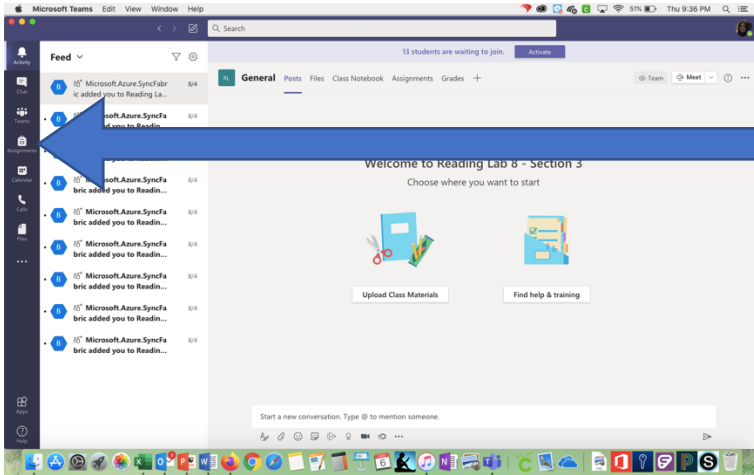


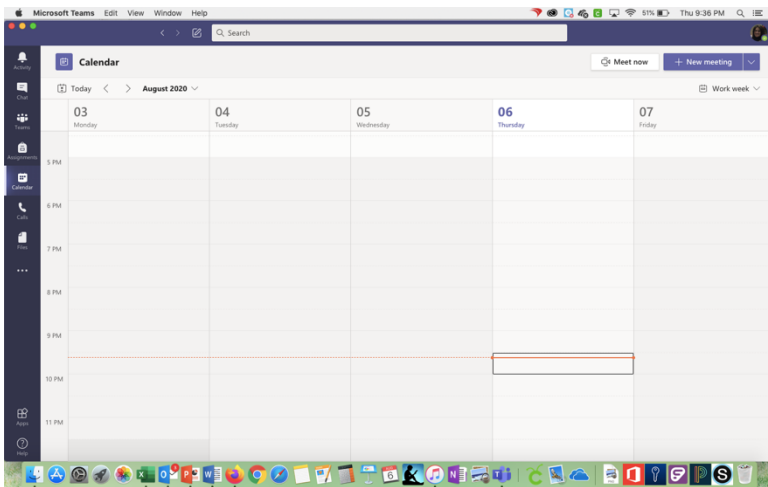
Steps to **Scheduling** a Video Conference in Teams



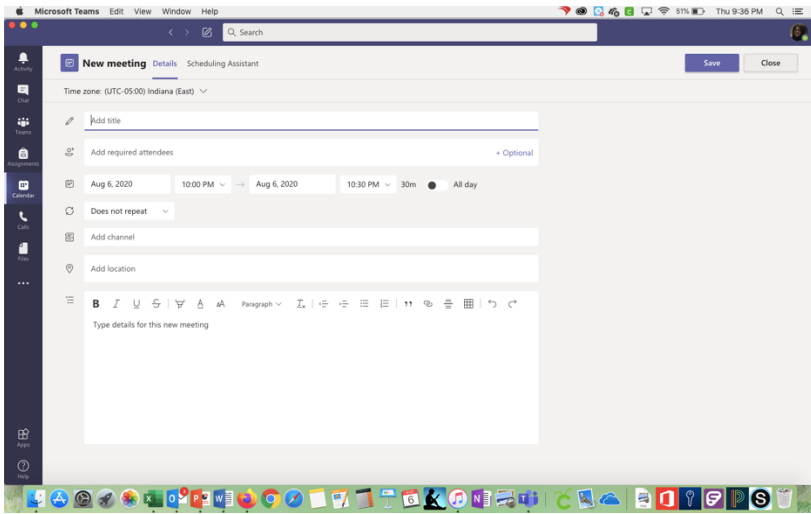
Find the teams icon on your Mac.



