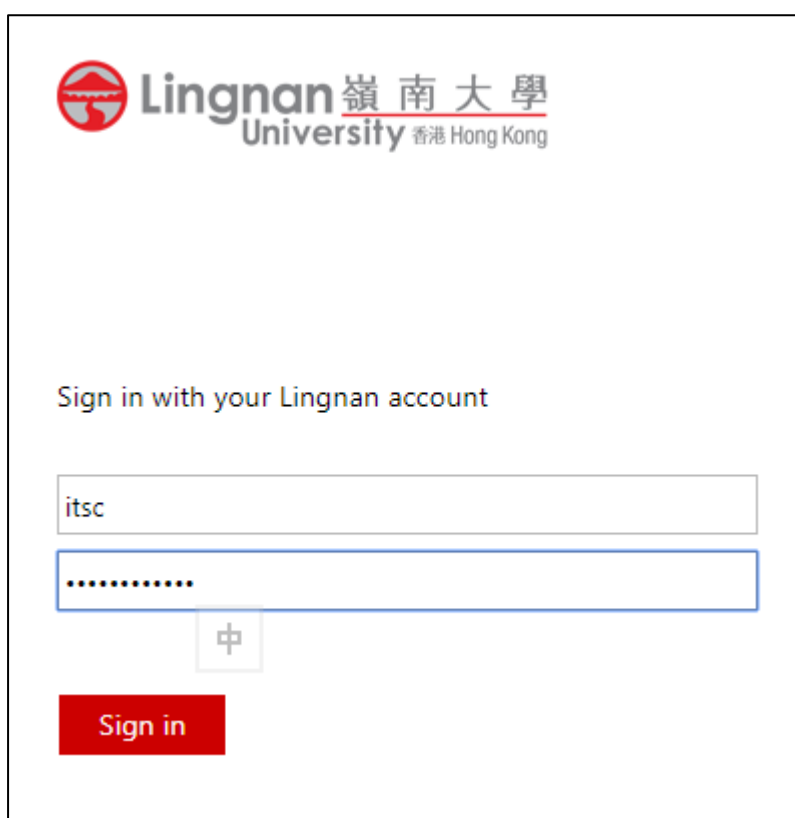


Using Microsoft Teams for Meeting

Create a Teams Meeting

1. Login to Microsoft Office 365 Portal via one of the following links:
Staff - <http://office365.ln.edu.hk>
Student - <http://office365.ln.hk>
2. Sign in using your Lingnan account and password (2FA applies).



