

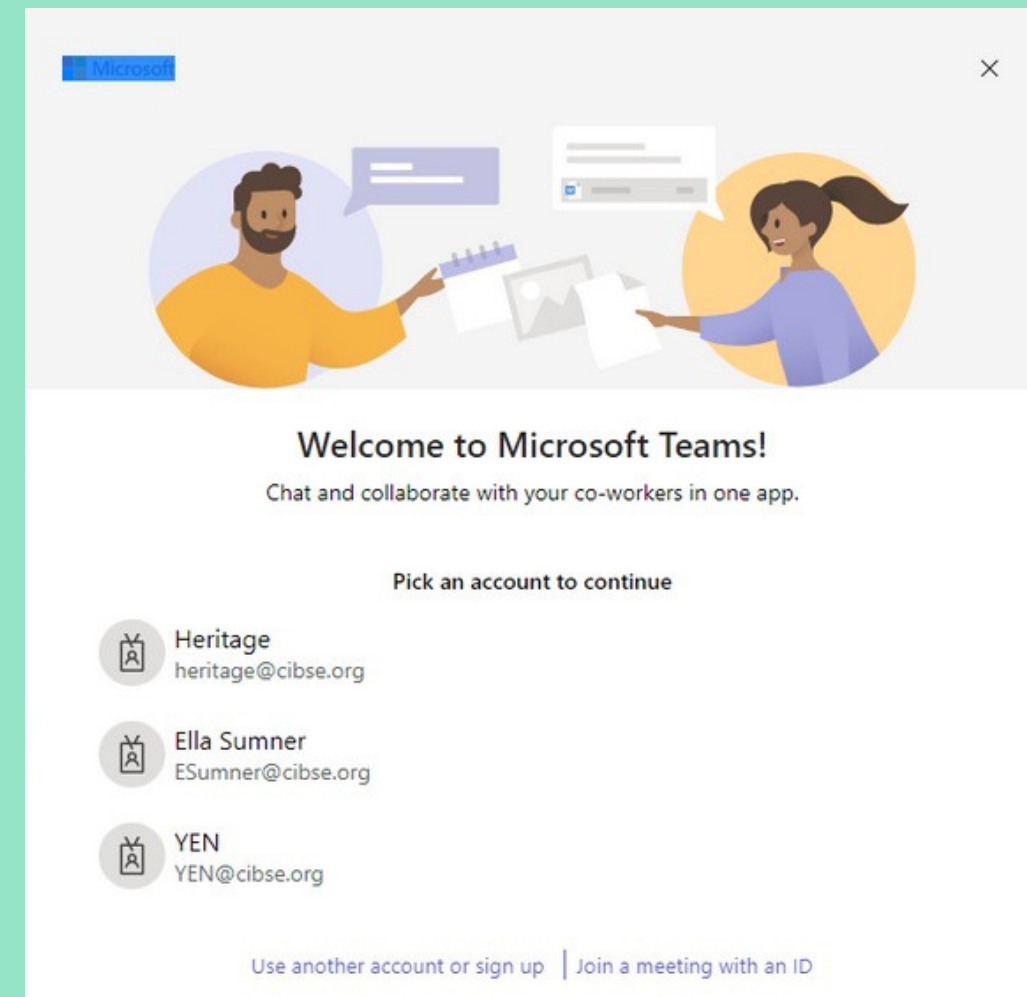
Webinars in Microsoft Teams

A step by step guide to using Microsoft Teams to organise
and manage CIBSE volunteer events



Accessing your account

- 01** Your Microsoft account will be tied to your network's CIBSE email address (yournetwork@cibse.org). The default password is !!Welcome10!!
- 02** Contact regions@cibse.org or groups@cibse.org for assistance accessing your account.