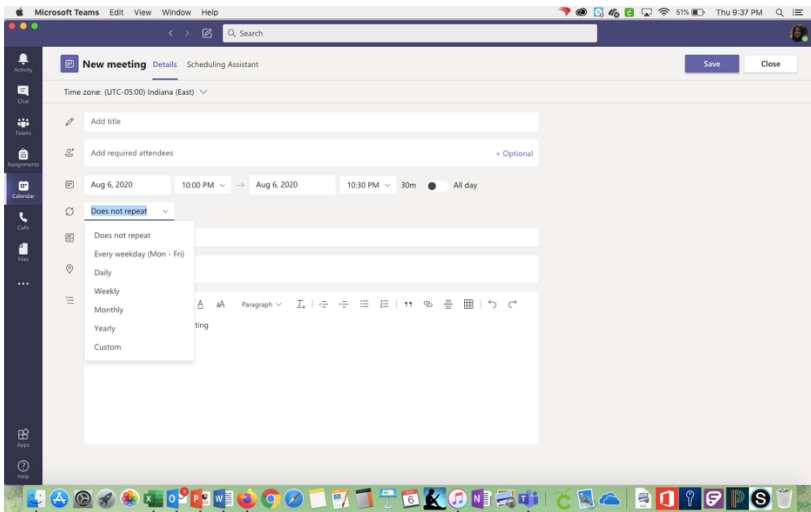
Click on the calendar icon.



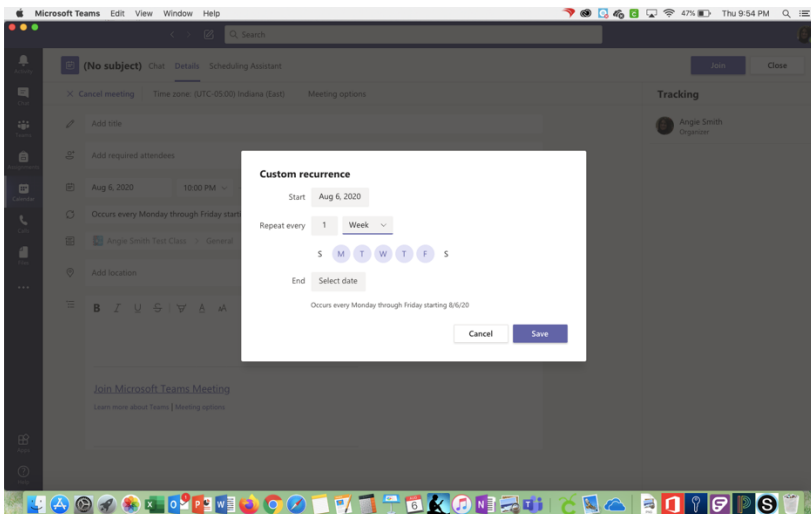
Click on New Meeting.



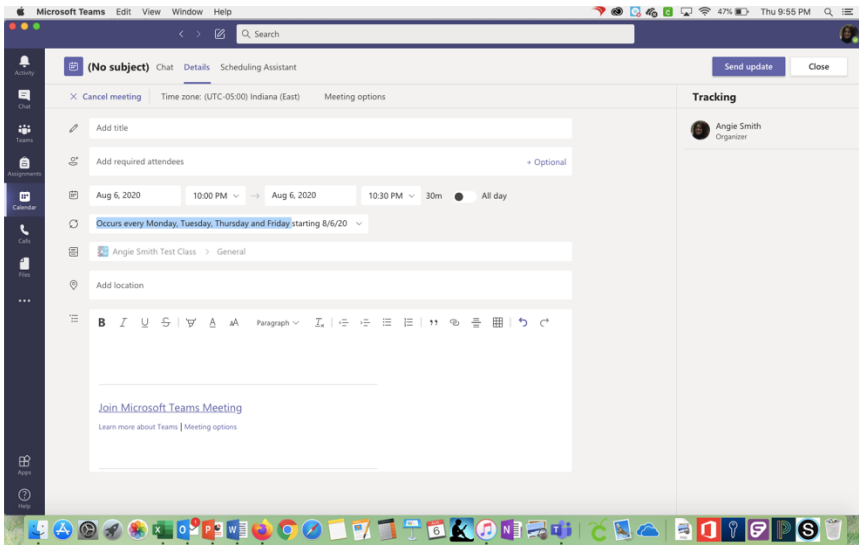
Type in the name of your meeting (probably your class name to help remote students joining from the calendar). Skip the line that says “add participants”. Put in the date and the time for the meeting.