Lingnan 嶺南大學
University 香港 Hong Kong

Sign in with your Lingnan account

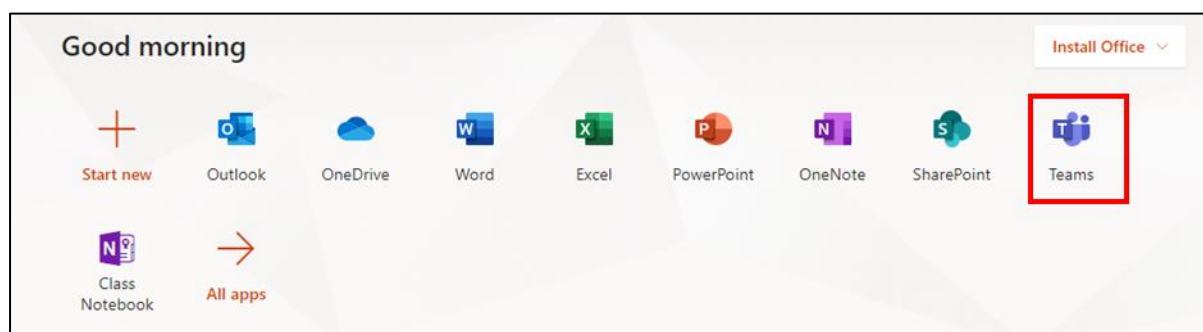
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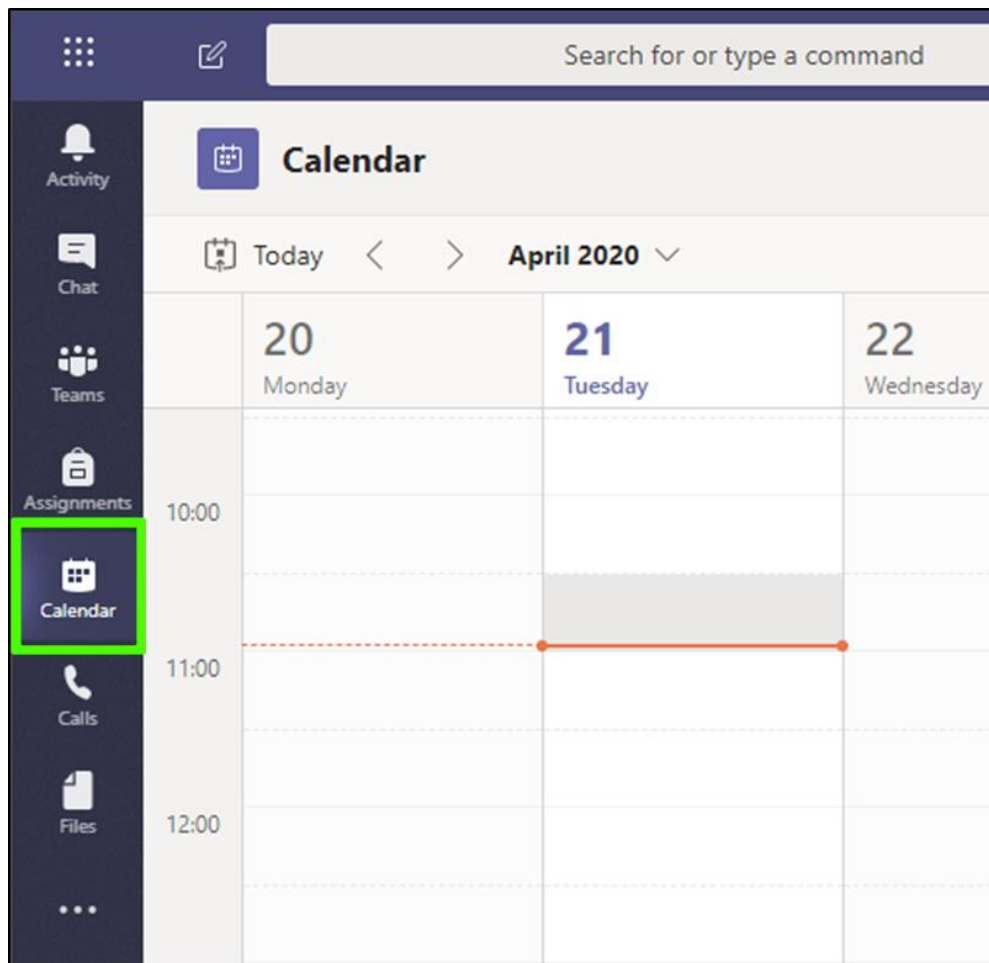
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Sign in

