



Microsoft Teams Invitations

What is Microsoft Teams?

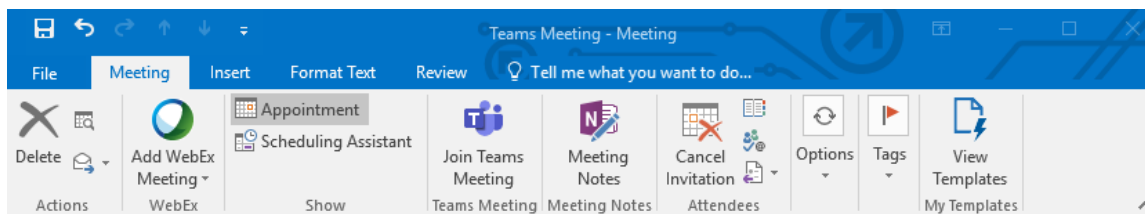
RioNET Uses Microsoft Teams for instant messaging, video/audio conferencing and for group project collaboration. Formerly called Skype for Business, Teams is growing in usage as a core web-based application of Microsoft 365 that also supports invited users without an installed client software application. The desktop software application is a free Microsoft download. Mobile applications are also available for iOS and Android phones / tablets.

How do I use RioNET Teams Invitations?

Like an Outlook Calendar Invitation, a Teams Invitation from the Organizer arrives to the Guest's e-mail account. The Meeting Organizer/Host prepares an Outlook/Teams invitation from either Microsoft Office Outlook, Microsoft Teams Desktop App, or the Microsoft 365 web apps.

Unfortunately, the MacOS Outlook application currently lacks the Teams Meeting feature, so Mac users are encouraged to prepare invitations using the Teams desktop application.

Outlook: Open Outlook, Create New Item / Meeting, Choose Teams Meeting – Complete & Send



i You haven't sent this meeting invitation yet.

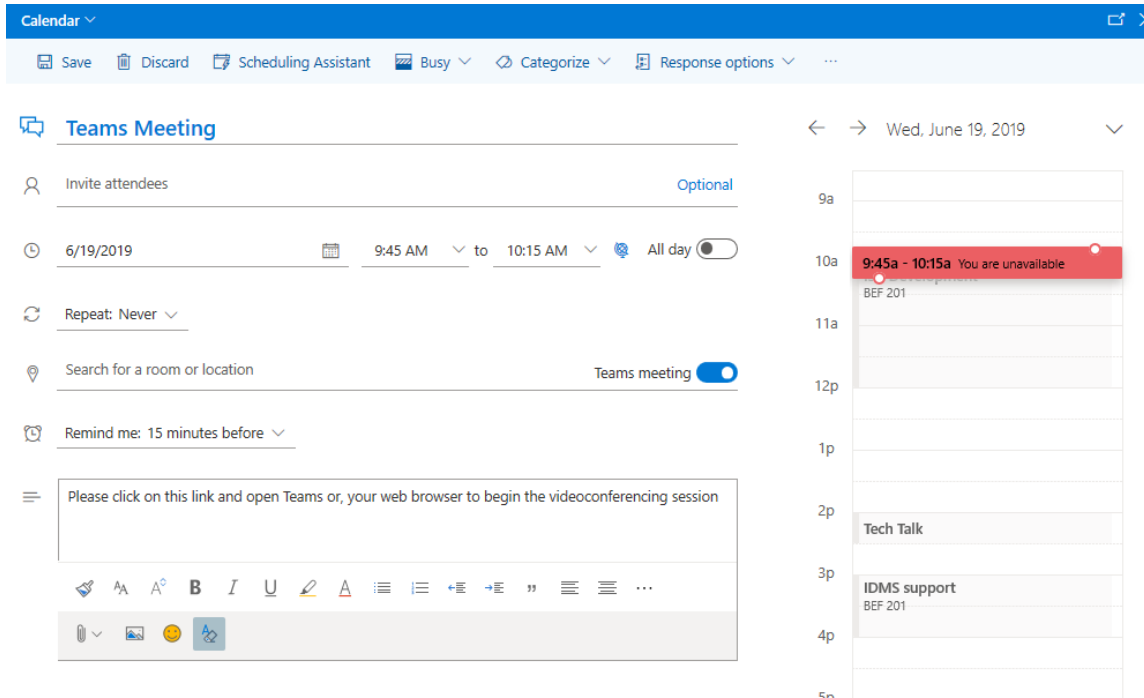
To...			
Subject	Teams Meeting		
Location	Microsoft Teams Meeting		Rooms...
Start time	Tue 6/18/2019	10:30 AM	<input type="checkbox"/> All day event
End time	Tue 6/18/2019	10:35 AM	