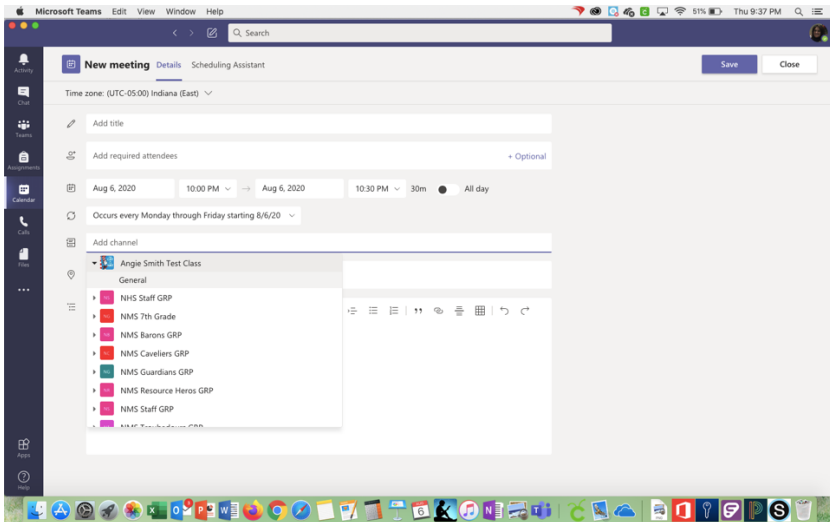
Now you are ready to set the recurring meeting details. Choose custom.



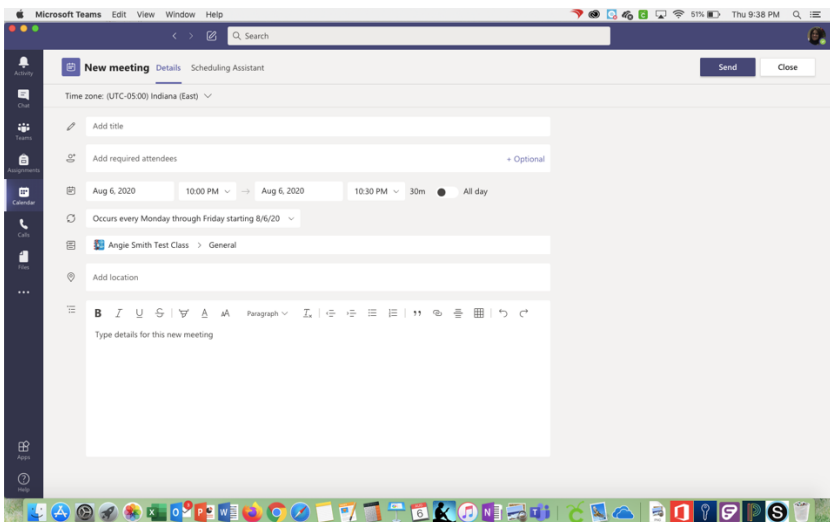
Put in the date of the first meeting. Click to remove Wednesday (due to round table). Put in the date of the last meeting of the semester. Save.



It should now say that the meeting occurs at the time of your class. It should say it is a meeting for M,T, R, F, and should show the last meeting day for the semester. You will need to repeat this process and choose Wednesday only for round table days.



Where it says Share to a Channel, choose your class. Click the word general below it.



