# How to call your Microsoft Team

Things to note before calling:

1. When you call a team it will ring everyone in the selected channel.

2. If you have a webcam you may have to manually enable it.

3. If you have a microphone and speakers you may have to manually enable them.

To call a team you must:

1. navigate to the "posts" section of the channel.

2. Locate the "Meet now" button at the bottom of the teams window (it will look like a small video camera).

3. Once clicked you will be presented with a window where you can set a subject for the call, enable your camera or schedule a time for the call.

4. Once all the details have been entered/ selected you click "Meet now" This will ring everyone that is inside of the selected channel.

5. From here you can change your microphone/ speakers/ if you want to blur your webcam background . **Blurring your background is recommended if you have any sensitive information in view of the camera.**

6. In order to hear you students may have to set the correct device settings.

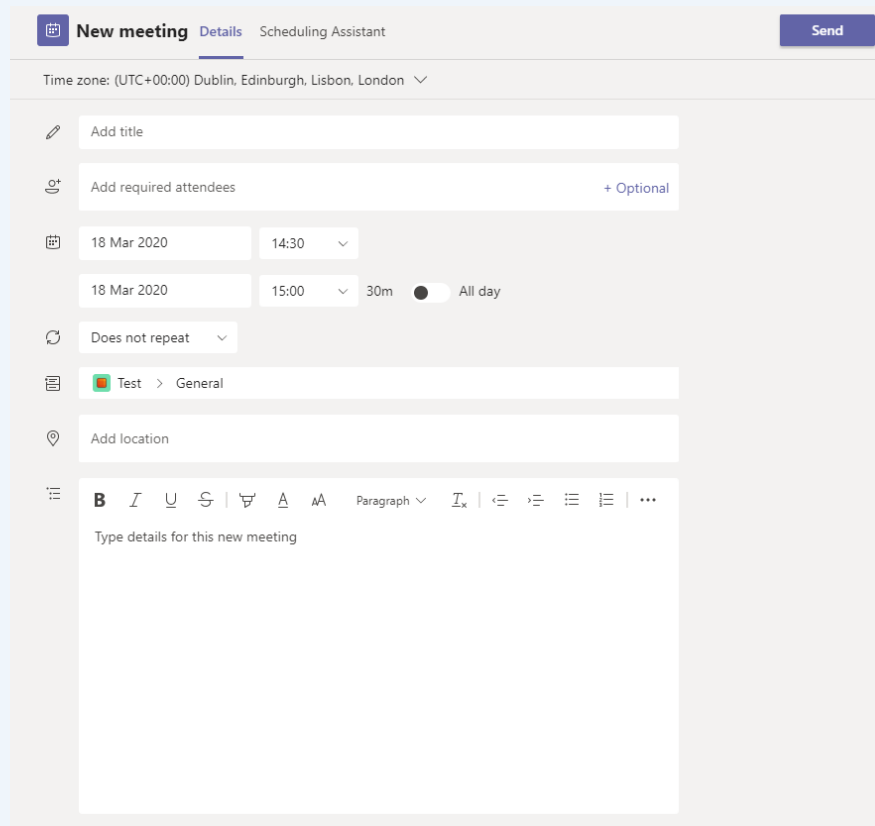7. To end a call click the red end call button
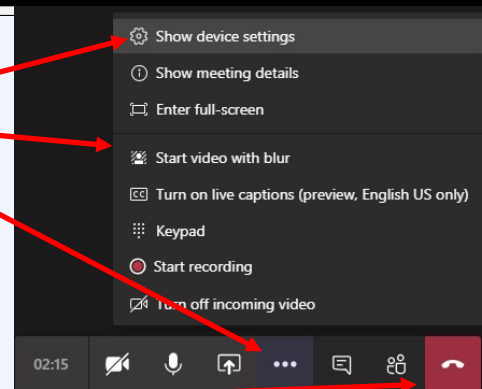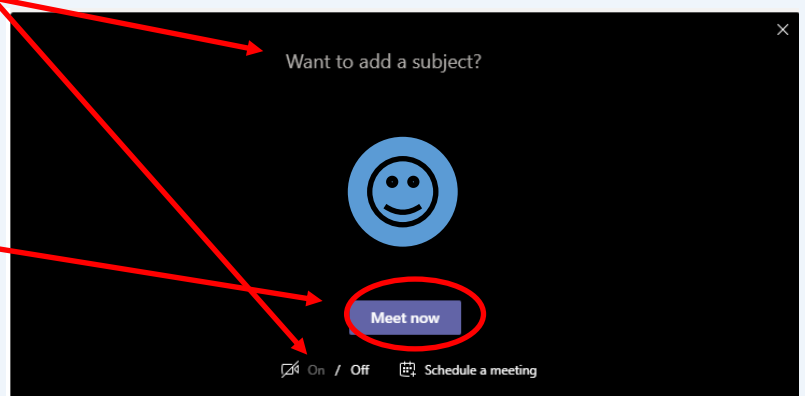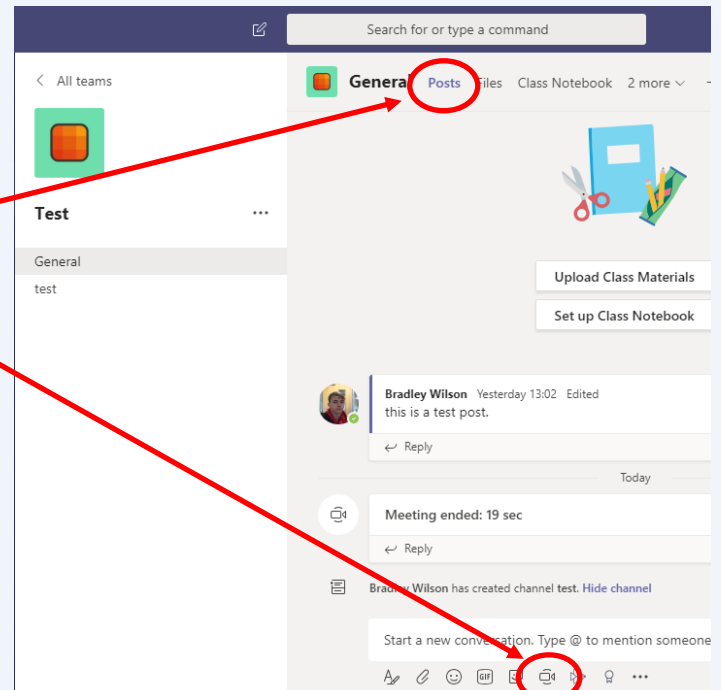
How to schedule a team meeting

