

# Conducting Meetings in Teams

Since Teams is connected to Outlook, making meetings in Teams is easy, and everyone invited can join via Teams. With chat, audio, and video options available, with screen sharing options, meetings in Teams are a powerful tool.

## Things to consider:

Limited to 50 unique participants or less per meeting or activity.

Is this an interactive meeting where you need to hear participants feedback and questions? If so does everyone attending the meeting have microphones?

- Unless all the participants have microphones, Teams is not the correct tool. OIT recommends using the established conference bridges. See Adding Outlook Calendar, How to Schedule a Conference Bridge, and How to use Conference Bridge.

Do you need video conferencing? If so do all the participants have cameras?

- Select this option if you need to see the participants however please make sure to communicate to the participants that they need cameras on whatever device they are using.

Are you presenting something or have files that you need to share?

- To share your screen in a meeting, select **Share**  in your meeting controls. Then, choose to present your entire desktop, a window, a PowerPoint file, or a whiteboard.
  - I recommend having the file you need already opened so you can easily select it.