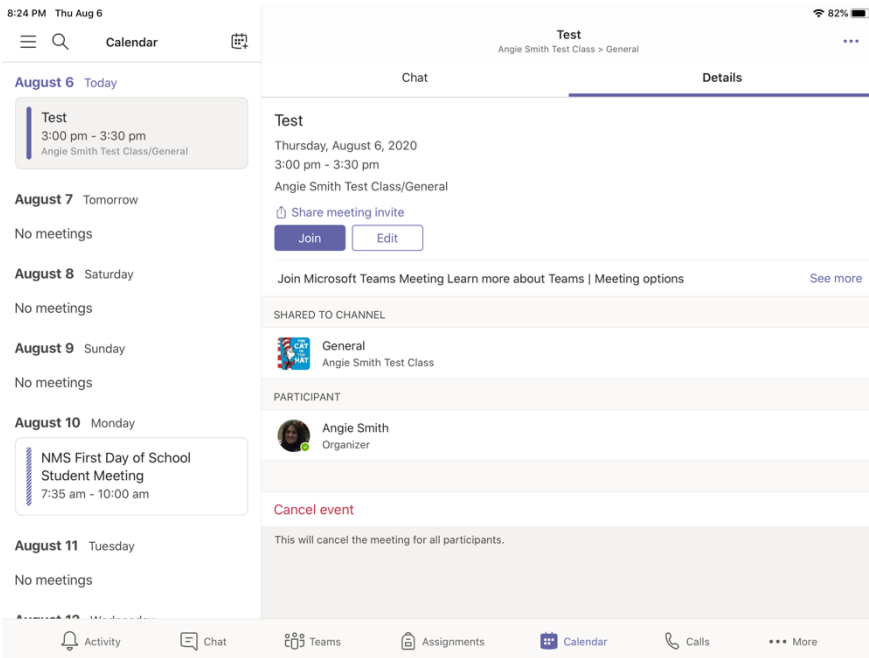
If you want, you can add some descriptions or instructions in the last box. It is not necessary. Click on Send in the upper right-hand corner.

Repeat this process for each of your classes with remote learners.

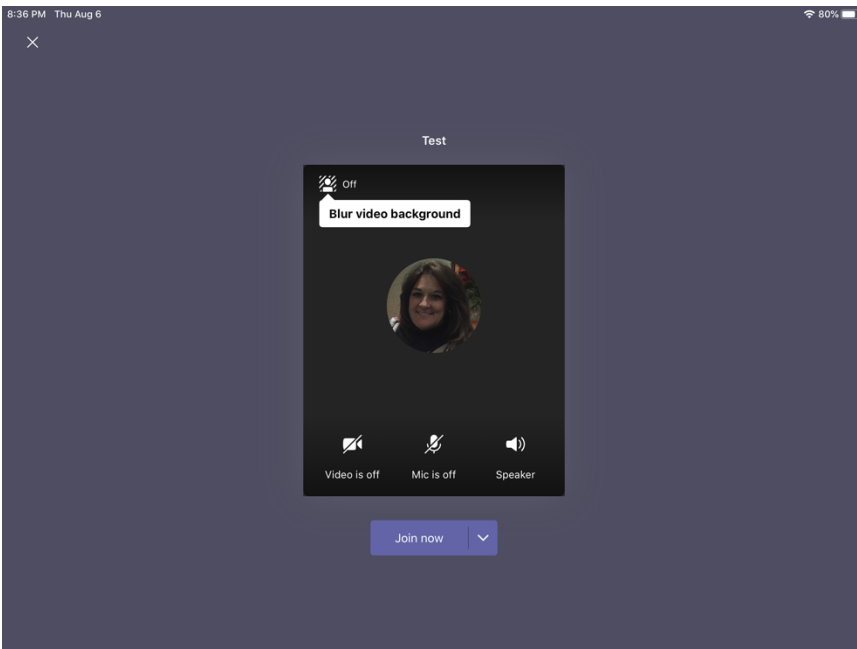
Steps to **Starting** a Video Conference in Teams on the iPad.