[Join Microsoft Teams Meeting](#)

[Learn more about Teams](#) | [Meeting options](#)

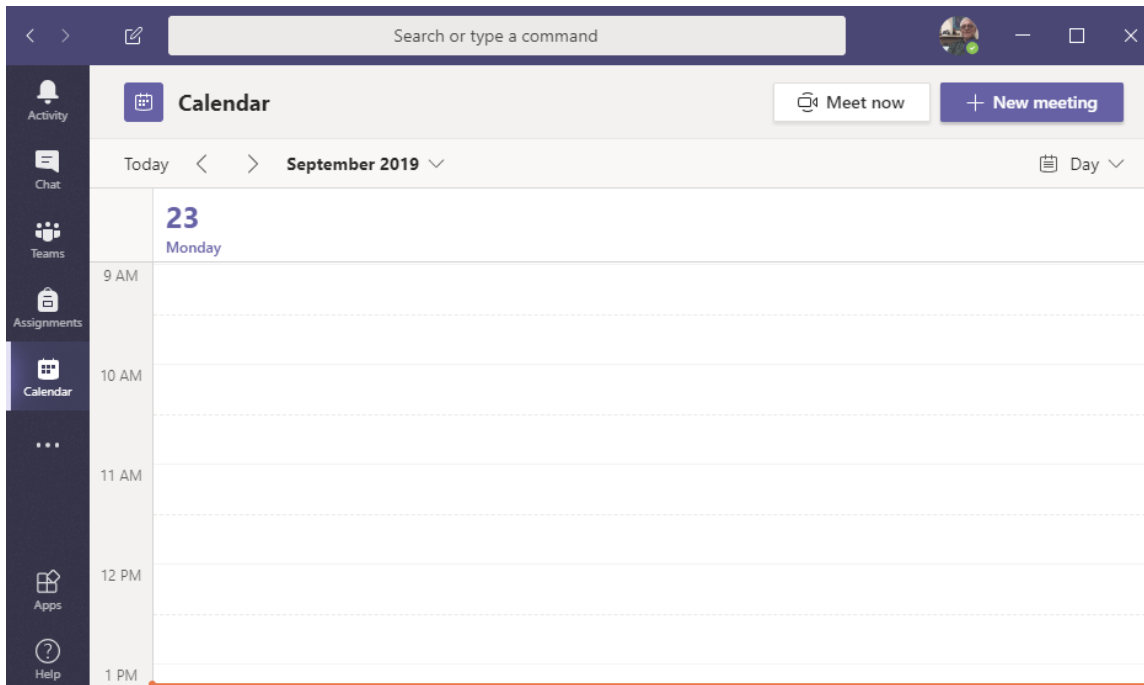


Microsoft 365 Outlook: Open Microsoft 365 Outlook, Select New Event, Toggle Teams Meeting



The screenshot shows the 'New Event' dialog box in Microsoft 365 Outlook. The 'Teams Meeting' checkbox is checked. The event is scheduled for 6/19/2019 from 9:45 AM to 10:15 AM. The 'Repeat' is set to 'Never'. The 'Remind me' is set to '15 minutes before'. A text box contains the instruction: 'Please click on this link and open Teams or, your web browser to begin the videoconferencing session'. The right side of the dialog shows a calendar view for Wednesday, June 19, 2019, with a red bar indicating the event time (9:45a - 10:15a) and a 'You are unavailable' message. Other events visible include 'Tech Talk' and 'IDMS support'.