Creating an event

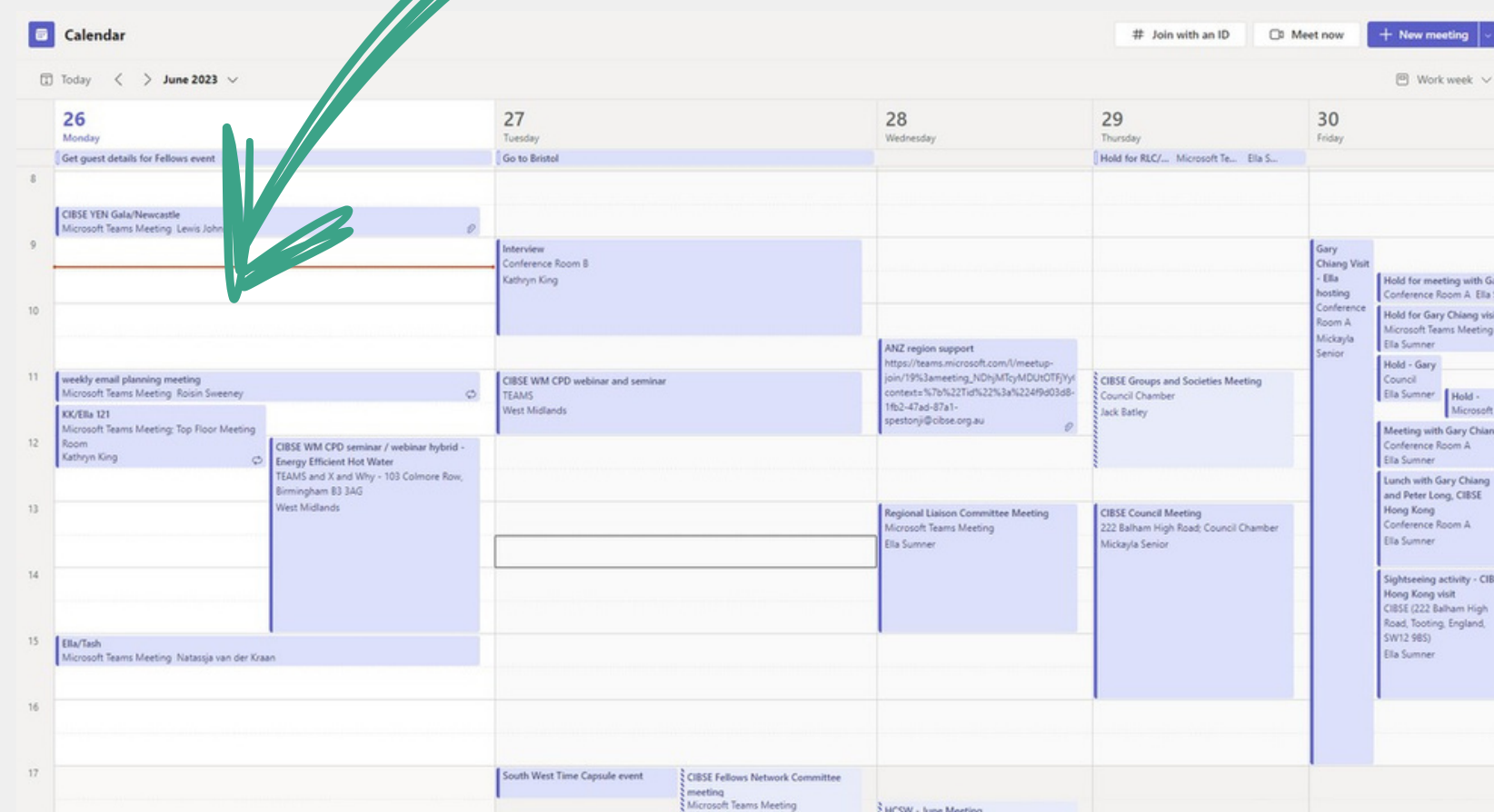
To create an event in Teams, it is the same as organising any other meeting on the platform

You can also do this in Outlook by sending a calendar invite to your presenters and turning on the 'Teams meeting' feature