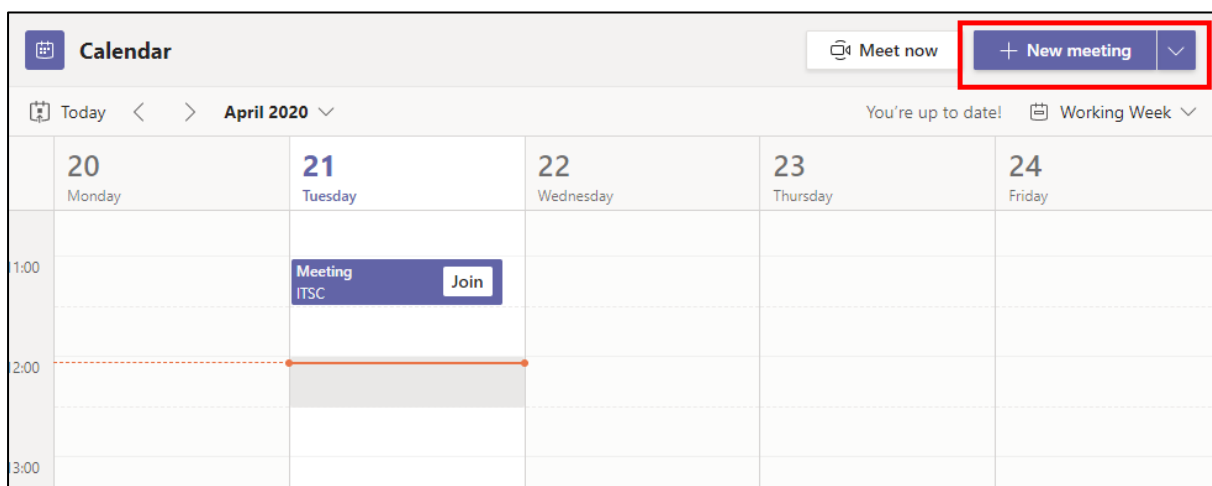
3. Click the Teams icon.



