10 MS Teams

Microsoft Teams, also referred to as simply Teams, is a unified communication and collaboration platform that combines persistent workplace chat, video meetings, file storage, and application integration.

Setup/Config

- MS Teams Download
- MS Teams Demo (Basic Tour)
- Join a meeting without a Teams account

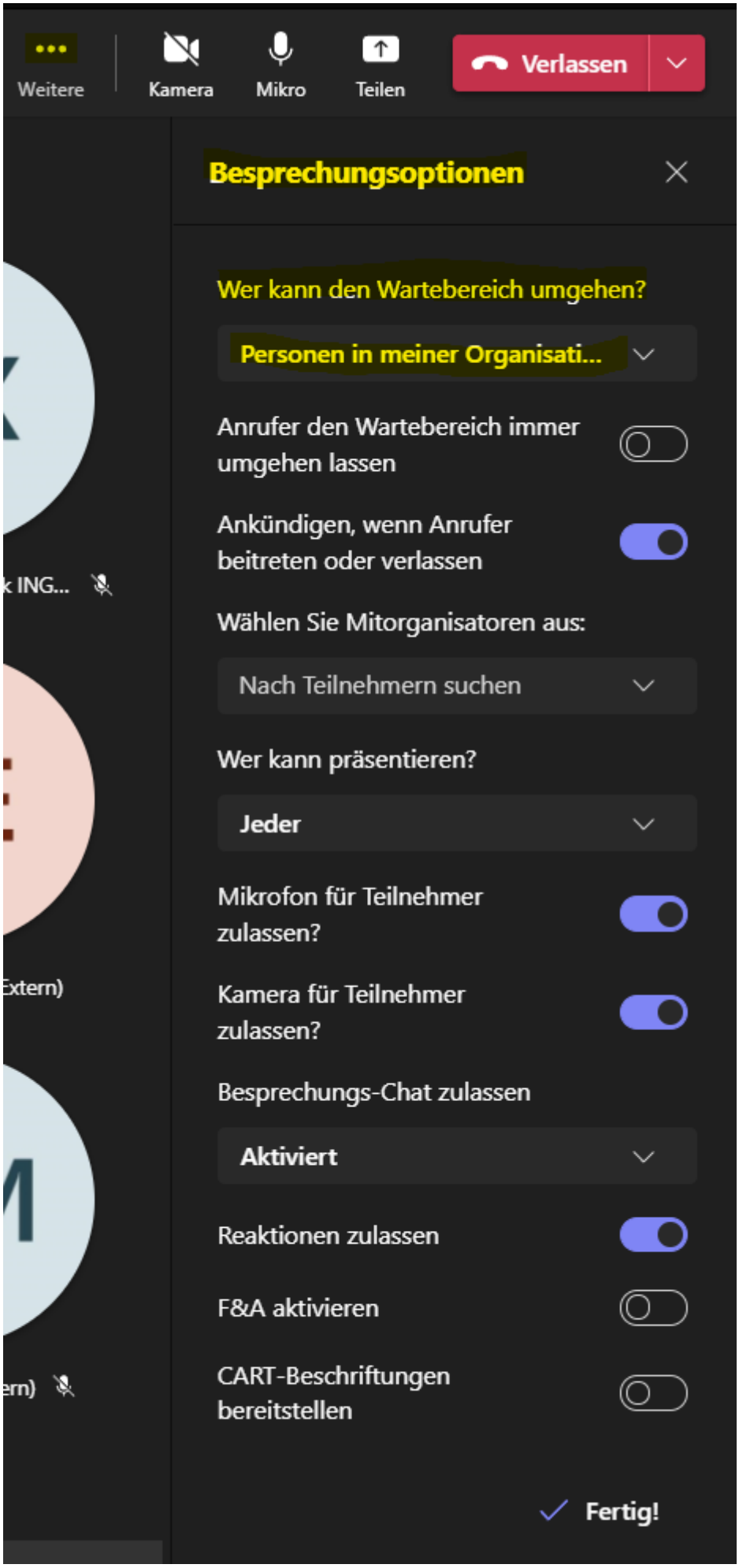
Short Guide

The following steps are required to participate:

1. Click the “Join Microsoft Teams Meeting” link in the invitation email (or open the link you got elsewhere)
2. Depending on your settings, this either opens teams directly or a website where you can choose whether you want to start the application or run teams in the browser.
3. After starting teams, you end up in the waiting room until you are approved by the organizer.
4. In the meeting window you can see all participants by default with their initials or their camera picture.
5. The picture of the speaker can be shown in full screen: Click on the 3 dots next to the name and select `pin`. In the same way you can leave the full screen with `peel`.

Configuration

Meeting Settings


Weitere
Kamera
Mikro
Teilen
Verlassen
Besprechungsoptionen
Wer kann den Wartebereich umgehen?
Personen in meiner Organisati...
Anrufer den Wartebereich immer umgehen lassen
Ankündigen, wenn Anrufer beitreten oder verlassen
Wählen Sie Mitorganisatoren aus:
Nach Teilnehmern suchen
Wer kann präsentieren?
Jeder
Mikrofon für Teilnehmer zulassen?
Kamera für Teilnehmer zulassen?
Besprechungs-Chat zulassen
Aktiviert
Reaktionen zulassen
F&A aktivieren
CART-Beschriftungen bereitstellen
Fertig!

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