01 Select 'Calendar' from the right hand menu

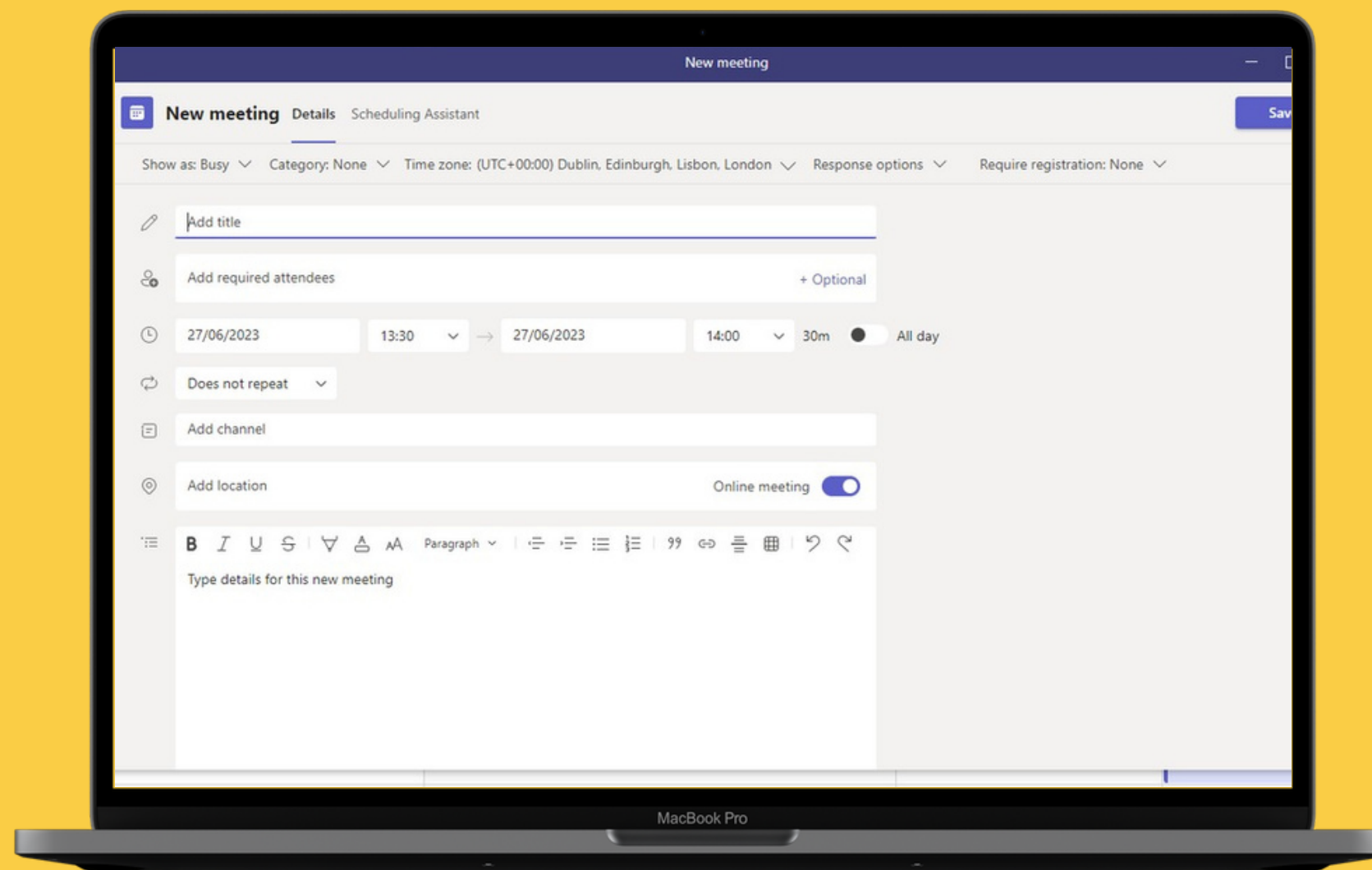
02 Click on the 'New meeting' icon in the top-right corner, or click on your desired time and date in the calendar

click here



Meeting info

Complete this page with the basic details of your event



- 01** Complete the required fields with the title, date and time of your event
- 02** Add your presenters as attendees
- 03** Set the start time of your meeting to be 15 minutes' early to allow time to check presenters' microphones and cameras are working
- 04** Click the 'Save' button in the top right corner to generate the link



