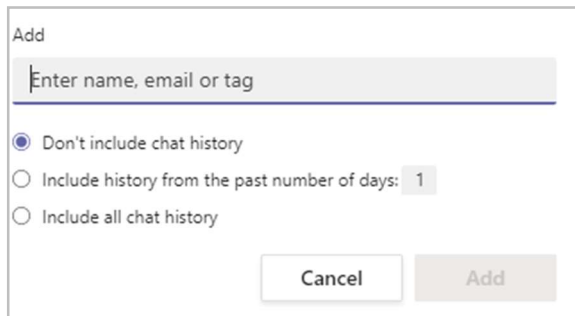
Type your comment or question into the 'type' box, use the paperclip to add any files you want them to see, use the '!' to set the message importance, or add an emoji, GIF or sticker. You can also paste hyperlinks into this space rather than attach files.

You have the ability to 'pop out' a chat to open it in a new window if it makes it easier to follow and interact.



If using Chat outside of a meeting, sometimes you may decide a call is quicker after you have started a chat. Any Chat conversation can be changed into a video or audio call using the camera or phone icons.

You can add people into the Chat using the People icon and the Add box that appears for you to choose what access they have to any previous conversation in that chat.



### Raise your Hand

Use this to indicate to others that you want to ask a question or speak. Within a larger meeting, this is important so that everybody is not talking over one another. Don't forget to lower your hand once you have finished speaking.

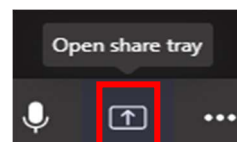
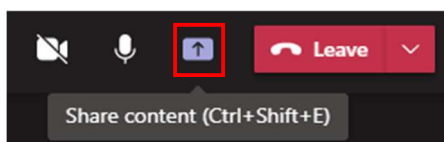
In the Teams App version, you have a few more actions with 'raise your hand' – thumbs up, heart, clap, and smile.



### Sharing a screen

A Teams meeting allows any participant to share their screen. This can be used to deliver a presentation, show attendees how to do something, look at a document together, etc. You can also use it to 'trouble-shoot'; for example, if a colleague has a problem, you can ask them to share their screen so you can see what they are doing and try to establish what is wrong.

Click onto the 'share content' icon in the desktop Teams app or on the 'open share tray' on the Web version. Both have an arrow pointing upwards.

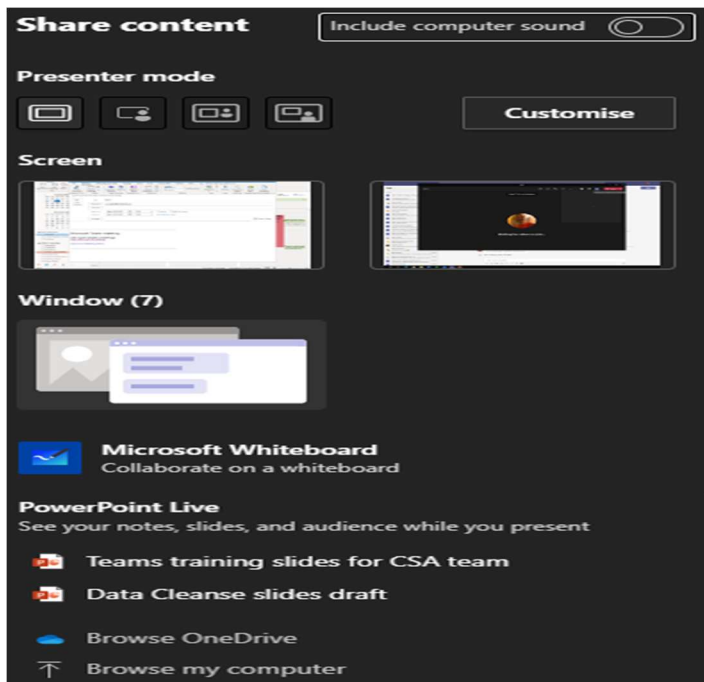


If you have not shared your screen, the arrow in the icon will point up. To stop sharing click onto it again (there will be an 'x' whilst you are sharing).

You choose what you want others to see. You can share your whole desktop or a single Window. Alternatively you can start a Whiteboard session to brainstorm ideas or present a PowerPoint.



When you click onto the Share icon, Teams will open the screen sharing options.



It looks complicated, but all it wants to know is do you want to:

- share your whole screen (use if you intend to share more than one thing in multiple windows)
- display just one window with a specific piece of information on.
- start working together on Whiteboard where you can collaborate on a digital canvas to draw ideas and processes.
- give a PowerPoint presentation. Using this gives you some features that you don't have by simply sharing your screen and opening a slideshow. For example, you can have notes that others cannot see.

A red border will indicate the content that others can see on your computer once sharing is successful.

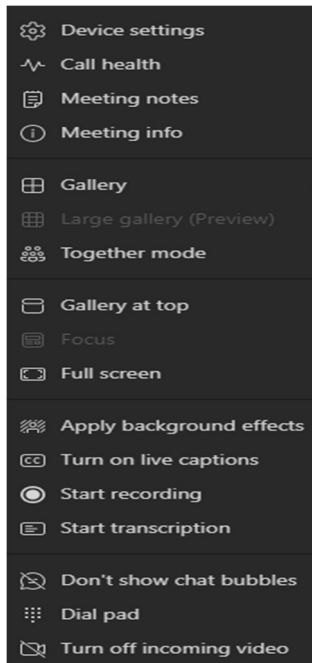
There is a full user guide to sharing screens in Teams meetings which can be found on Inside Barnardos.

<https://inside.barnardos.org.uk/teams-training-and-guidance>

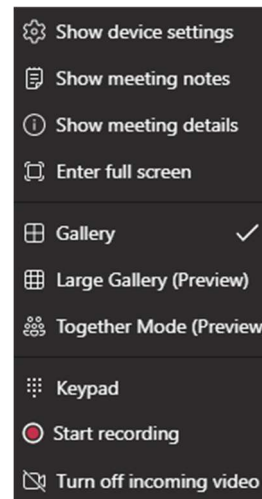
## Ellipsis

The ellipsis (the 3 dots) contains some more actions for you to choose. The choices differ between Teams app and On the Web version of your meetings.

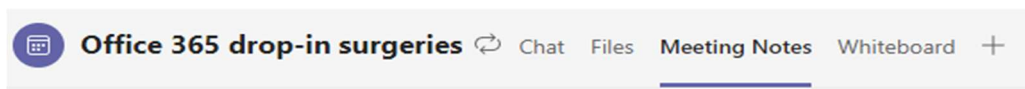
### Desktop Teams Meeting



### On the Web Teams meeting



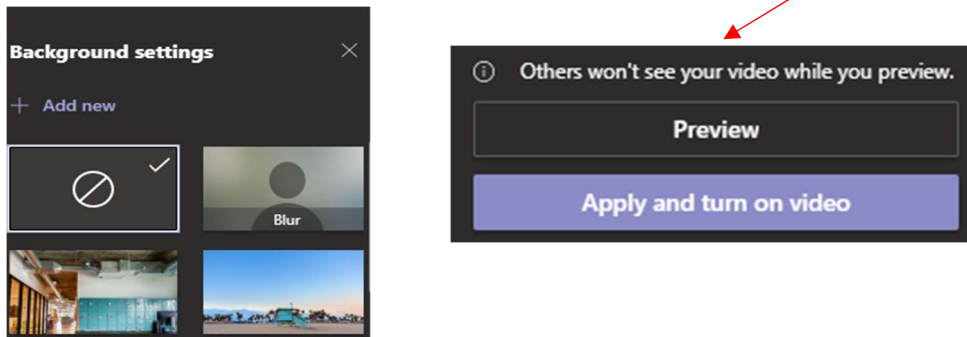
Meeting notes are shared with others and are accessible before, during and after the meeting. They are found in your main Teams screen when you click on the relevant meeting in your Chat space.



The Gallery modes and Together mode are for how people appear on your screen. Together mode puts everyone in a virtual meeting to be in a single virtual space in 'seats'. Large Gallery is for displaying more than 9 videos on-screen so this is greyed out if fewer than 9 people have their camera on.

Gallery at top puts attendees' pictures/initials along the top of your screen rather than to the right.

