

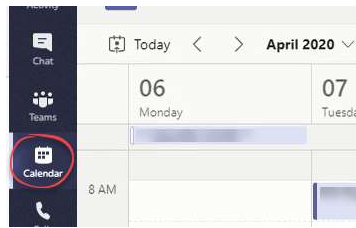


Meetings - 'Meet Now'

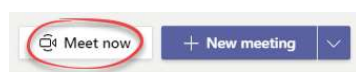
How do I create a meeting to start immediately?

You can use the 'Meet Now' function to create a meeting starting immediately, then invite attendees who can join if available. This option is only available if your mailbox has been migrated to the Microsoft servers.

1. Click the 'Calendar' tab.



2. Click 'Meet Now' to display the 'Meeting' window.



3. Type a title for your meeting.
4. Use the dials at the bottom to switch on/off your camera/microphone.
5. Click 'Join Now'.



Once in the meeting you can then 'invite' others.

6. In the 'Invite Someone' box type the name of the person you wish to invite.
7. Click on the correct name from the list of matches that is displayed as you type.

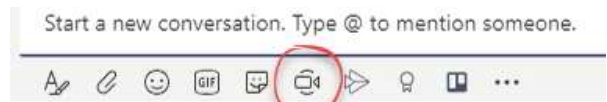


Teams will then call the person specified in the previous step. Add others to the call in the same manner.

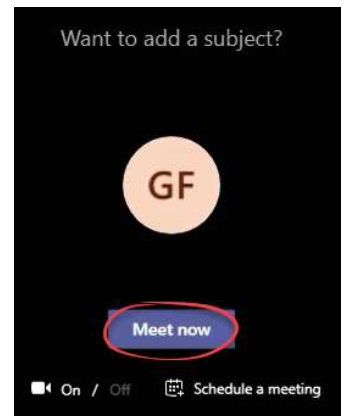
How do I create a meeting with my team to start immediately?

If you wish to start an immediate meeting with members of your Team.

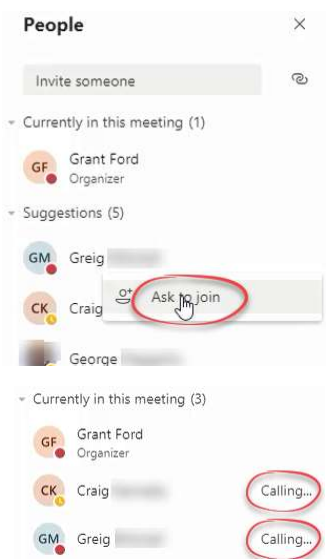
1. Click 'Teams'.
2. Click on the appropriate Team (if you are a member of more than one).
3. Click the 'Meet Now' button in the toolbar at the bottom of the screen.



4. Click to add/change the subject.
5. Click the 'Meet Now' button.



- The 'People' window will display at the right hand side of the screen with all members of the 'Team' listed.
6. Right click on the team members you wish to invite.
 7. Click 'Ask to Join'.



They will then be notified of the meeting and can click to join.



**For help and assistance,
call the ICT Helpdesk
0141-342 1570**

Available during office hours. For critical support
at other times refer to the out-of-hours phone list.

Part of the 'How do I...' series of helpsheets. For more, visit ictsupport.key.org.uk