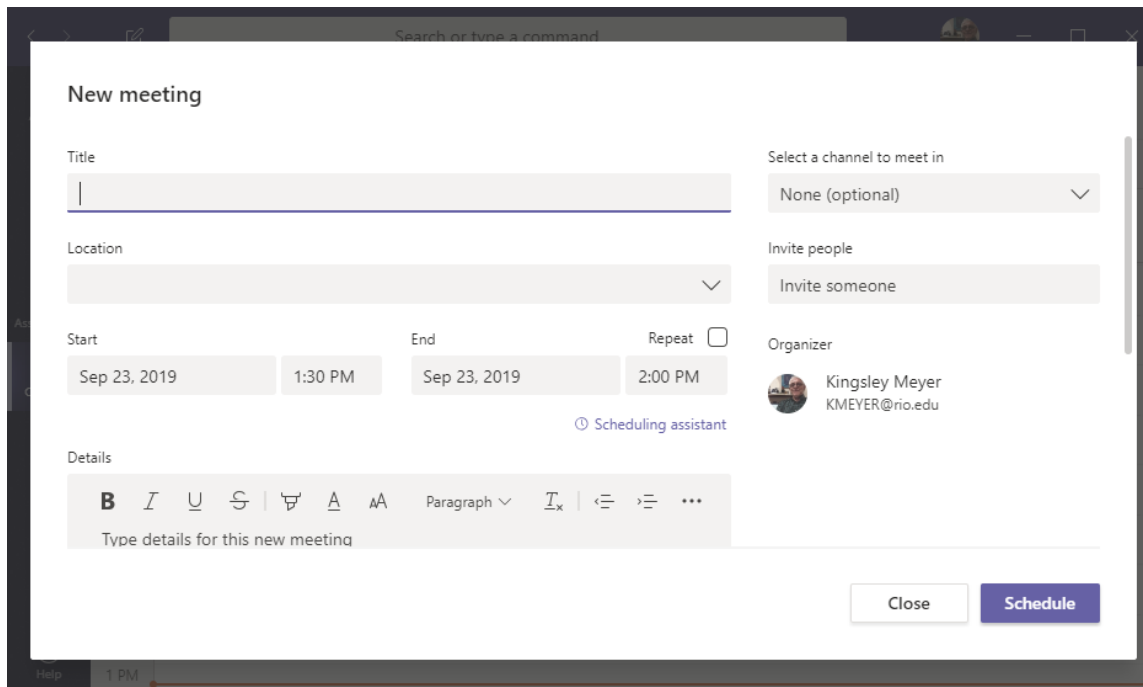
Teams: Open Teams, Click Calendar (left), Click New meeting



The screenshot shows the Microsoft Teams interface. The left sidebar contains navigation options: Activity, Chat, Teams, Assignments, Calendar, and Help. The 'Calendar' option is selected. The main area displays the calendar for Monday, September 23, 2019. The time slots range from 9 AM to 1 PM. At the top right of the calendar view, there are buttons for 'Meet now' and '+ New meeting'.



Complete the New meeting form, Invited people (Guests) will receive an e-mail



The screenshot shows the 'New meeting' dialog box in Microsoft Teams. It has a search bar at the top. Below it, there are several sections: 'Title' with a text input field; 'Location' with a dropdown menu; 'Start' and 'End' time pickers set to Sep 23, 2019 at 1:30 PM and 2:00 PM respectively; a 'Repeat' checkbox; 'Select a channel to meet in' dropdown set to 'None (optional)'; 'Invite people' section with an 'Invite someone' button; 'Organizer' section showing 'Kingsley Meyer' with email 'KMEYER@rio.edu'; a 'Details' section with a rich text editor toolbar; and 'Close' and 'Schedule' buttons at the bottom right.

How does a Guest accept a Teams Invitation?

Invitations are sent to the “Invited people” (AKA: Guests) using their e-mail address.

The e-mail received will allow the recipient to respond with an Accept, Tentative, Decline, Propose New Time, or View Calendar. When receiving a meeting invitation, it is most appropriate for the Guest to confirm the invitation: Accept / Send Response Now.

The calendar invitation for the Teams meeting is saved with the information displayed below in the Notes area of the meeting. Two general options are offered: Join Microsoft Teams Meeting, or Meeting Options. Learn More about Teams goes to Microsoft’s Teams web page.

Join Microsoft Teams Meeting will open the Guest’s Microsoft Teams application or the Microsoft 365 Web Teams.