Apply background effects: within a meeting, you can change or set a background for your camera appearance, even blur your background. You can upload your own background too by using 'add new'. Once you have selected a background, you can preview it, then apply and turn on your camera.



### Recording and /or transcribing a meeting

Please note: there is a full guide to using the recording and transcription functions on Inside Barnardos. Please access the guide so you are clear on the correct and full use of these functions, and you can see some frequently asked questions.

<https://inside.barnardos.org.uk/teams-training-and-guidance>

**Recording** is the ability to have an audio-video copy of your meeting. A recording happens in the Cloud and is saved to Microsoft OneDrive so users can share it securely across their organisation.

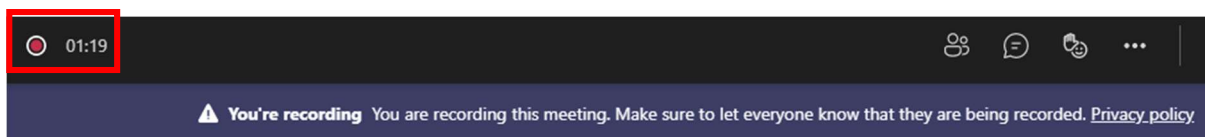
**Transcription** is the ability to have the conversation auto-typed as the meeting is happening and available to read after the meeting ends.

Recording and transcript functions can work alongside each other but not all meetings have a transcription function.

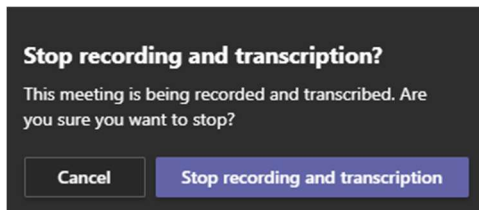
Within the ellipsis, you can find 'start recording', which automatically starts transcription too but you can then stop or start them independently.

Whilst anyone can start recording, it is often best for the Organiser to decide this.

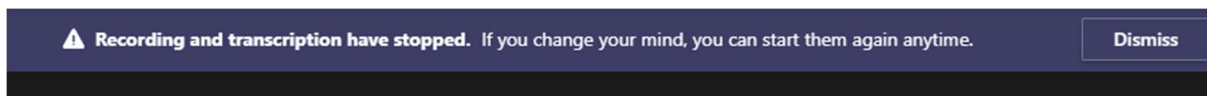
When you press record, the red button comes on and a message appears along the top of the meeting screen to warn everyone they are being recorded, **but it is also good practice to tell participants in case they miss the message.**



To stop recording, go back into the ellipsis and choose 'stop recording'. You will get a message asking if you are sure.



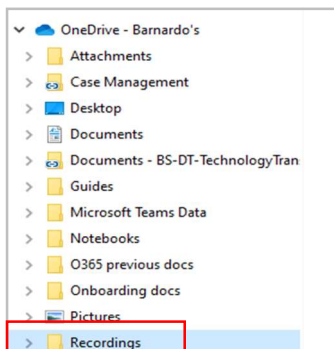
If you choose 'stop', the message tells you this has stopped but that you can re-start recording if needed.



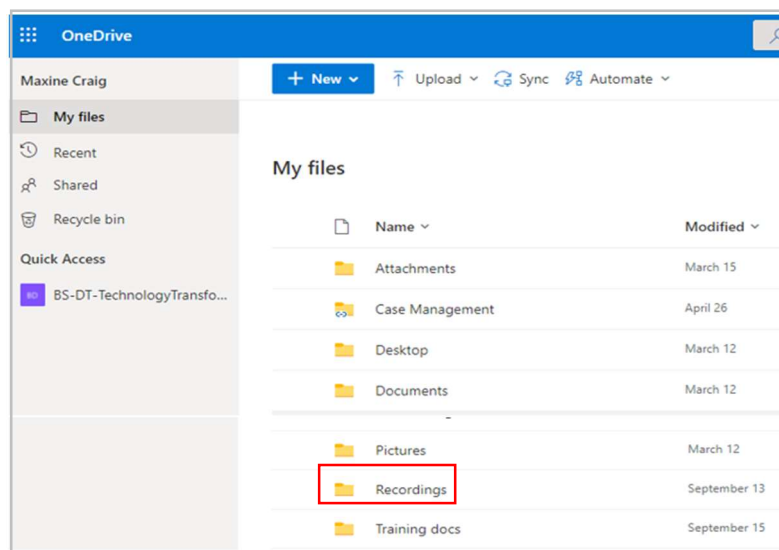
### Where is your recording?

Since September 2021, recordings from Teams meetings be stored in OneDrive in a folder titled Recordings. **A recording will go into the OneDrive of the person who pressed 'record'.**

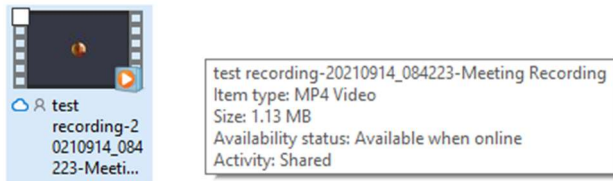
Desktop OneDrive display in your File Explorer like this:



OneDrive Online displays on **office.com** like this:



Once you find your Recordings folder, go into it and you can find your recording. If you hover over it, you can see some details

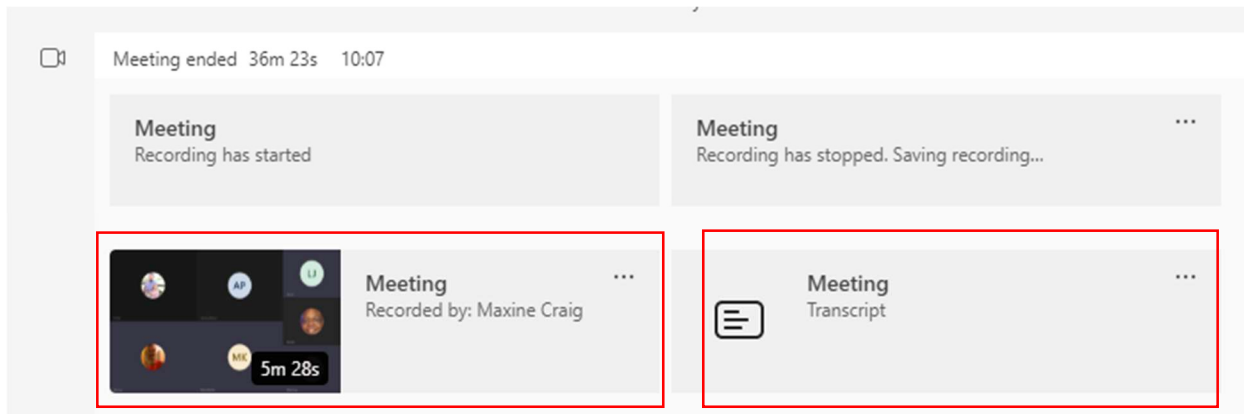


### *Access to a recording and/or a transcription*

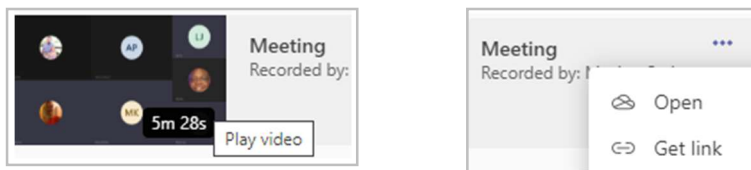
A recording and a transcription will automatically be available to the internal attendees of your meeting. Even Barnardo's colleagues who were invited but did not attend can view the recording or read the transcription because they have access to the chat.

Both can be accessed a few different ways, two of which are:

- 1) In the meeting's chat space.

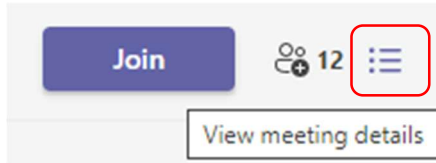


For the recording, either click onto the picture of the video or select Open from the ellipsis.