To schedule a team meeting:

1. Navigate to and select "Schedule a meeting"
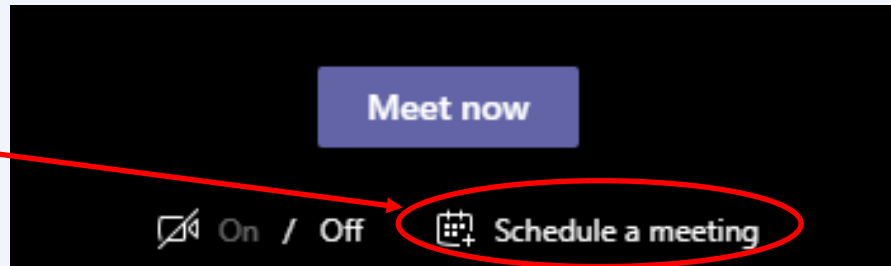
2. Once selected you will be provided with window where you enter all of the necessary details about the meeting such as the title, required participants, date and length of the meeting, whether the meeting re-peats, The channel the meeting will take place in, The location of the meeting and the general details for the meeting.

3. Once you have enter the necessary details click send and an email will be sent to all the participants of the meeting notifying them of the details of the meeting.

How to share your screen with the call

You may wish to share your screen with the call so you can present class slides or explain and walkthrough papers. This section of the guide explains how you can do so.

To share your screen you must:

1. navigate to the "share" button (rectangle with an arrow facing upwards)

2. Once selected you will be provided with a screen were you can select what screen or application you want to share. (e.g screen1, screen2 or a specific application like PowerPoint.)

3. When you select the screen you want to share a red outline will appear around the edge of the window. Anything inside of the red square will be able to be seen by anyone in the call. You will then be able to present/explain anything desired.

4. To stop sharing your screen select the "stop sharing" button on the pop out box.