Issue these links to your delegates via the 'Online event page' or 'Messages to attendees' features on Eventbrite



Test event

Chat

Files

Details

Scheduling Assistant

Attendance

Meeting Whiteboard

Breakout rooms

Q&A



✕ Cancel meeting

⇌ Copy link

Show as: Busy

Category: None

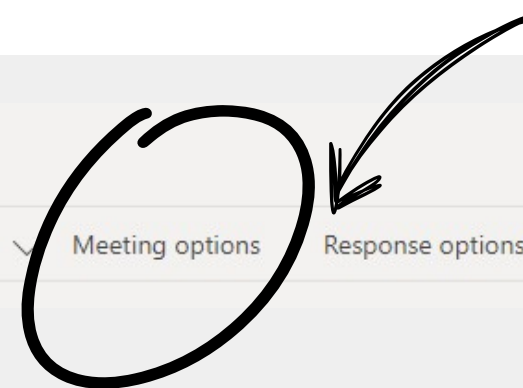
Time zone: (UTC+00:00) Dublin, Edinburgh, Lisbon, London

Meeting options

Response options



click here



Meeting options (pre-event)

Set up a waiting room for delegates and turn their cameras and microphones off



Meeting options

Who can bypass the lobby?

People who were invited (Turn off...)

People dialing in can bypass the lobby

No

Announce when people dialing in join or leave

No

Choose co-organizers:

KK Kathryn King

Who can present

Only me and co-organizers

Allow mic for attendees

No

Allow camera for attendees

No

Record automatically

Yes

Meeting chat

On

Allow reactions

Yes

Provide CART Captions

No

Enable language interpretation

No

Q&A

No

Allow attendance report

Yes

Save

01 Select meeting options from the menu on the 'Meeting info' page

02 You will be taken to a web page in your browser

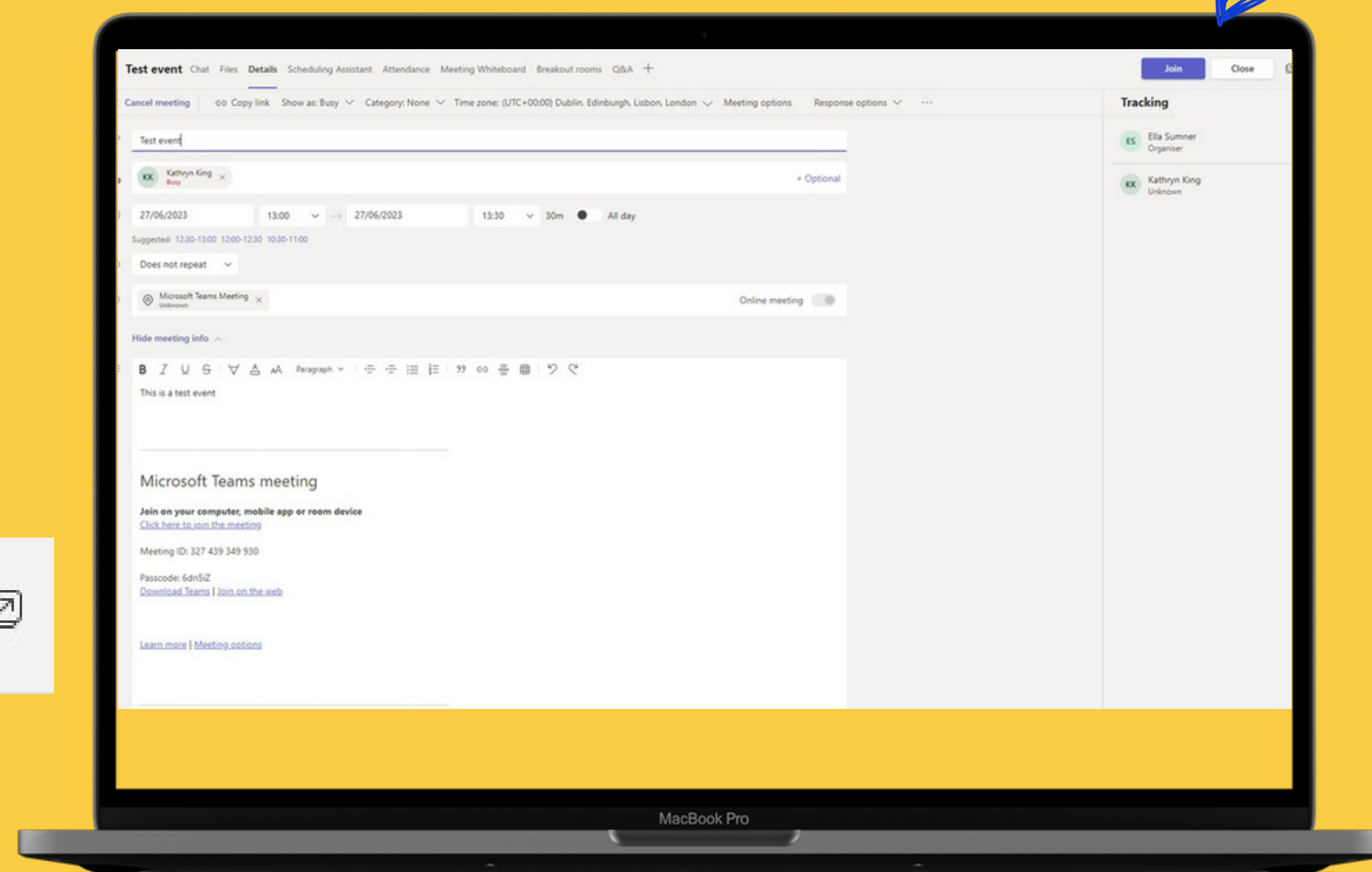
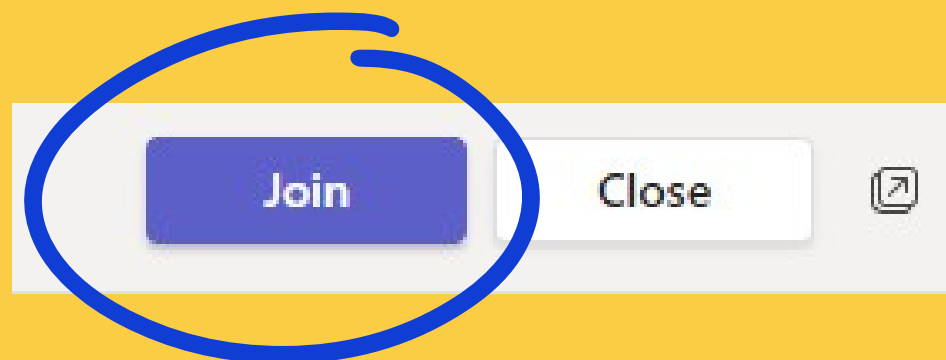
03 To set up a waiting room for delegates to stop them joining the call until you are ready, select 'people who were invited' from the 'Who can bypass the lobby' drop down menu, and toggle off the below two buttons

04 Choose your presenters as co-organizers (they will need to accept the invite to appear in this list)

05 If they do not appear, select 'specific people' from the 'Who can present' menu

06 Toggle off the buttons for attendee cameras and microphones and toggle on the button to record the event automatically