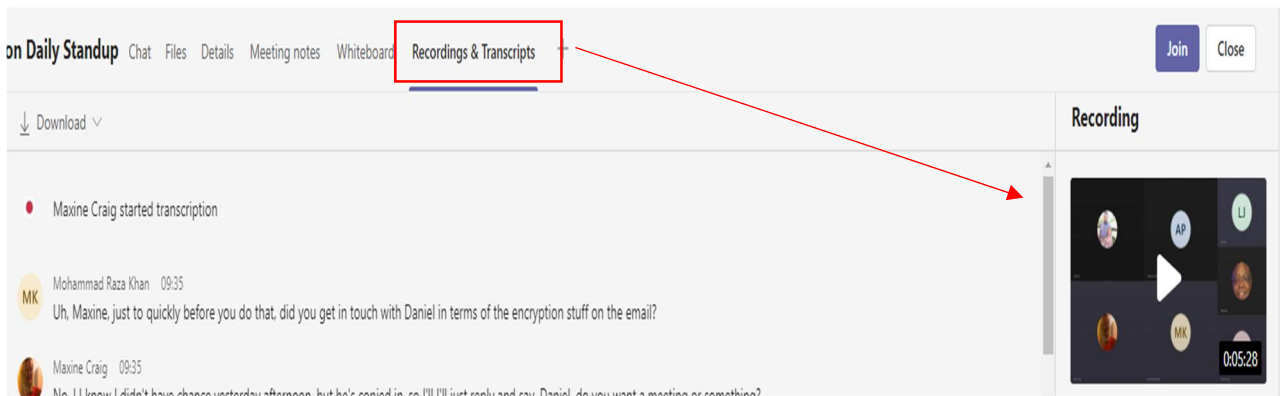


For the transcription, click onto the ellipsis and choose download.

2) Click onto the Meeting Details area of your chat space in top right.



You will find the Recording and Transcripts tab which holds any transcriptions and recordings for that meeting. The transcription is open to read, and the recording will be on the right of the screen.



## Creating a Teams Meeting

You can set up a Teams meeting either using Outlook or using the Teams calendar function. When you set up a meeting, you are the Organiser.

Before the meeting takes place, you can share your agenda when sending the Teams invite and communicate with attendees before the meeting using the Chat space.

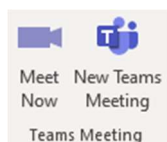
You can invite external guests to attend – this can be anyone who has a valid email address. They just click onto the link in the email to join on a web browser without having to download Teams.

As organiser you can also set some controls such as who can enter the meeting straightaway and who has to wait in the 'lobby' for you to allow in.

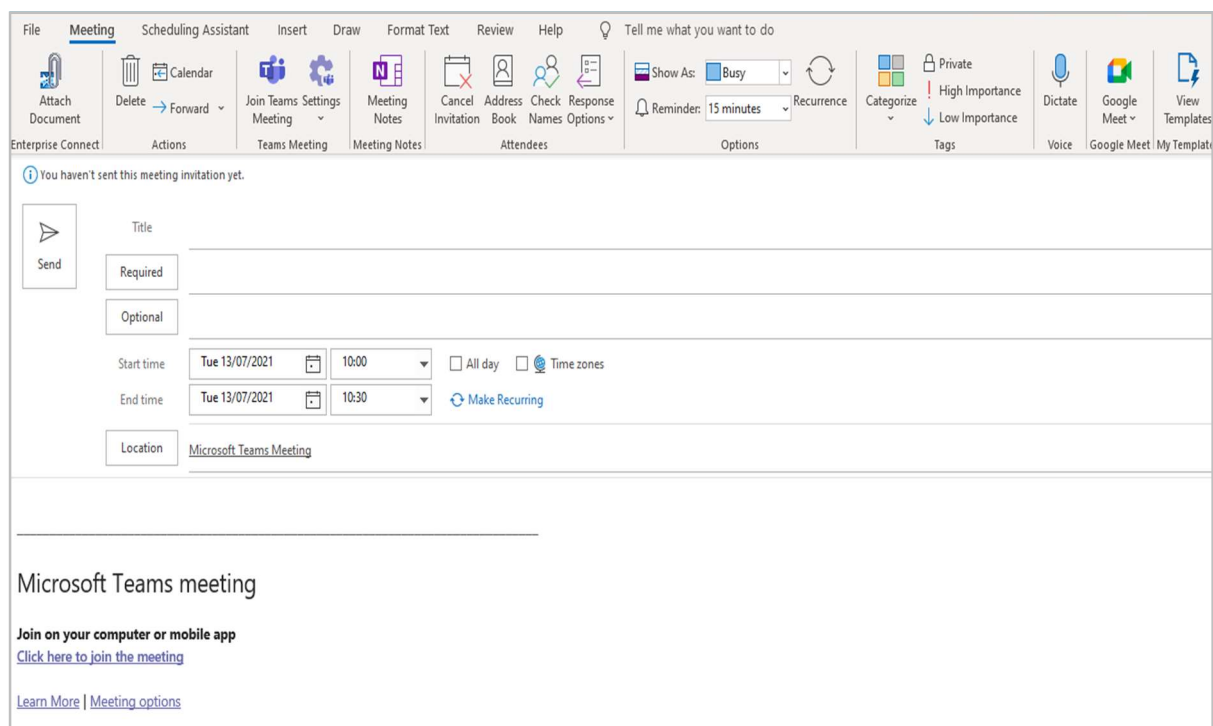
In the meeting, you can mute attendees, remove uninvited attendees or designate presenters.

## Using Outlook Desktop App

In your Outlook calendar, choose New Teams Meeting from the top ribbon.

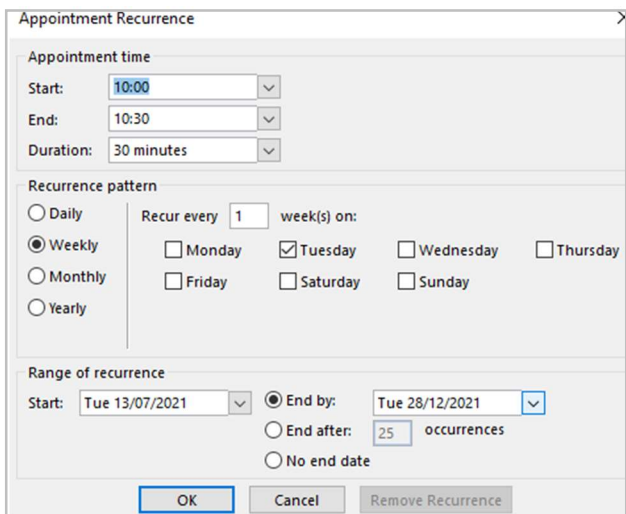


Your meeting set-up box will appear.

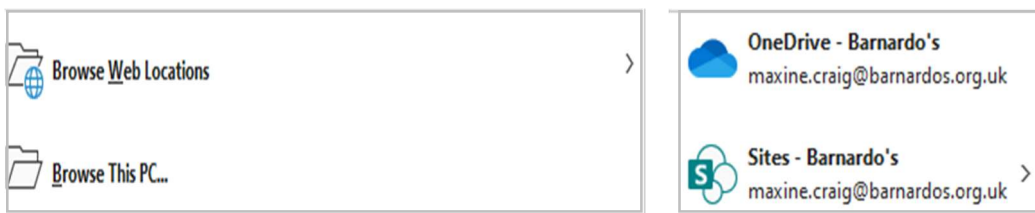
A screenshot of the Outlook Meeting set-up box. The ribbon at the top includes 'Meeting', 'Scheduling Assistant', 'Insert', 'Draw', 'Format Text', 'Review', and 'Help'. The 'Meeting' ribbon has several groups: 'Enterprise Connect' (Attach Document), 'Actions' (Delete, Forward), 'Teams Meeting' (Join Teams Meeting, Meeting Notes), 'Attendees' (Cancel Invitation, Address Book, Check Names, Response Options), 'Options' (Show As: Busy, Reminder: 15 minutes, Recurrence), 'Tags' (Categorize, Private, High Importance, Low Importance), 'Voice' (Dictate), 'Google Meet', and 'My Templates' (View Templates). Below the ribbon is a message: 'You haven't sent this meeting invitation yet.' The form has a 'Send' button and a 'Title' field. There are 'Required' and 'Optional' checkboxes. The 'Start time' is set to 'Tue 13/07/2021 10:00' and the 'End time' is 'Tue 13/07/2021 10:30'. There are checkboxes for 'All day' and 'Time zones', and a 'Make Recurring' link. The 'Location' is 'Microsoft Teams Meeting'. Below the form is a section for the meeting details: 'Microsoft Teams meeting', 'Join on your computer or mobile app', and a link 'Click here to join the meeting'. There are also links for 'Learn More' and 'Meeting options'.