4. Click “Calendar” on the left menu.

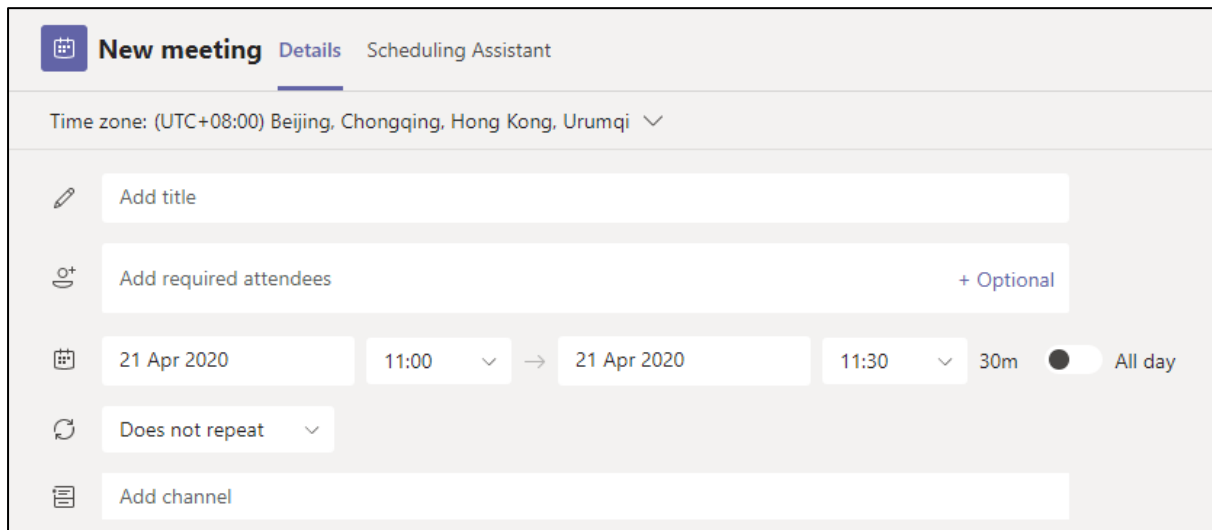


5. Click “New meeting” at upper right hand side.

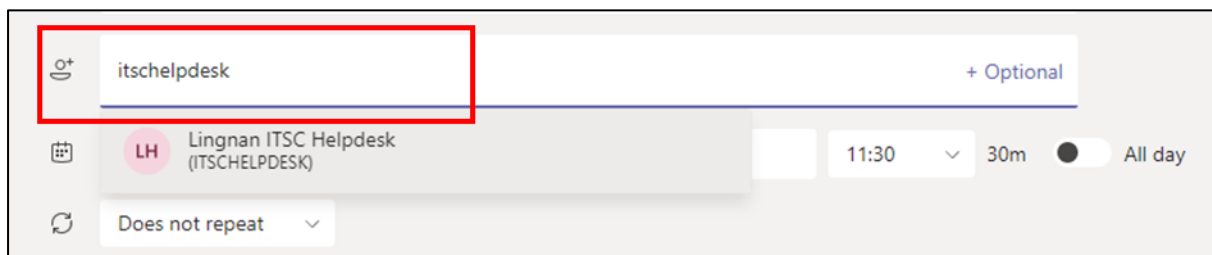


6. Enter the meeting details.

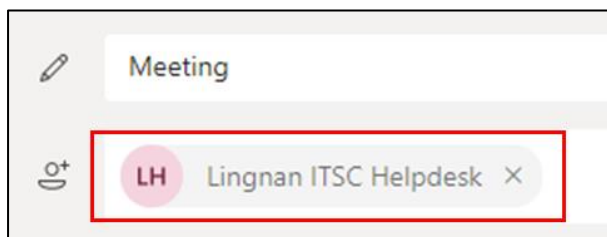
You are recommended to provide your meeting with a detailed topic. For example, department name/Meeting purpose on DD/MM/YYYY



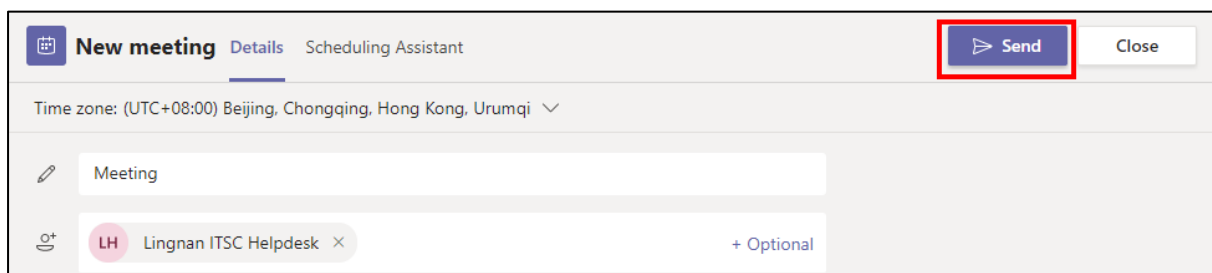
7. To add attendees, type the email of the attendee(s) in the attendees field.



