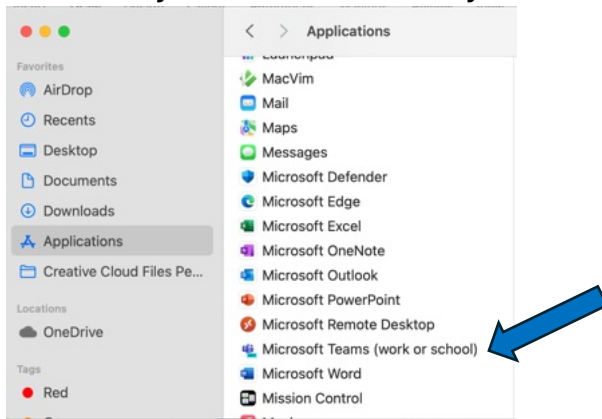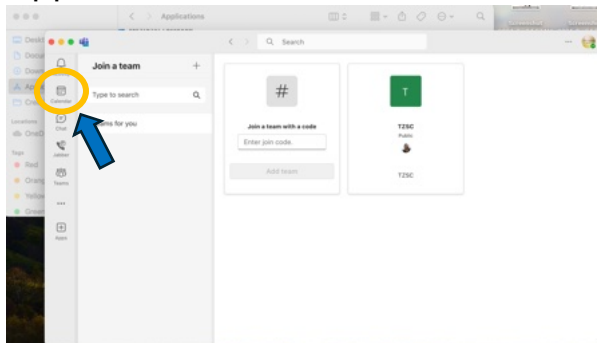# How to Run A Teams Meeting

1. Go to Teams
   I went to Finder, Applications, MS Teams to access the app
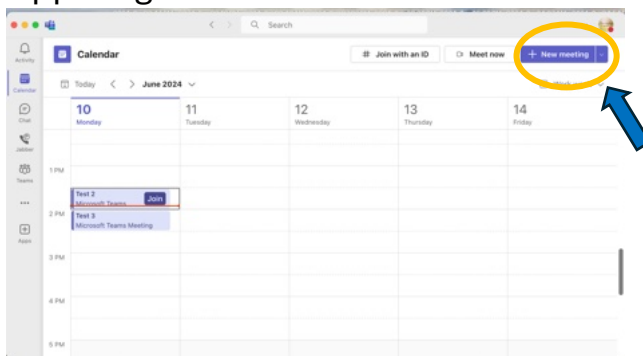   There may be some other way as well

2. Go to Calendar
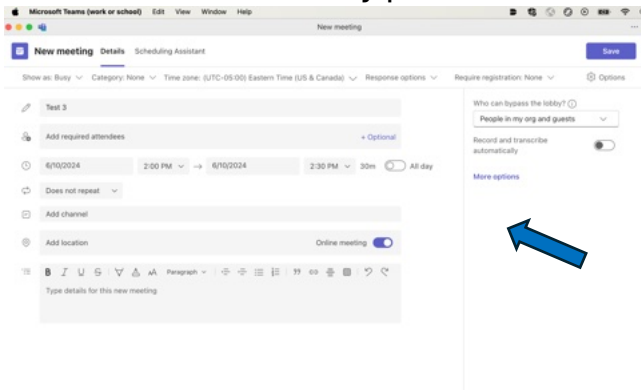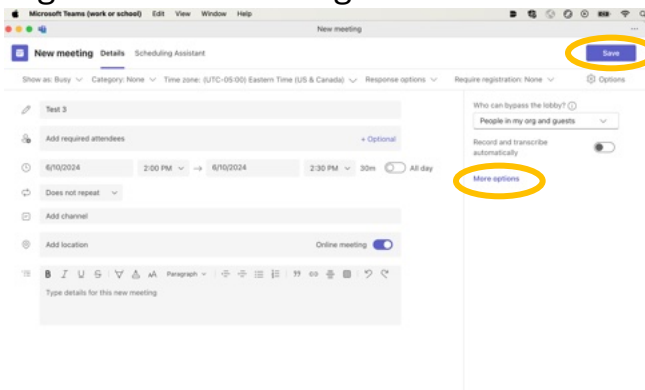   Upper left-hand side of the screen

3. Click +New Meeting
   Upper right-hand side

4. New Meeting (Details) window opens
   Complete the information (day, time, etc.)
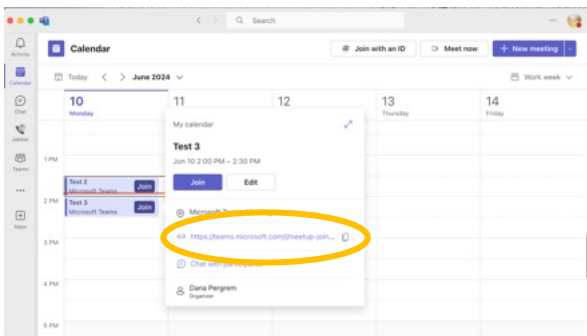   I found almost all of my presets to be correct, but change if needed