As with any meeting, set your meeting name, input your attendees, set the time and date you want and put your text into the body of the email invite – why is the meeting taking place, etc.

Choose 'make recurring' if this is not a one-off meeting and set your pattern up. Note that Outlook cannot currently recur meetings that have both different days and times. Remember to use the 'range of recurrence' section to set your start and end dates.



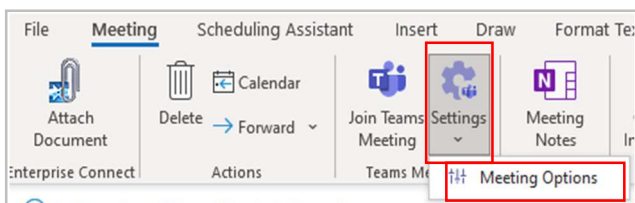
To attach a document in the meeting invite, go into Insert along the top ribbon and choose Attach File. Then find the document(s) you wish to attach either on OneDrive/SharePoint or on your PC.



**Note:** Remember that to share a document in any way in Office 365, you will need to set your sharing permissions. This is the same across all applications so use the methods found within guides such as OneDrive, Outlook or Understanding Microsoft 365. These are found on Inside Barnardos (<https://inside.barnardos.org.uk/microsoft-365-training-and-guidance>)

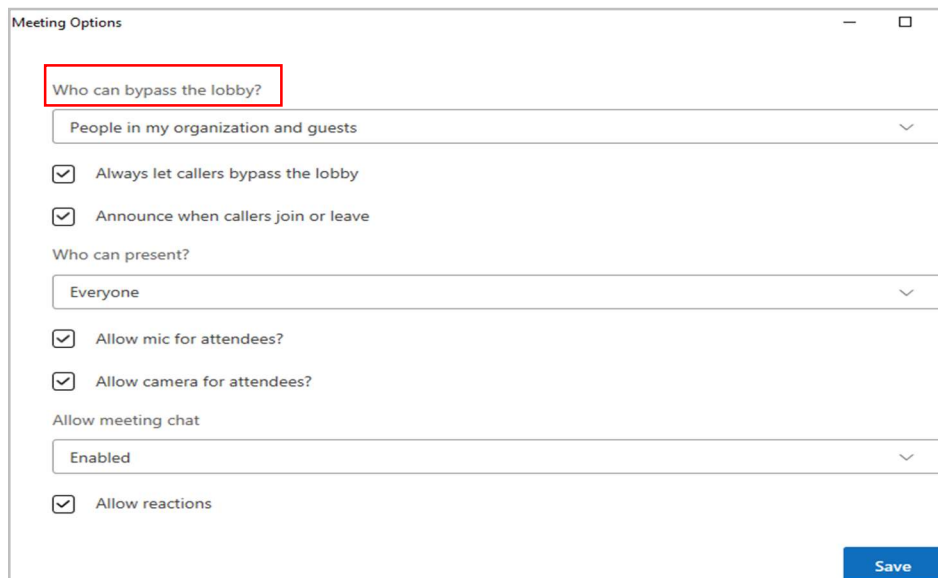
## Meeting Options

As the meeting Organiser, you can set the Meeting Options if needed, within the Settings command.





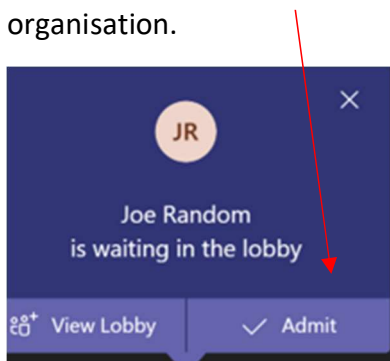
Meeting Options allow you to control who can bypass the Lobby or who you want to wait until you 'admit' them, who can present in the meeting and whether chat is enabled, disabled or allowed in-meeting only.



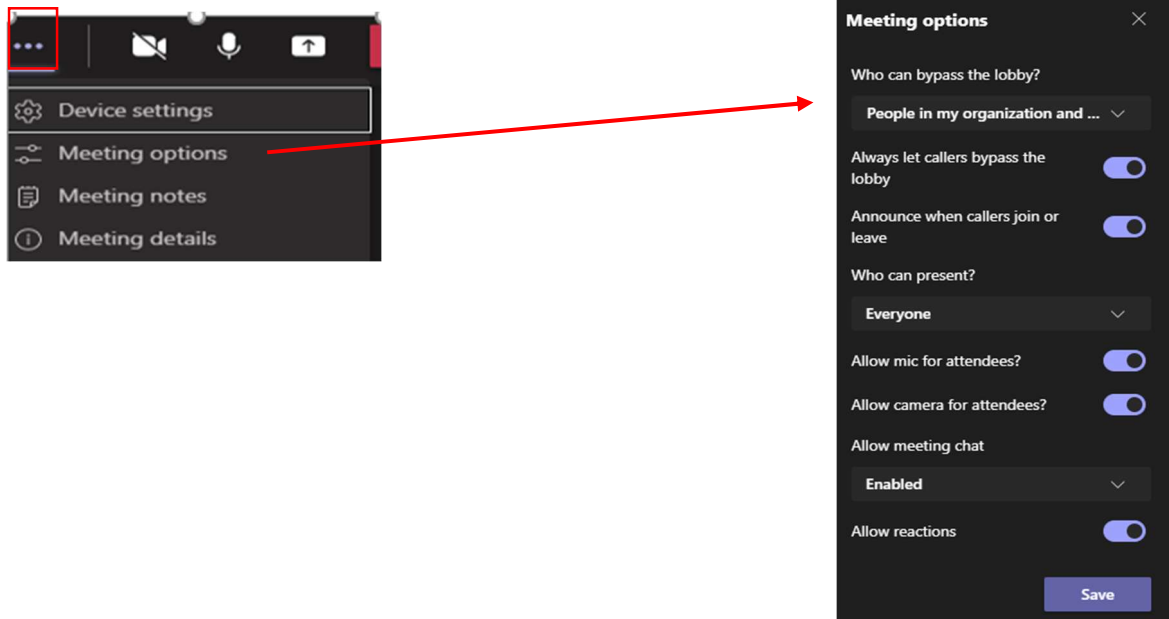
**Lobby** - this is the waiting area in a Teams meeting. The default is 'People in my organisation and guests', and generally for an internal meeting you would allow people to bypass it, but there are different settings to control this.



For example, if you have a strict agenda and an attendee is only needed at a certain time, you can set the meeting so that only you can bypass the lobby and admit everyone else yourself when they 'ask' to join. Or you can restrict the bypassing to just people in your organisation.



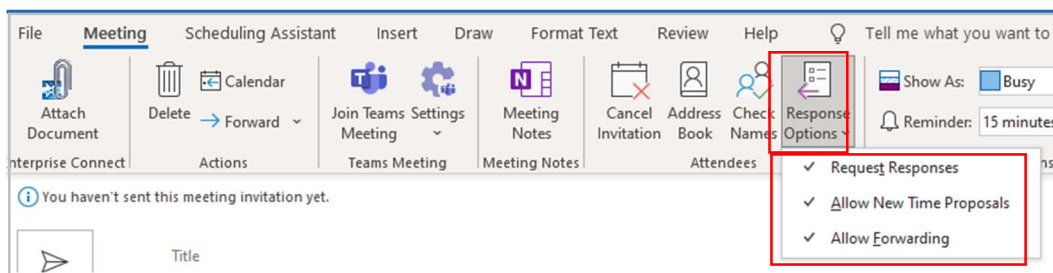
However, if you forget to set these meeting options when you create the meeting, you can still choose them when you are in the meeting. Go into the ellipsis and choose Meeting Options.



