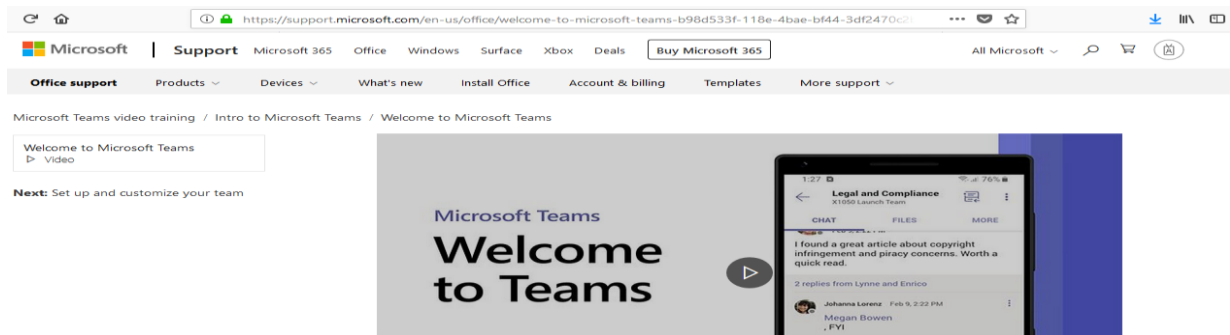


## Microsoft Teams Start Meeting and Background Change

For a quick review of Microsoft Teams, please visit [https://support.microsoft.com/en-us/office/welcome-to-microsoft-teams-b98d533f-118e-4bae-bf44-3df2470c2b12?wt.mc\\_id=otc\\_microsoft\\_team](https://support.microsoft.com/en-us/office/welcome-to-microsoft-teams-b98d533f-118e-4bae-bf44-3df2470c2b12?wt.mc_id=otc_microsoft_team)

1. This is a quick reference guide to help you with the Microsoft Teams – how to start a meeting and how to change your access to the Microsoft Teams App. For this guide, you must have the Teams app installed. If you do not have that installed, refer to our Teams Download and Installation guide.



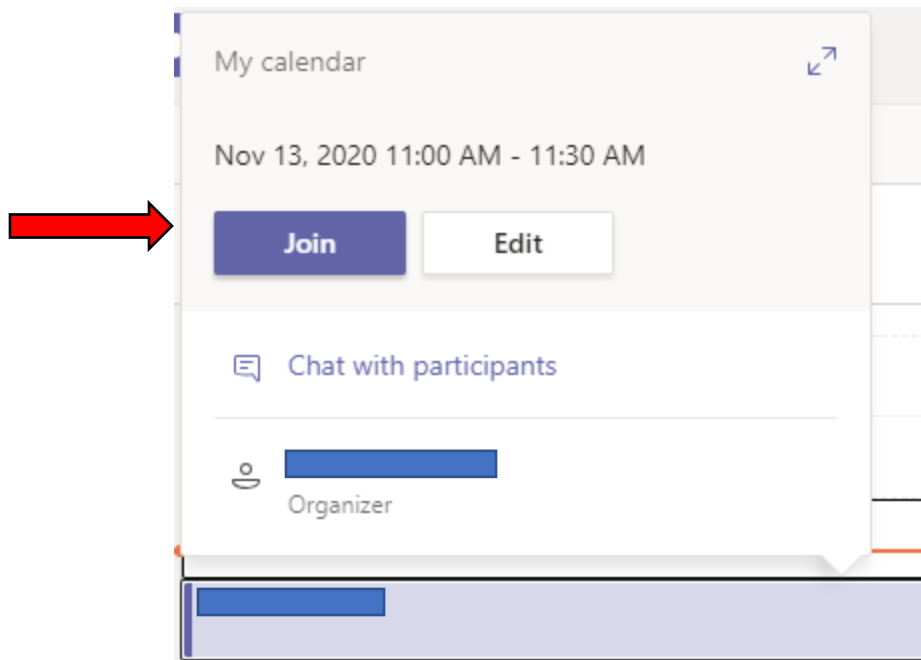
2. Open your **Teams** app and navigate to the **Calendar** tab. From here, select **New Meeting** to open a window, as seen in the next step.



3. In this window, you can name the meeting, invite participants, schedule the meeting, enable a timed repeat for the meeting, add a specific Team from the Teams tab, add a location, and add a description of the meeting.

A screenshot of the 'New Meeting' form in the Microsoft Teams application. The form is titled 'Add title' and has a text input field. Below the title field, there's a section for 'Add required attendees' with a '+ Optional' link. The 'Date and Time' section includes two date pickers (both set to 'Nov 13, 2020') and two time pickers (set to '10:00 AM' and '10:30 AM'). There's a '30m' duration selector and a toggle for 'All day'. The 'Repeat' section shows a dropdown menu set to 'Does not repeat'. Below this, there's a field for 'Add channel' and a field for 'Add location'. At the bottom, there's a rich text editor with various formatting options (bold, italic, underline, strikethrough, link, unlink, text color, background color, paragraph, bulleted list, numbered list, indent, outdent) and a placeholder text 'Type details for this new meeting'.

4. From there, click the meeting that you have created, which will appear on the calendar, and click **Join**. You can double-click the same space on the calendar to edit the meeting information.



5. From inside the meeting, click the three dots on the middle bar – to have all options appear in this menu, you must have a camera enabled on your computer.
6. From there, you can change your background if you wish. Once the meeting is over, click the red “hang up” button, and you are finished.