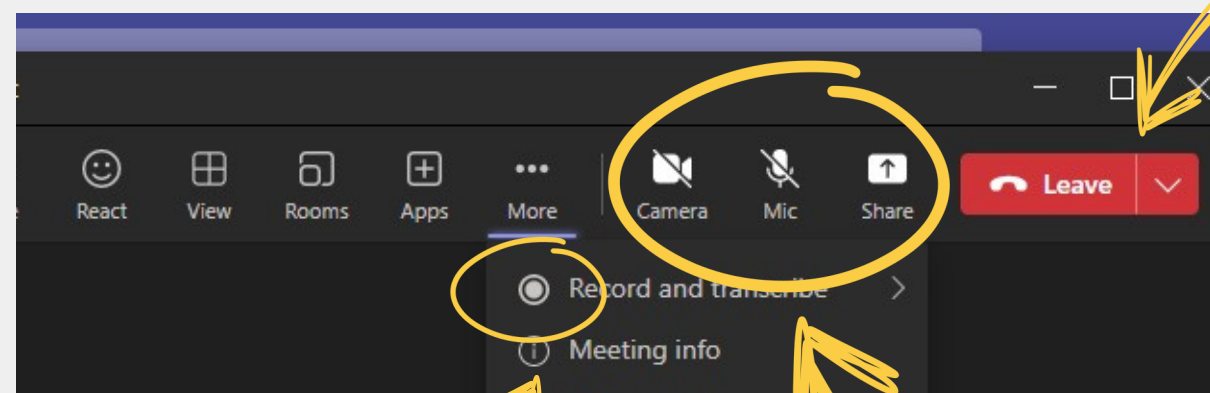
Start your meeting



01 Open your event and click the 'Join' button in the top right-hand corner

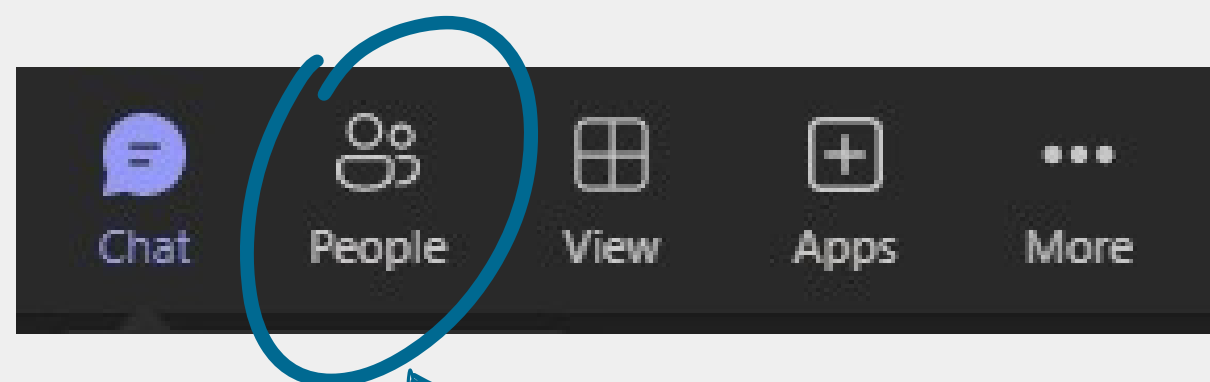
In the meeting

Control your microphone and camera, share your screen and record the meeting



Don't forget to press record!