### Response Options

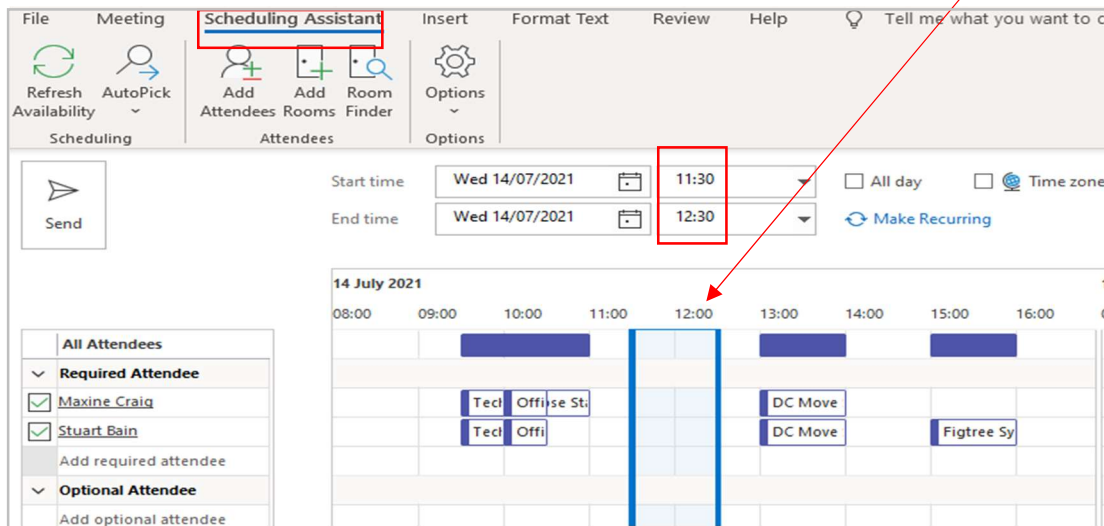
Another important command to look for is Response Options.

- Do you want people to tell you if they are attending or is the meeting optional?
- Do you want them to be able to suggest a new time?
- Do you want them to be able to forward the invite to others or is the meeting strictly invite-only and confidential?



## Scheduling Assistant

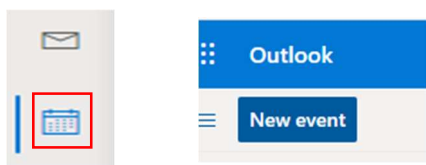
Use this to have a better view of when your attendees are free. The blue bar indicates when your current meeting would take place. You can expand that bar by pulling either side and the time of your meeting will adjust accordingly. Or you can click into any time that all your attendees are free and the Start time will again adjust to that new time.



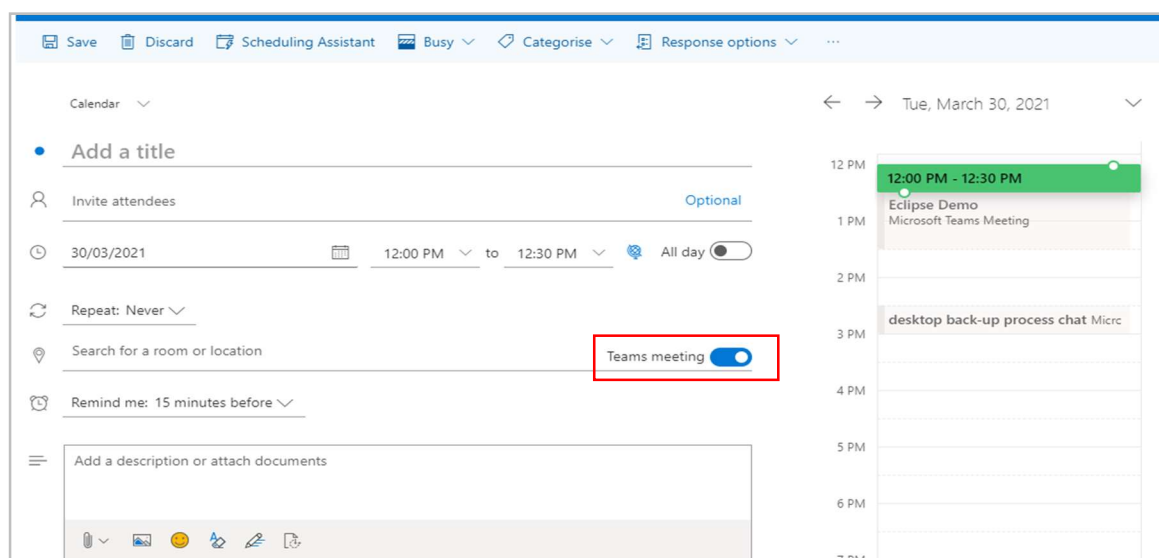
Once you are happy with all aspects of your meeting, press Send.

## Using Outlook Online app

Click on Calendar and select New event



Your meeting set-up box will appear. If you want your meeting to be in Teams, switch across the Teams Meeting button.



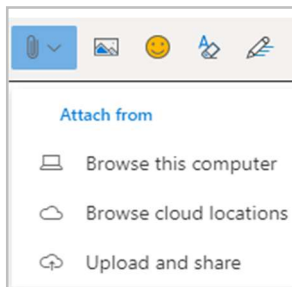
Note that you can also use a 'quick compose' approach and simply click onto a free time in your calendar, which will then bring up a small box for you to create an event or meeting - as below. Clicking onto More Options produces the larger event box shown above.

Setting up your meeting:

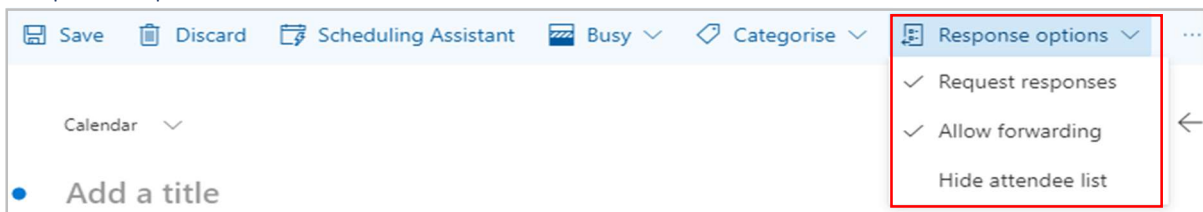
- ❖ Name your meeting by adding a title
- ❖ Invite your attendees - if you have people who are not mandatory, click onto Optional and it will divide your attendee field into Required and Optional.
  - With Outlook Online, when you input attendees there is a feature below that gives suggested times based on when you are all available in the calendar.

- ❖ Remember to set your date and time – the 'open event' action will default automatically to current date and time, and it is easy to forget to amend this.
- ❖ Choose Repeat if required – within the options for this, Custom lets you choose a more complicated option, e.g. if your meeting needs to be on Wednesdays and Thursdays every week.
- ❖ Either search for a room or turn this into a Teams meeting by switching the Teams button. Making it a Teams meeting will insert a meeting link automatically into the invitation.

- ❖ Remind me – you can set a reminder for your meeting, ranging from at the time of the event through to a week before, including 5 minutes, 15 minutes, 1 hour, 1 day before. Or you can set up an email reminder for Outlook to email you at a chosen period before your meeting.
- ❖ Don't forget to add a description of the meeting to let your attendees know what the agenda will be, etc.
- ❖ Add documents that are relevant to your meeting using the same approach as with email attachments.



#### Response options



Use your response options to set some controls. For example, if you arrange a meeting that is optional (such as a drop-in session) you may want to turn off Request Responses.