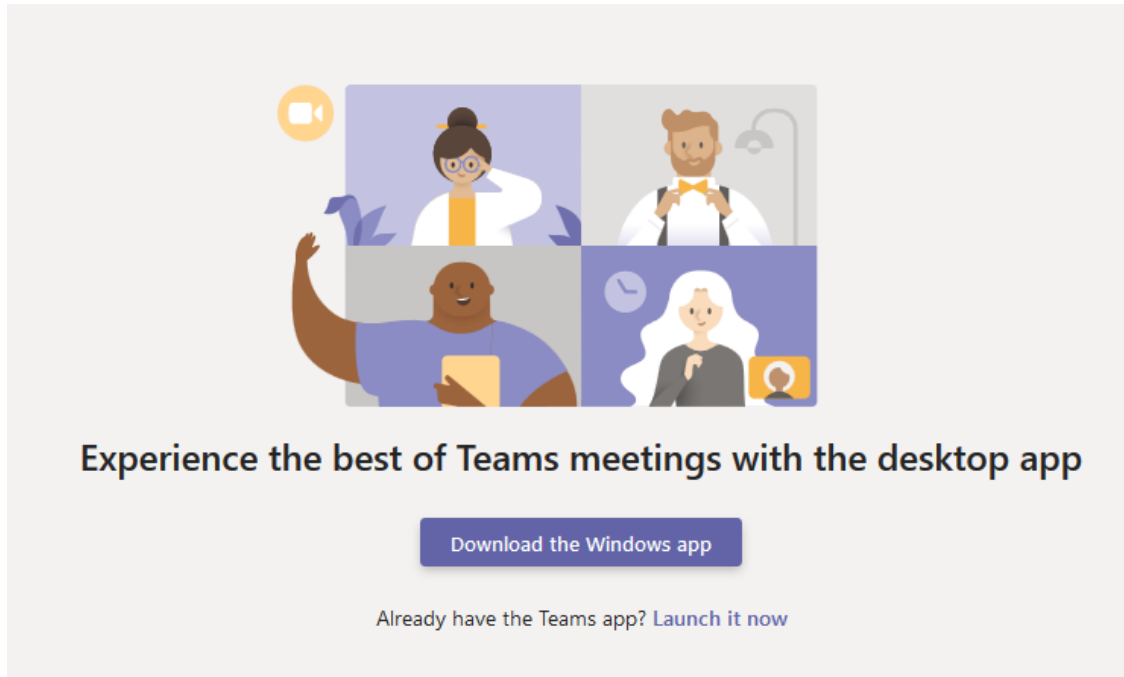
Meeting Options offers guests an option to use just a web browser without the Microsoft Teams application, or the Microsoft 365 Teams web app.

[Join Microsoft Teams Meeting](#)

[Learn more about Teams | Meeting options](#)



While Microsoft Teams applications provide the most comprehensive Teams experience, the simple web browser experience can bypass the Guest's need to install software or require enrollment in Microsoft 365.

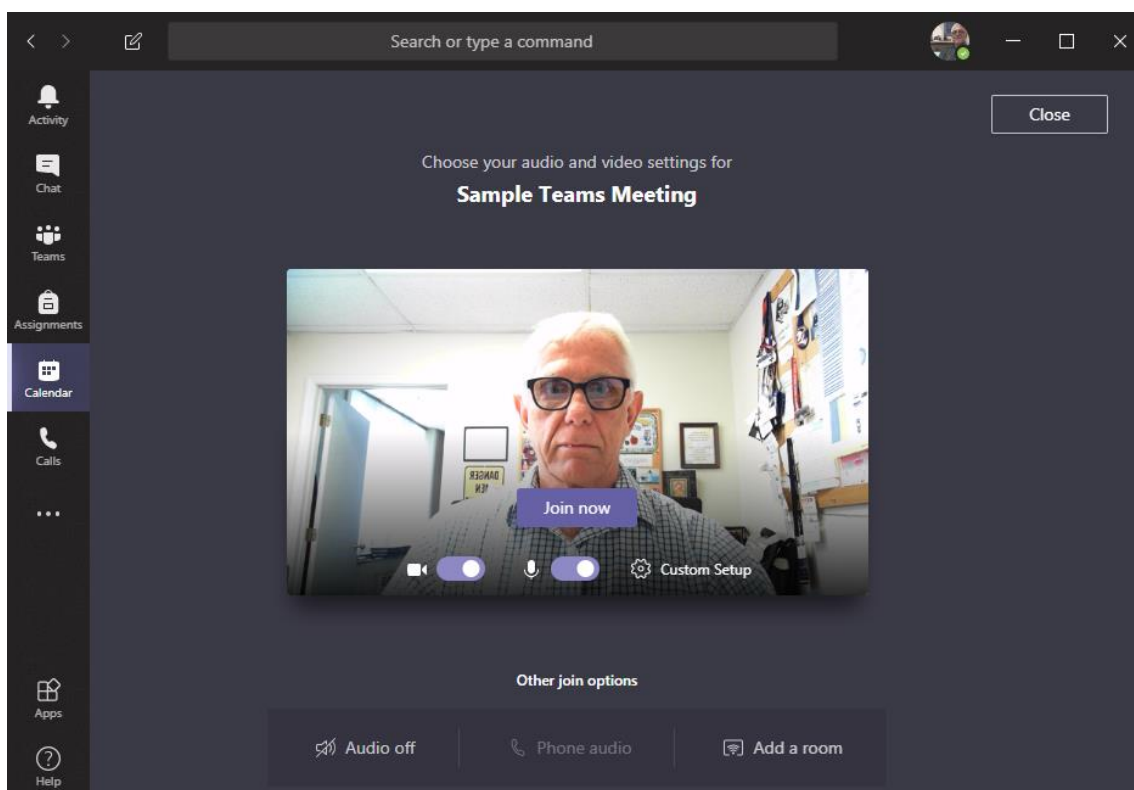


Experience the best of Teams meetings with the desktop app

[Download the Windows app](#)