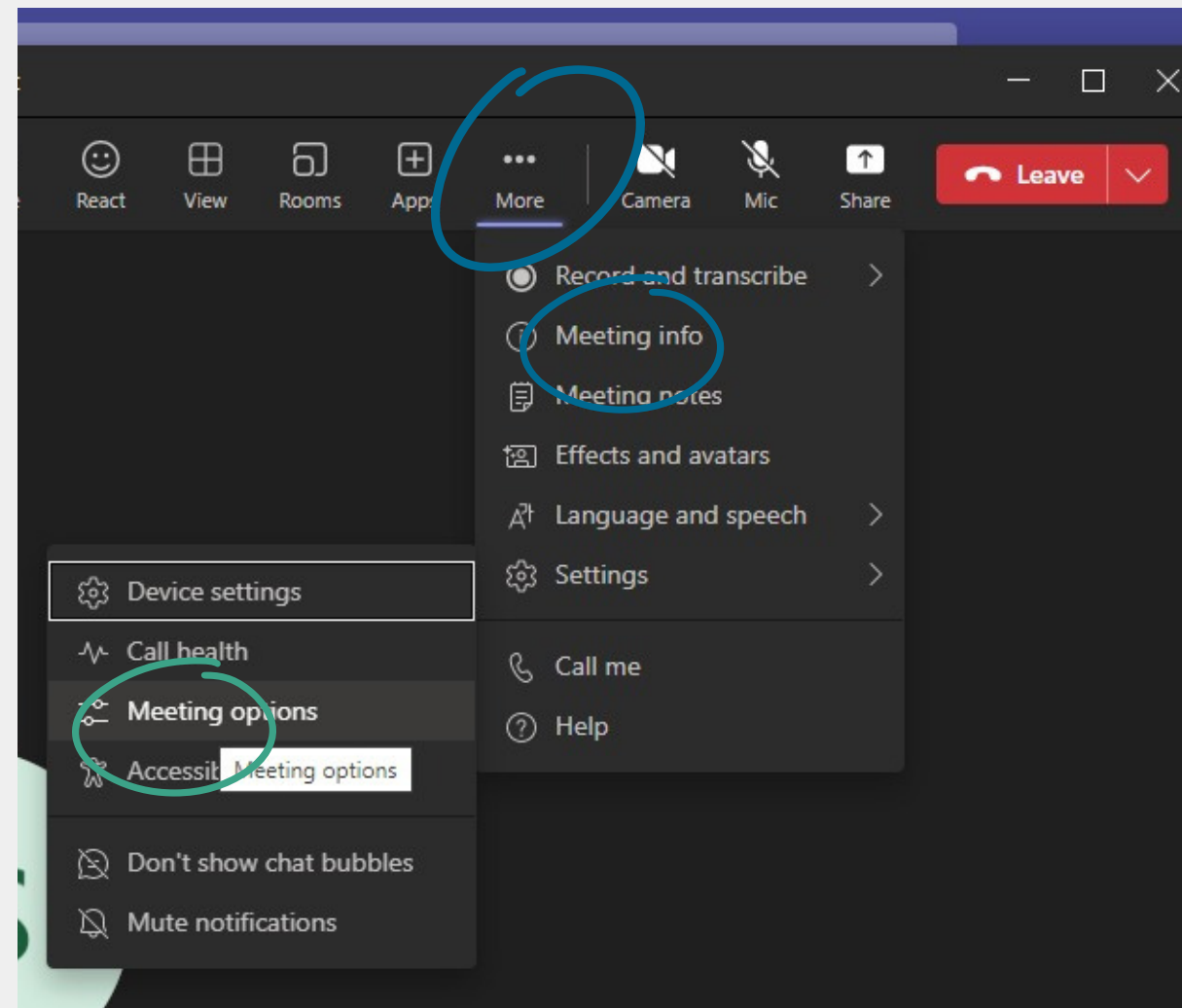
Turn on and off your microphone and camera and share your screen here



Click here to see a list of attendees and use Eventbrite's 'Check in' feature to record their attendance

Meeting options (in the event)

You can adjust the meeting options while in the meeting to admit speakers and delegates and turn on and off delegate microphones and cameras



01 Select 'meeting options' from the drop down menu - a menu will appear with same the options as on the previous page

02 **Admit presenters** If you could not make your presenters organisers before the meeting, you can click on the people icon at the top right hand corner of the meeting to see a list of everyone on the call. Click on the three dots besides your presenter's name and select 'make a presenter'



» When you are ready to admit delegates, adjust the settings so that 'Everyone' can bypass the lobby and click 'admit all' above the list of participants in the room





Need any assistance?

Contact regions@cibse.org or groups@cibse.org