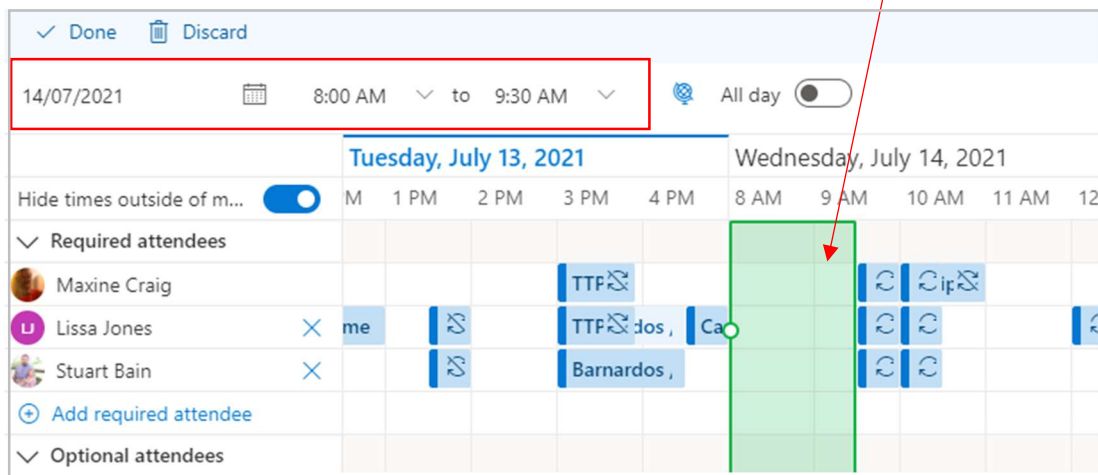
- Do you want people to tell you if they are attending or is the meeting optional?
- Do you want them to be able to suggest a new time?
- Do you want them to be able to forward the invite to others or is the meeting strictly invite-only and confidential?
- In Outlook Online, there is also the option to hide your attendees list so others cannot see who is attending.

## Scheduling Assistant

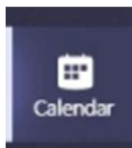


Use this to have a better view of when your attendees are free. The green bar indicates when your current meeting would take place and that all your attendees are available. The bar turns red if the time is not suitable for everyone.

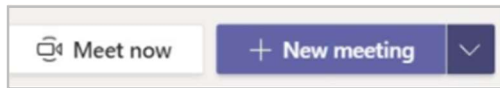
You can expand that bar by pulling either side and the time of your meeting will adjust accordingly. Or you can click into any time that all your attendees are free and the time will again adjust to that new time.



Using Teams calendar:

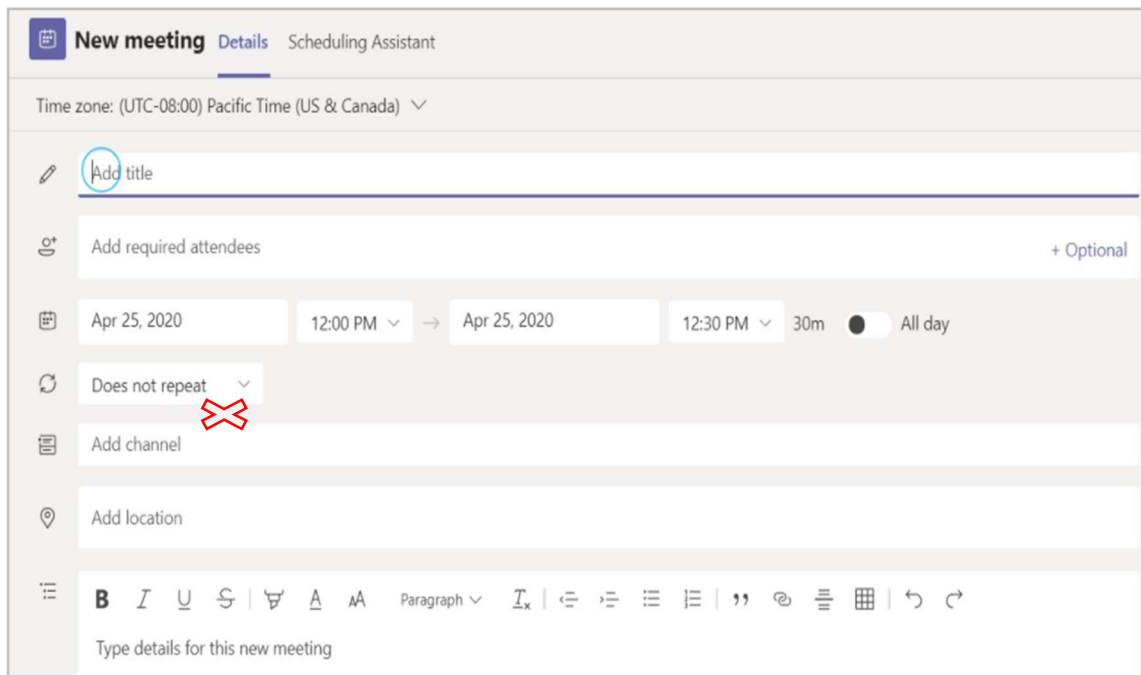


Choose New Meeting in top right of your screen and your meeting set-up box will appear.

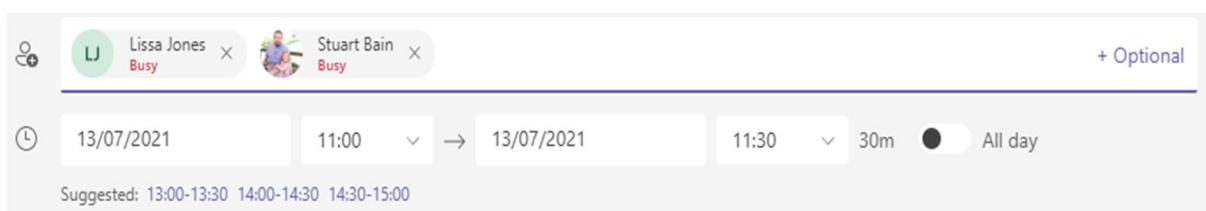


Notice that you can also choose an option to Meet Now.

Within the drop-down arrow on New Meeting there are options to set up a Webinar or Live Event, but these will be discussed in a separate guide. This guide takes you through scheduling a 'normal' Teams meeting.

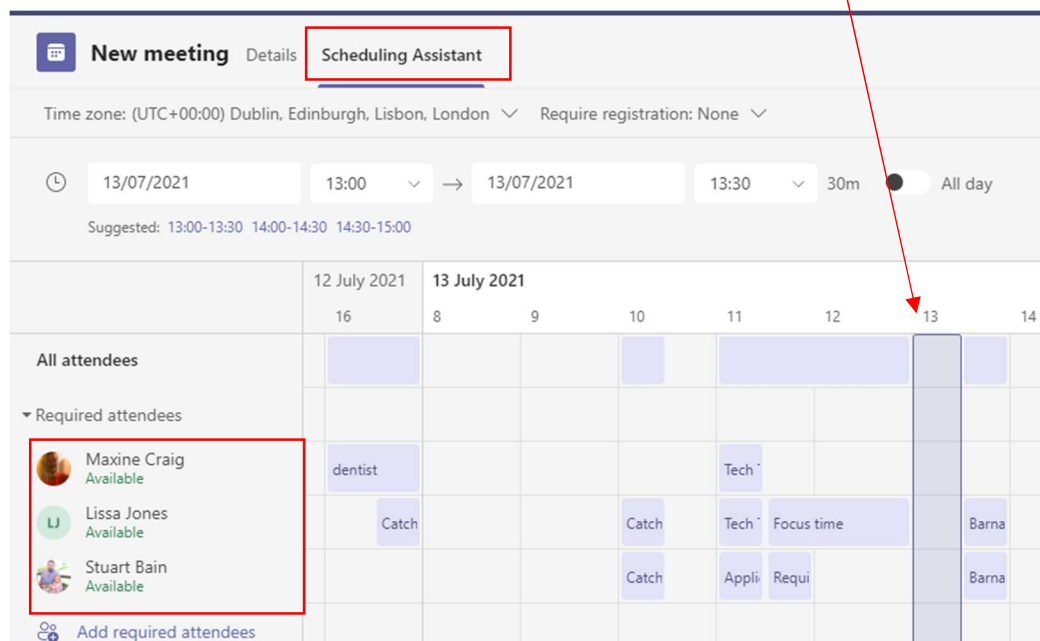


Complete the usual fields such as Attendees, Title, time and date. As you add attendees, Teams calendar will start suggesting times when everyone is free. If you click onto one of these times, the time the meeting will change automatically to match that time.



## Scheduling Assistant

You can use this to see when everyone is free – move the bar forward or backward and the attendees names on the left will display as busy or available.