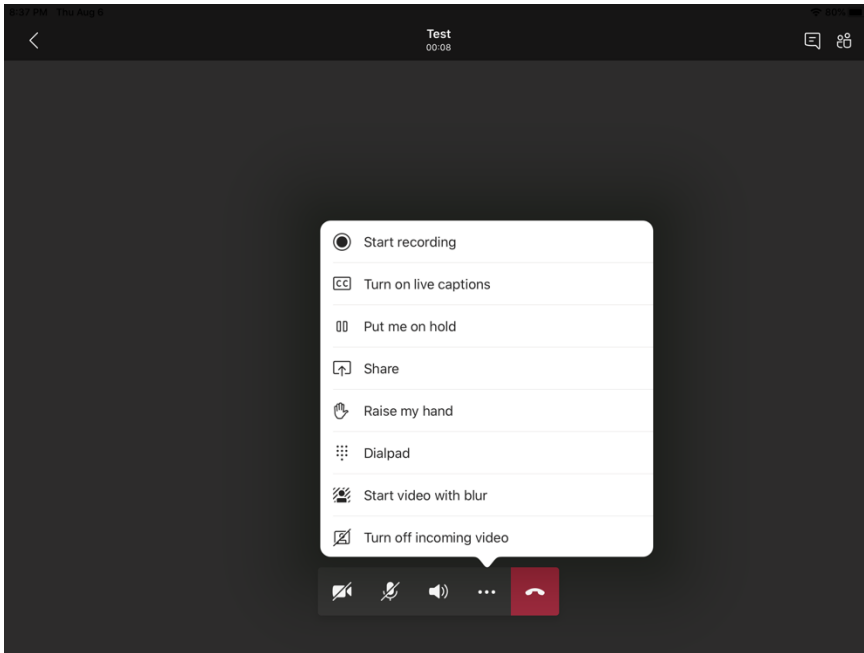
Find the Teams icon on your iPad.



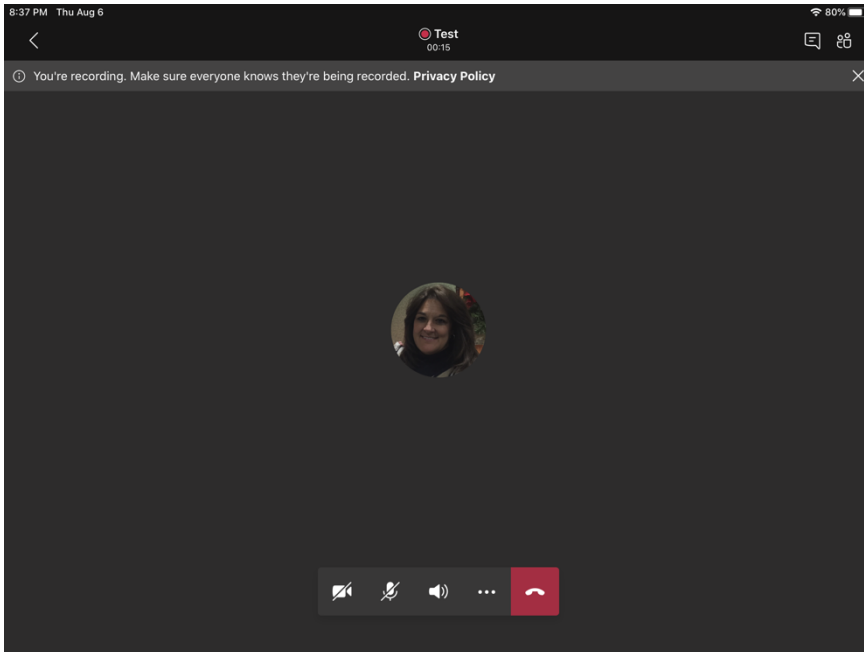
Tap on the day. Tap join.



Be sure your video and mic are on. Tap Join Now.



If you want to record the meeting so students who were unable to attend or absent from on-site learning can view it later, tap the three buttons next to the red phone icon. Tap start recording.



At the top of the screen, it will show that you are recording the meeting. When meetings are over, they are automatically uploaded into Stream, which is a tool for storing and sharing videos in Office 365.

To end the video and or meeting, simply tap on the red phone icon. If you recorded the meeting, you will receive an email shortly after the meeting ends to tell you the video has been loaded into Stream.