













# Manage Online Meetings in Teams

Last revised: Oct 2020

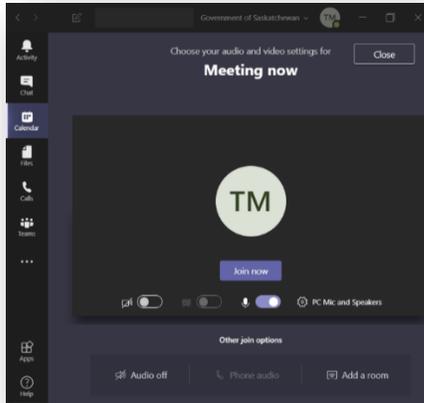
Last reviewed: Oct 2020

**Next review: Oct 2021**

Ministry of SaskBuilds and Procurement

*This document provides instructions on how to manage online meetings in Teams, including how to setup, join, view, take notes and share your screen during a meeting.*

- *PC Mic and Speakers – select this to set up devices other than built-in, auto detected devices*



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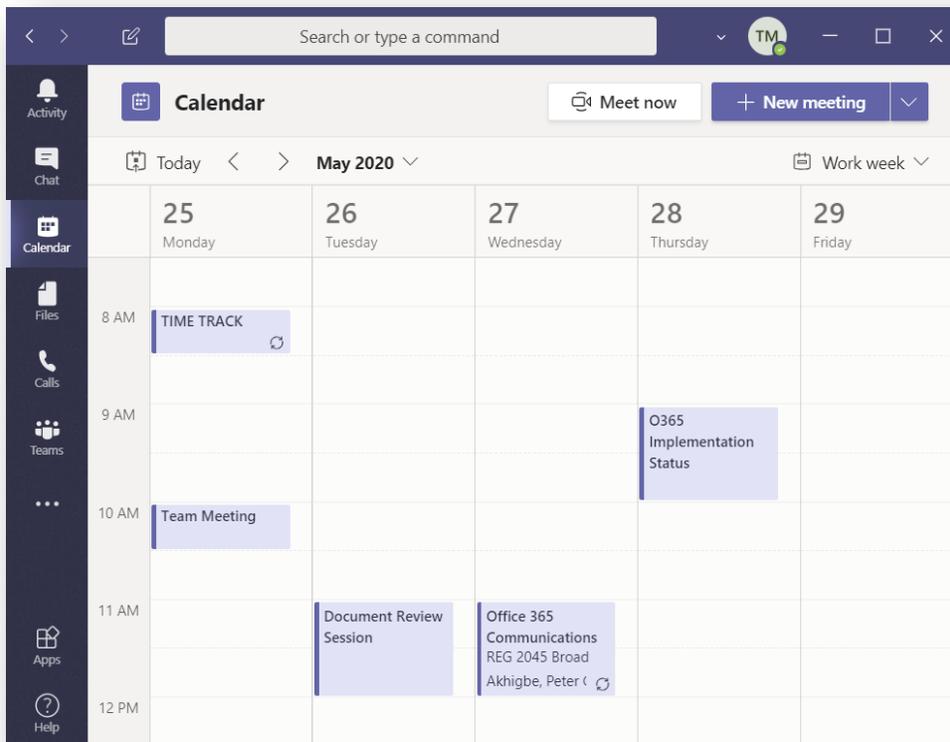
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## 4. How do I view my Teams calendar?

1. All meetings you have created or accepted will show in your Outlook calendar, but you can also see your Teams meetings through the Teams client.



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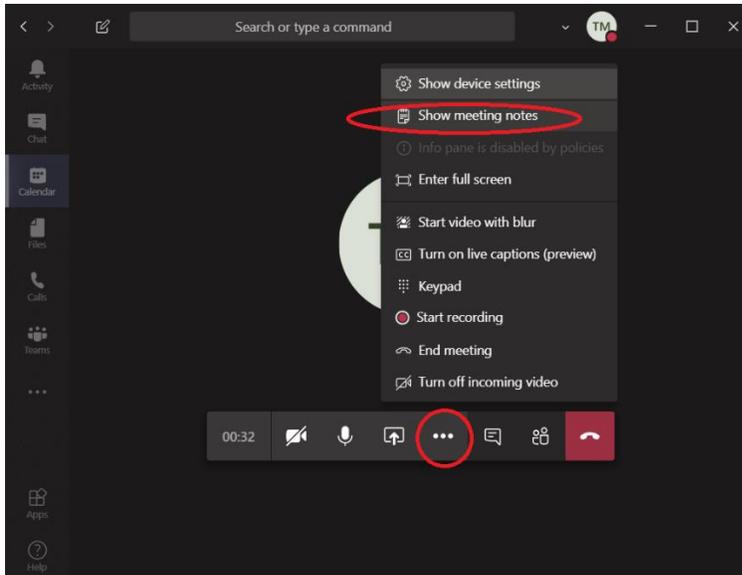
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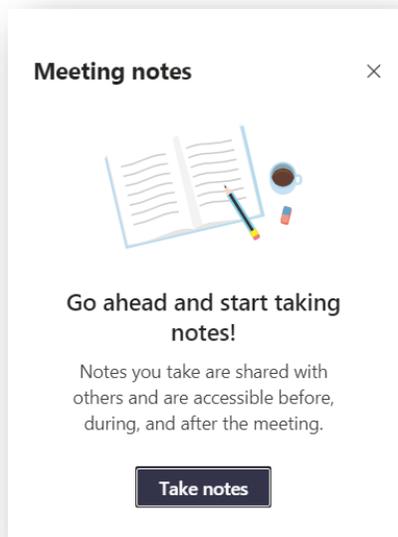
## 5. How do I take notes during a meeting?

1. *Once you have joined the meeting, on the Teams meeting window, hover your mouse over the screen and look for the meeting management menu. There will be an ellipsis (...) to select which will bring up a menu.*

*Select the menu item **Show meeting notes**.*



2. *You will then see the **notes**.*



*Select the **Take notes** button and you will be presented with a location to take notes about the meeting which will always be associated with the meeting.*

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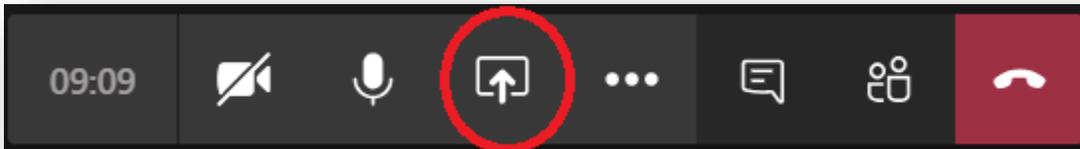
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## 6. How do I share my screen with meeting participants?

1. *When connected to a meeting, in the Teams meeting window, you will see the meeting management toolbar. If you do not see it, hover your mouse over that screen to activate it.*



2. *In that toolbar, look for the “share” button. When you press it you will be shown the following options in your share window:*
  - *Desktop: If you have more than one, you can select which desktop to share, participants will be able to see anything that happens on that desktop.*
  - *Window: Any window you currently have open is able to be shared and participants will only see what is presented in the window you select to share and nothing more. For example, if you share your MS Word window, if you minimize it, users will see nothing until you bring MS Word back up on your screen.*
  - *PowerPoint: If you have a PowerPoint file open, you can share that.*
  - *Whiteboard: you can select Whiteboard to activate a digital whiteboard to share with/interact with your participants.*