

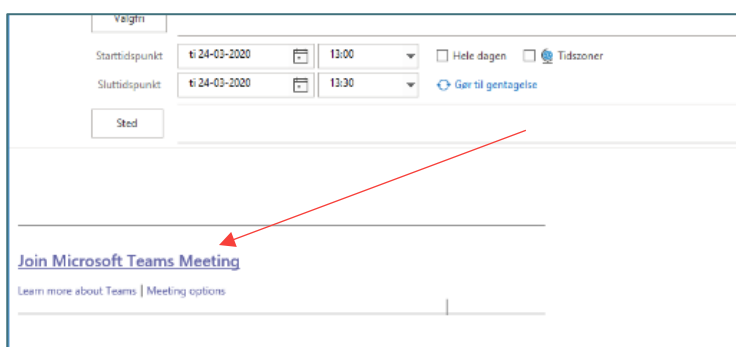
Guide for TEAMS meetings

For students

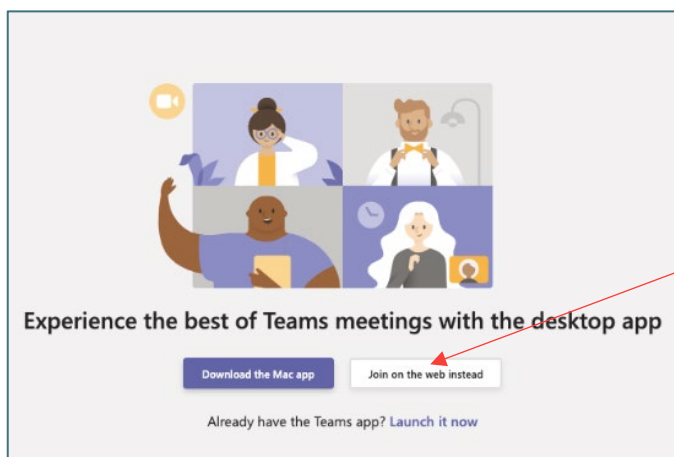
When your teacher creates a Teams meeting in his or her calendar, you will receive an invitation to the meeting in your UCN mail and when you want to attend the meeting, open it.

NOTE! If you have accepted the invitation, you will find it in your UCN Outlook calendar, like a regular calendar appointment - and then it's this one you must open.

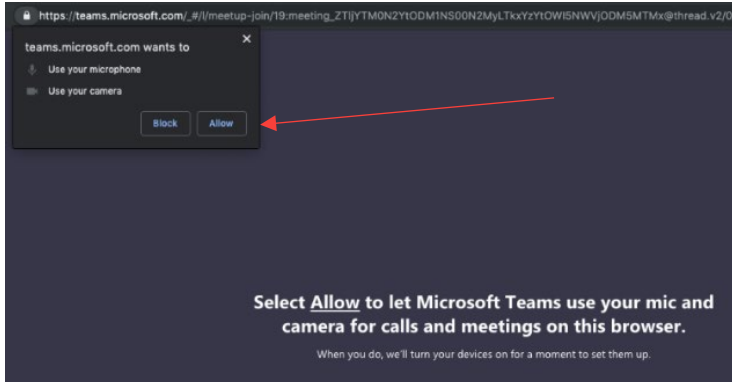
1. Select "Join Microsoft Teams Meeting"



2. Choose "Join on the web instead" (unless you've downloaded the Teams desktop version for your PC, then it will start automatically in this one)

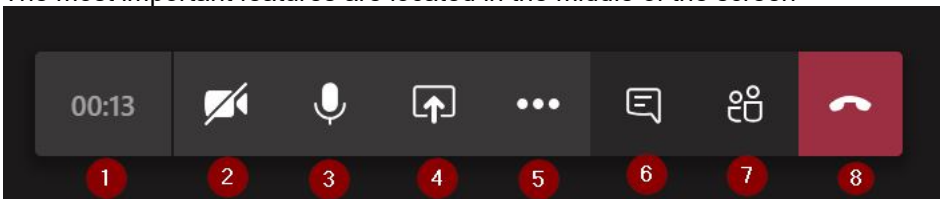


3. Allow Teams to use your camera and microphone



4. Enter your name and press "Join now"

5. The most important features are located in the middle of the screen

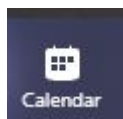


1. Duration of the meeting
2. Start / stop video
3. Turn on / off the microphone
4. Share Screen content
5. More features (blur background)
6. Chat
7. Participants
8. Hang up - ends the Teams meeting

Plan a meeting in Teams

You can also plan the meeting yourself. To get started, please follow these steps:

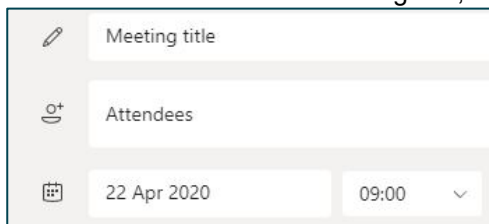
1. Select "Calendar" in Teams



2. Select "New meeting"



3. Enter information such as meeting title, attendees, time and date

A screenshot of the Microsoft Teams meeting creation form. It shows three input fields: "Meeting title" with a pencil icon, "Attendees" with a plus icon, and a date/time field showing "22 Apr 2020" and "09:00" with a dropdown arrow.

This video from Microsoft, can guide you:

[Microsoft TEAMS video guide](#)

Problems?

Please contact the Service Centre HelpDesk by one of the following:

- Call 72 69 99 99
Monday – Thursday kl. 7.30 – 15.00
Friday kl. 7.30 - 14.30
- Send an email at servicecenter@ucn.dk
- Create a support case on the Service Centre [Self Service Portal](#)