Already have the Teams app? [Launch it now](#)

A Teams Meeting offers both Audio-only, and Video & Audio communications when a web camera is connected to the computer being used. Mobile phone apps are very similar.



Search or type a command

Activity
Chat
Teams
Assignments
Calendar
Calls
...

Choose your audio and video settings for
Sample Teams Meeting

Join now

Custom Setup

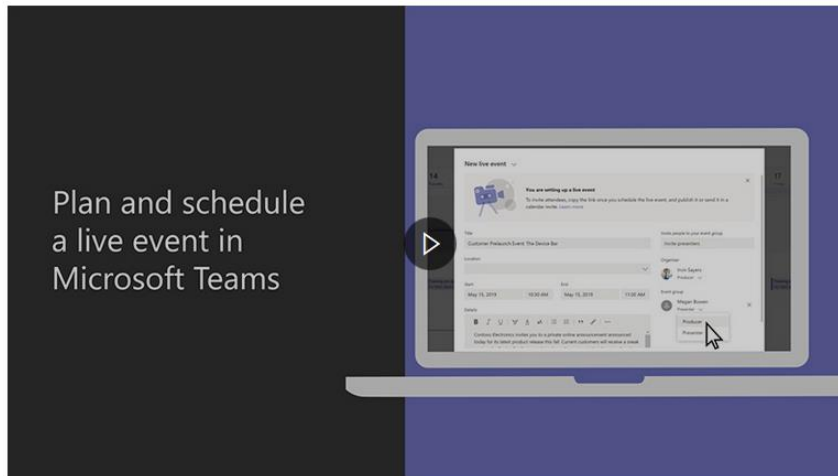
Other join options

Audio off Phone audio Add a room

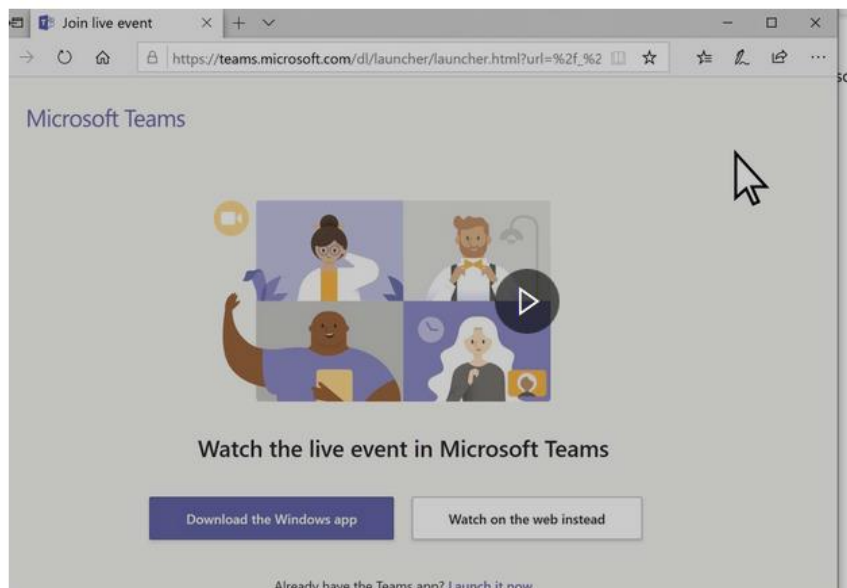


Microsoft Teams Video Tutorials: Need more help – Watch Microsoft Tutorials

- [How to create Meetings with Teams.](#)
- [How to create and schedule a Teams live event.](#)



- [Joining a Teams Meeting without a Teams Account.](#)
- [What to do to attend a Teams live event.](#)



RioNET Information Sheets – Troubleshooting & Assistance Guides

Using technology does not always come easy. What is easy for some, may offer challenges or technical issues for another person. Please reference our Guides for more assistance: <https://www.rio.edu/myrio>

Campus Computing & Networking – support@rio.edu – 800-282-7201