## Create Breakout Rooms

If you are the organiser, you can create separate smaller groups, known as 'breakout rooms'. You can use these for training or brainstorming sessions and only the organiser can go into all of them.

You can only create breakout rooms if there are no more than 300 people in the meeting. Likewise, if you create breakout rooms before the meeting, you won't be able to invite more than 300 people.

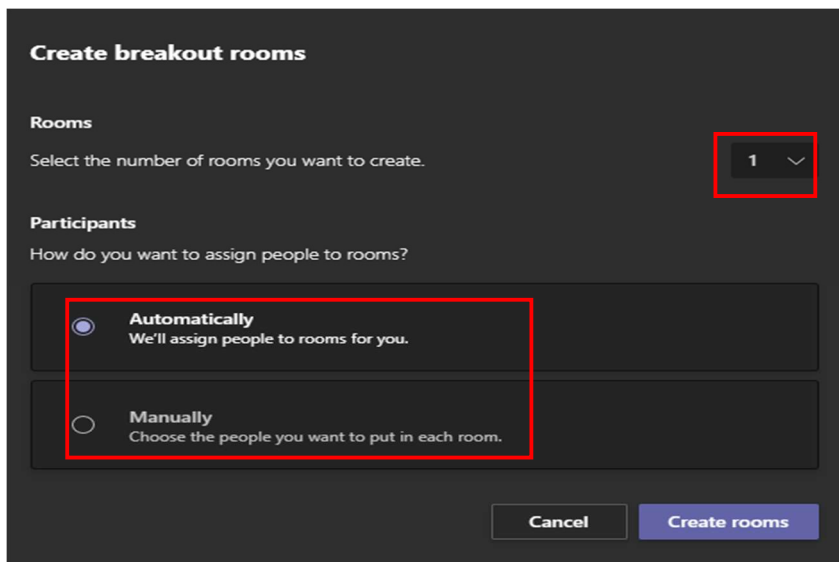
(For more info about managing large Teams meetings, see Microsoft's page:

<https://support.microsoft.com/en-us/office/best-practices-for-a-large-teams-meeting-ce2cdb9a-0546-43a4-bb55-34ab98ab6b16> )

Click onto the Breakout Rooms icon in your meeting's control panel and the creation box will appear





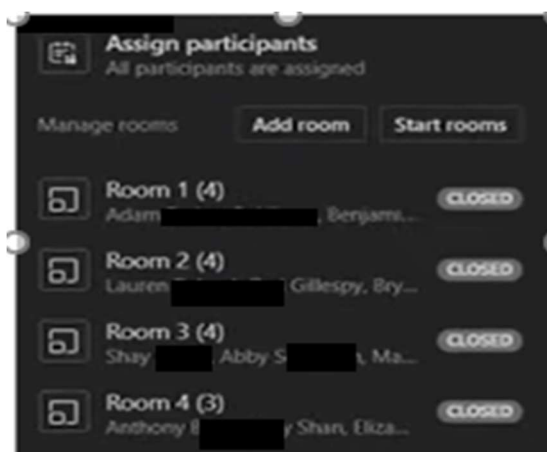


Select the number of rooms you want (50 max), and whether you want Teams to assign people to the rooms (Automatically) or you want to choose the people for each room yourself (Manually).

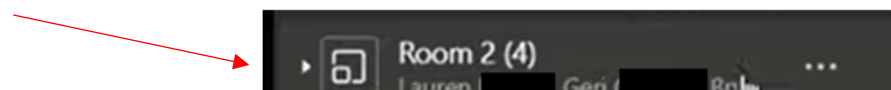
**(Note:** This is the only time you can choose to have people automatically assigned to breakout rooms. You won't be able to change this option later in the meeting although you can move people manually if you have a couple of changes to make.)

Click on 'Create Rooms'.

If you chose **Automatically** in the previous procedure, participants will be assigned to breakout rooms as soon as you create the rooms. Their names are displayed under the room name.



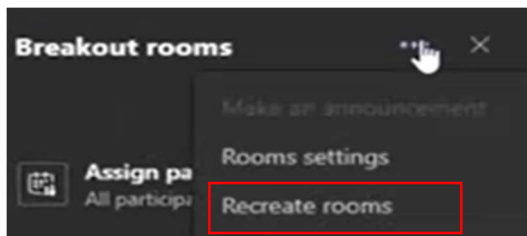
If you hover over the room name, an arrow appears to the left. Click on this arrow and you can see the full list of the room allocation.



If you have any people you'd prefer to have in another room, tick their name and click onto Assign which brings up a list of the room names, then choose the room you want.

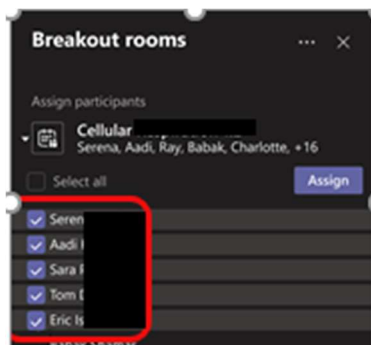


In Settings you can also 'recreate rooms' if you change your mind and want, say, 7 rooms instead of 4.

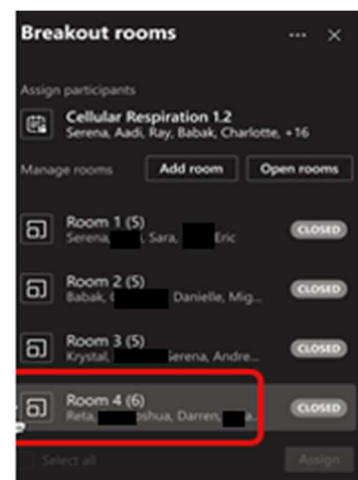


If you chose to **Manually** allocate, follow these steps.

1. Select Assign Participants
2. Choose the people who will share a breakout room by ticking next to their names.



3. Choose Assign and then select a room for those people.

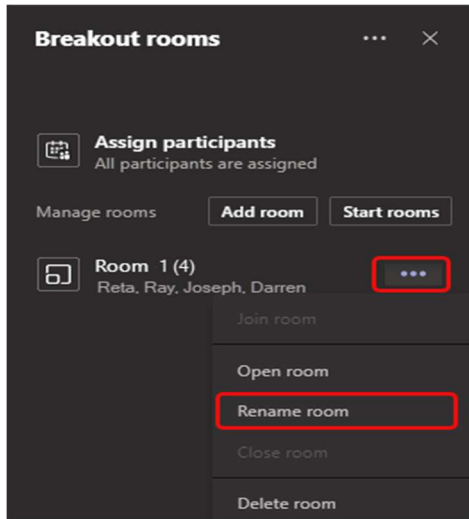


4. Repeat steps 2 and 3 until everyone has been assigned to a room.

### Rename the breakout rooms

If you want, you can rename each room to reflect the group of people it contains, what they'll be working on, etc. Point to the room, go into the ellipsis and then choose 'Rename room'.

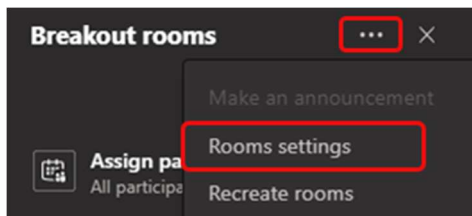
Enter the new name and select 'Rename room'.



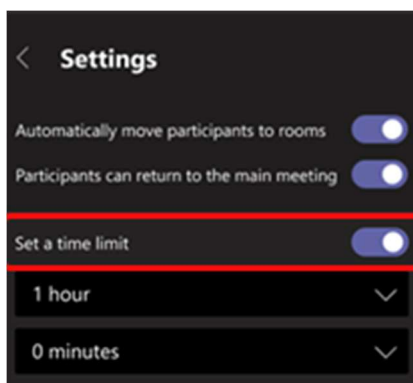
### Set a time limit for the breakout session

When you set a time limit, a timer is visible in each breakout room so that participants are aware of when the session will end.

Select the ellipsis at the top of the Breakout rooms pane and then choose 'Rooms settings'.



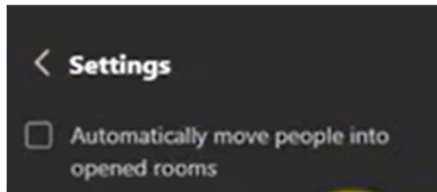
Select 'Set a time limit' and then select the down arrow and a session length.