5. Other options under More options (right-hand side)
   I change "who can bypass the lobby" (like the Zoom waiting room) to organizers and co-organizers

6. Save
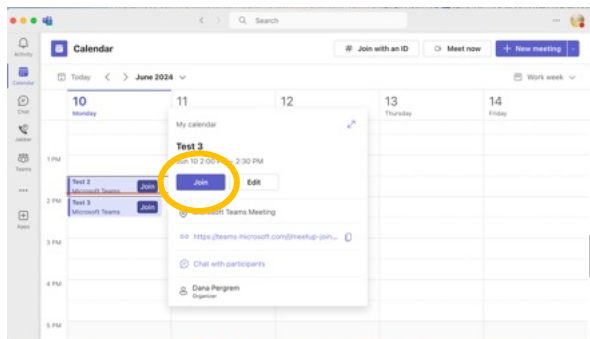   Purple/blue button top right (see above)

7. Go back to Calendar, click your meeting (don't click the Join button) and copy the url link

8. You now have a URL to send out to the participants, which they will click on to join the meeting
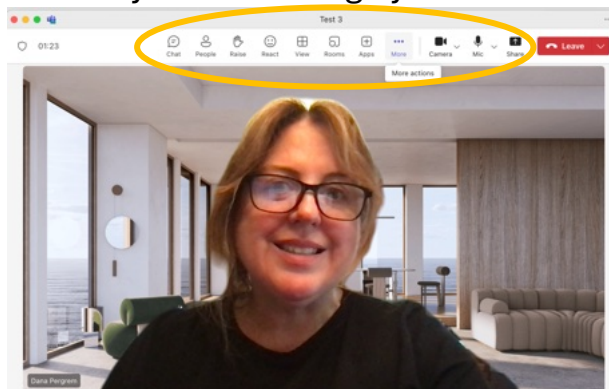
9. Run your meeting
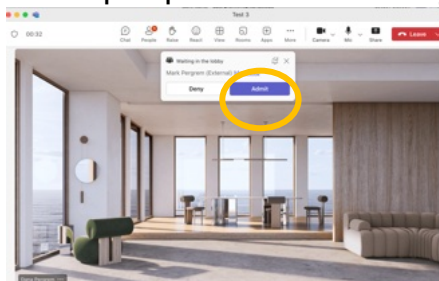
10. Back at Calendar, click Join

11. You'll be on the screen but no one else because they are in the lobby
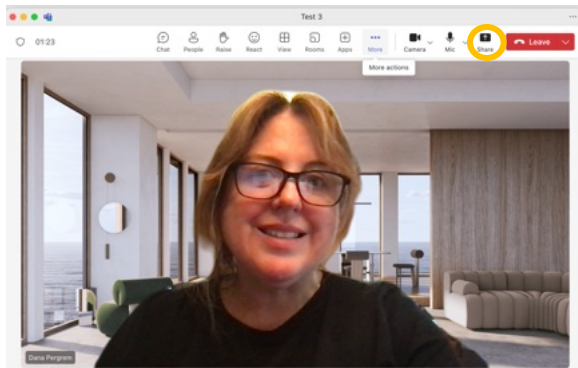
12. Adjust settings as needed

13. At the top of the screen you will see all the things like chat, views, and under "More" you can change your video effects and record
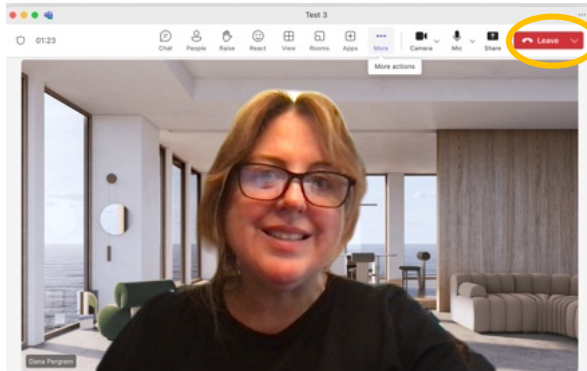

14. Admit people from the lobby to the meeting as needed

15. To screen share click "Share" and "Browse my computer" at the bottom of the list

16. End meeting (the arrow by "Leave" up at the top)

17. If you go back to the Calendar again, click the meeting, and click "Edit" under Files is where the recording for this meeting will live. Other stuff is also here, like Attendees, etc.