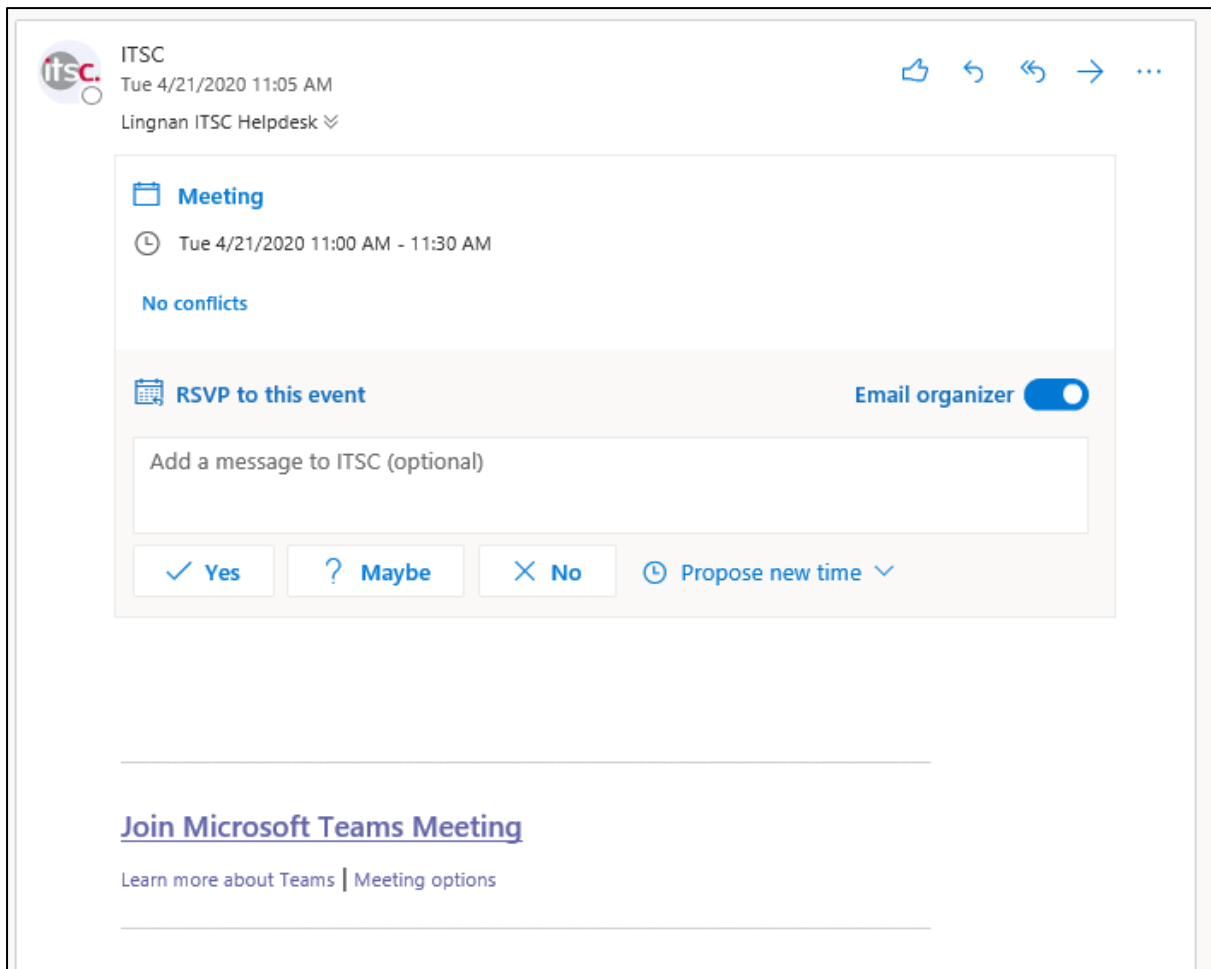
8. Select the address found and it will added to your attendee list.



9. Click the "Send" button at upper right hand side to save the meeting details and send meeting invitations to attendee(s).