Select 'Settings' to return to the main breakout rooms pane.

When time is up, the rooms close and participants return to the main meeting.

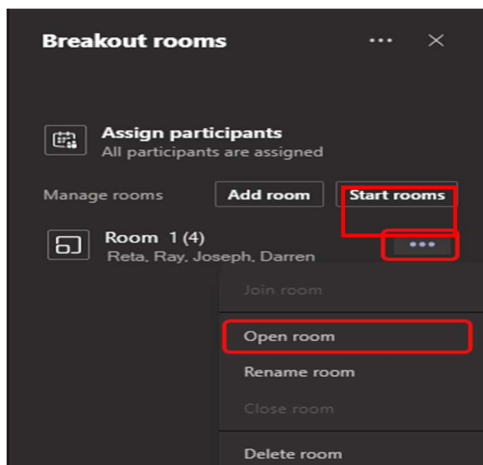
(If you turned off the **Automatically move people into opened rooms** setting, participants will have the option of returning to the main meeting or leaving the meeting when time is up)



Start using the breakout rooms

By default, meeting participants are moved to the assigned rooms as soon as you open the room, but you can turn this off by using 'turn off automatic entry to breakout rooms'.

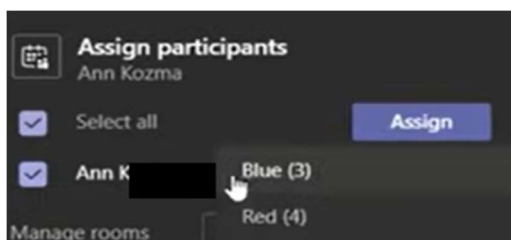
- To open **all** the rooms at the same time, select Start rooms.
- To open a **single** room, select the ellipsis next to the room and then 'Open room' from the drop-down options



Attendees will then get pulled into their allocated breakout room.

You can open and close breakout rooms more than once during a meeting.

Late Arrivals: If someone arrives after you have assigned rooms, you can still assign them by ticking their name under 'Assign participants' and choosing the room they'll go into.

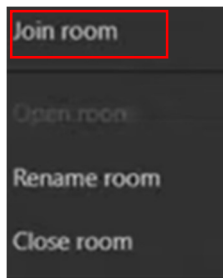


## Interact with breakout rooms

As meeting organiser, you can join any of the breakout rooms, contribute to any of the room chats, and send announcements to everyone.

### Join a breakout room

Select the ellipsis next to the room and then 'Join room'.

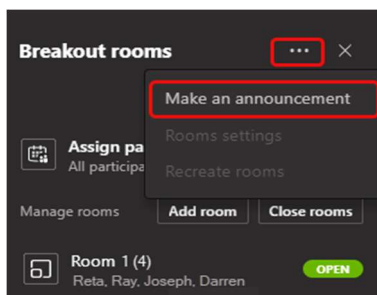


To leave a room, select 'Leave' in that breakout room meeting, then click onto Resume to get back into your main meeting.

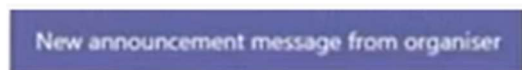
### Send an announcement to all breakout rooms

You may want to send announcements to give time updates or share discussion prompts.

Select the ellipsis at the top of the Breakout Rooms pane and then select 'Make an announcement'. Type your announcement and click Send.

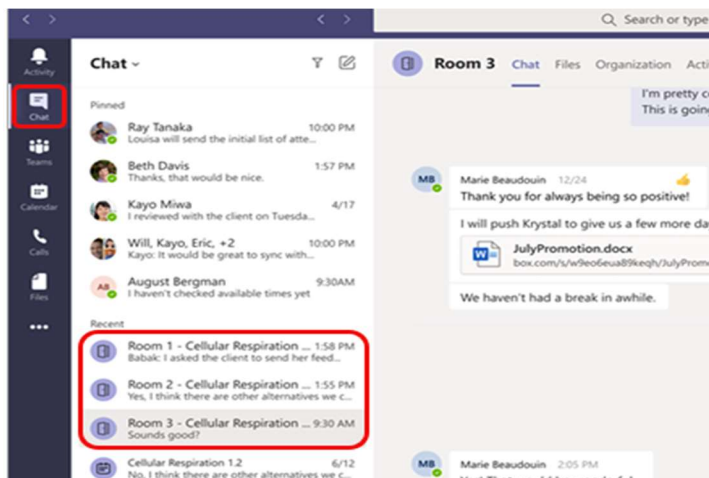


An alert will appear in the rooms for the rooms to open their Chat panel to look at the announcement.



## Chat in breakout rooms

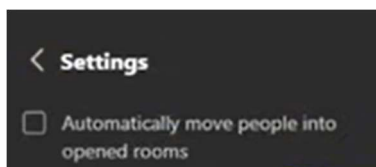
Each breakout room has its own chat, and all of the chats are available in your main Teams Chat list.



**Note:** When the breakout room closes, the room chat ends and cannot be continued. However, you'll still be able to view the chat history and any shared files.

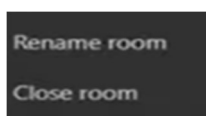
## Close breakout rooms

When you close the rooms, the participants will return to the main meeting UNLESS you have turned off the 'automatically move people into opened rooms' setting.

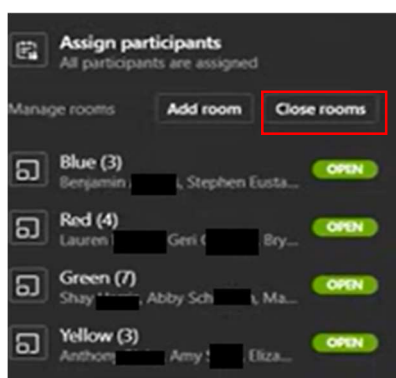


If so, they will have the choice of returning to the main meeting or leaving.

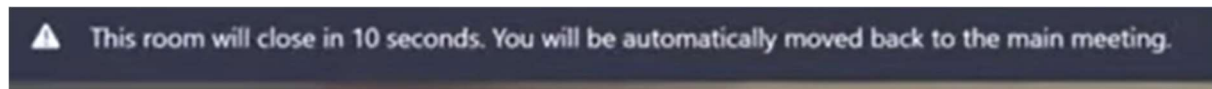
To close rooms individually, select the ellipsis next to the room, and then 'Close room'.



To close all the rooms at the same time, just select 'Close rooms'.



The attendees will get a message in their rooms



You'll know rooms have successfully closed when their status changes to Closed.

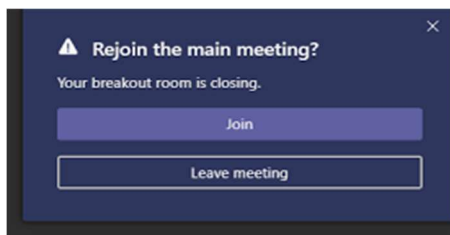
When everyone is back from their breakout rooms and you're ready to meet as a larger group again, select Resume.

Breakout rooms remain open until the organiser manually closes them, unless you have set a timer.

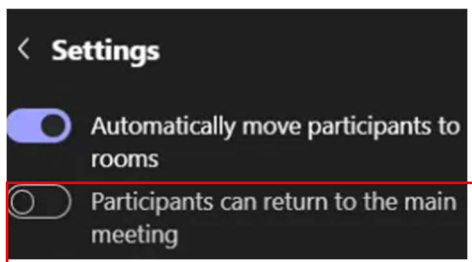
If the rooms are reopened later in the meeting, participants keep the same room assignments they had before.

#### Allow participants to return to main meeting

By default, this setting is off. Turning it on gives participants the option to leave their breakout rooms and return to the original meeting to re-join the larger discussion.



Select the ellipsis at the top of the Breakout Rooms pane and then select 'Rooms settings'. Switch the toggle next to Participants can return to the main meeting to On.



#### Move someone to a different breakout room

Participants can be moved when breakout rooms are open as well as when they're closed. Expand the list of participants under a breakout room and tick the box next to the person's name.

Select Assign and then choose the breakout room you want to move that person to.