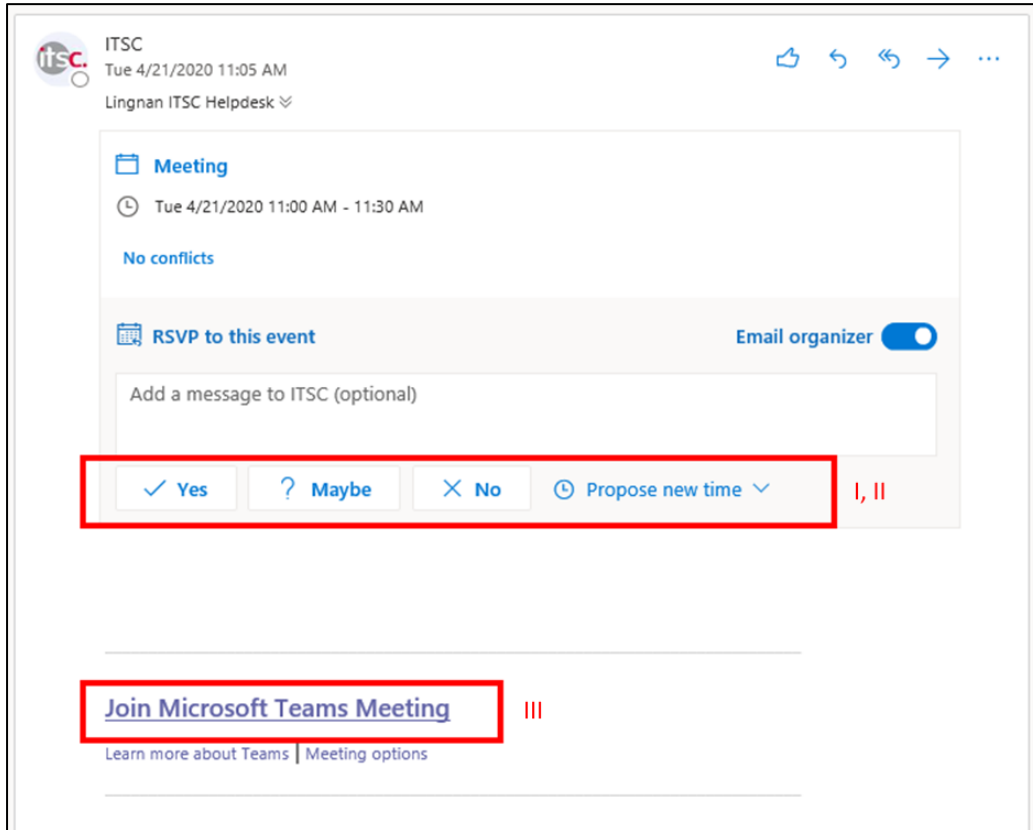


10. An invitation email will be sent to the attendees.



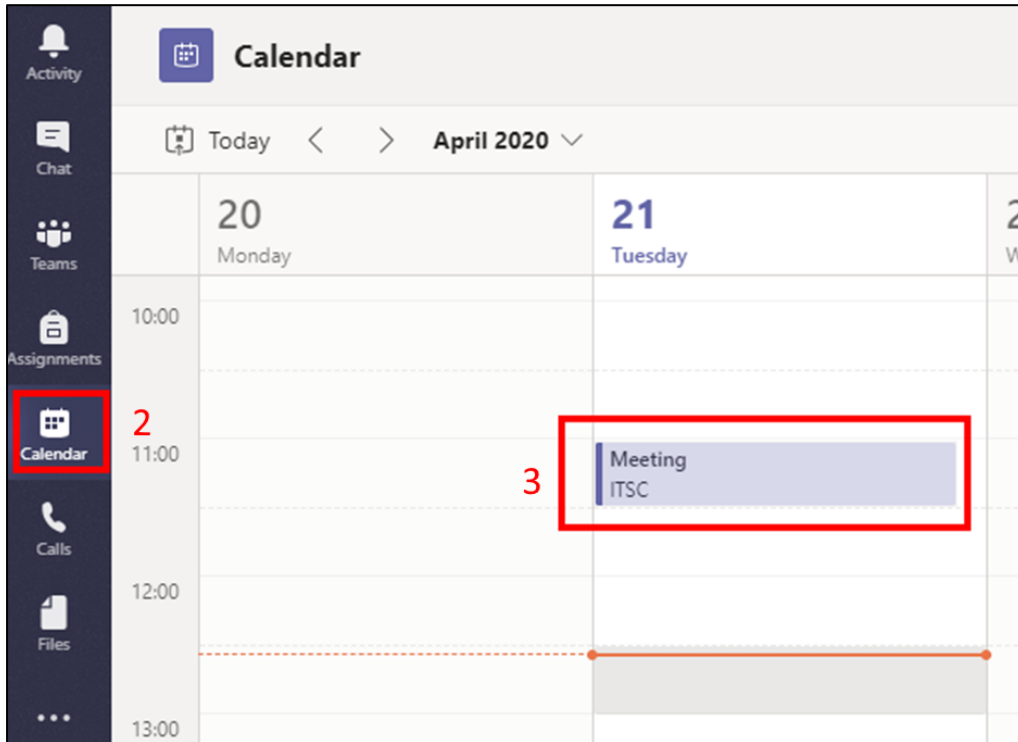
The screenshot shows an Outlook meeting invitation email. At the top left is the ITSC logo and the text "ITSC Tue 4/21/2020 11:05 AM Lingnan ITSC Helpdesk". On the top right are navigation icons: thumbs up, back, forward, and a menu icon. The main content area is titled "Meeting" with a calendar icon, showing the date and time "Tue 4/21/2020 11:00 AM - 11:30 AM" and a "No conflicts" message. Below this is an "RSVP to this event" section with an "Email organizer" toggle switch that is turned on. There is a text input field with the placeholder "Add a message to ITSC (optional)". At the bottom of the RSVP section are four buttons: "Yes" (with a checkmark), "Maybe" (with a question mark), "No" (with an X), and "Propose new time" (with a clock icon and a dropdown arrow). Below the RSVP section is a horizontal line, followed by the text "Join Microsoft Teams Meeting" in blue, and "Learn more about Teams | Meeting options" in a smaller font. Another horizontal line is at the bottom of the email content area.

11. With the invitation email, attendees can
- I. Accept the meeting invitation and add to their calendar, or
 - II. Reject the meeting invitation, or
 - III. Join the meeting by clicking “Join Microsoft Teams Meeting”.

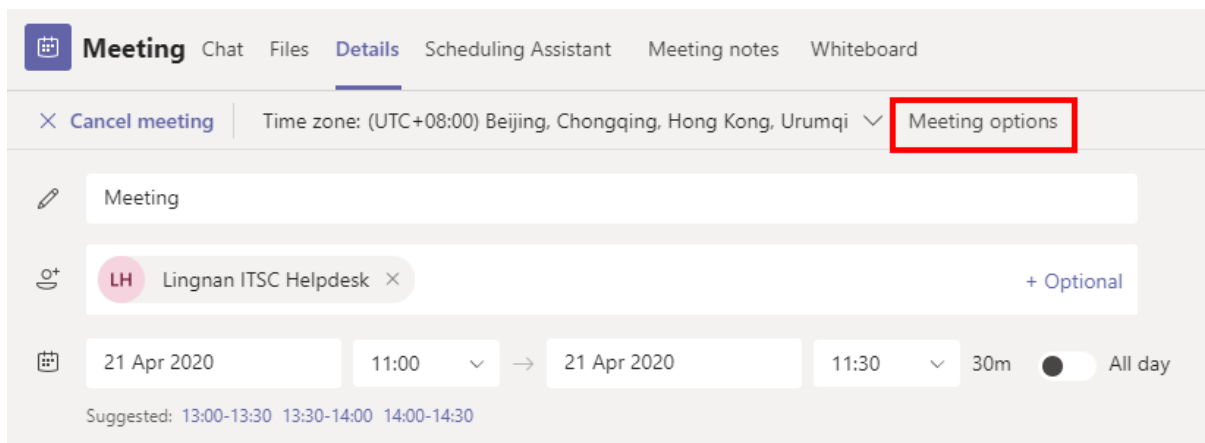


Change Your Meeting Options

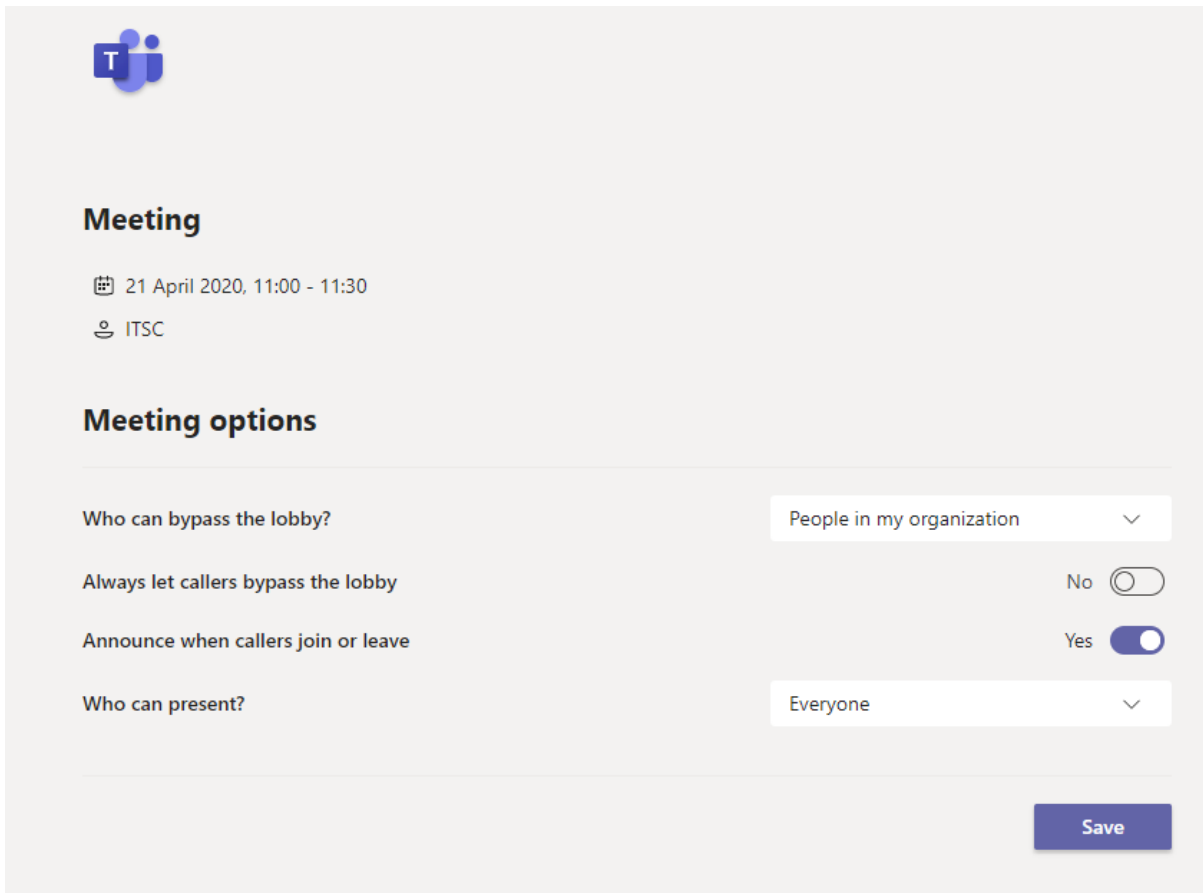
1. Login to Microsoft Teams.
2. Click “Calendar” on your left hand side.
3. Click on the scheduled meeting.



4. Click the “Meeting options” in “Details” tab.



5. A webpage will be popped up with the meeting options. You may need to login with your Lingnan account when prompted.



Meeting

21 April 2020, 11:00 - 11:30

ITSC

Meeting options

Who can bypass the lobby? People in my organization

Always let callers bypass the lobby No

Announce when callers join or leave Yes

Who can present? Everyone

Save

6. Click the “Save” button to save your changes.

Meeting Options

“Who can bypass the lobby?”

The lobby helps keep participants waiting outside your meeting like a waiting room. This option controls who can directly join the meeting.

- Everyone – Everyone can access the meeting directly
- People in my organization (Default) – user accounts with the same email domain (e.g. @ln.edu.hk for staff and @ln.hk for student)
- People in my organization and trusted organizations – includes both staff and student attendees

Please note that participants in the same organization as the organizer can always enter the meeting directly, there is no option to force “All participants” to wait at the lobby.

“Always let callers bypass the lobby” – Let attendees via telephone calls to bypass the lobby

“Announce when callers join or leave” – Notify host when there is an attendee join or leave the meeting by telephone calls

“Who can present?” – Define who can present in the meeting

- Everyone (Default) – anyone in the meeting can present
- People in my organization - user accounts with the same email domain, (e.g. @ln.edu.hk for staff and @ln.hk for student)
- Specific people – dedicated person(s) in your attendees list
- Only me – Only the organizer can present

-- End --