

Committee Meetings in Microsoft Teams

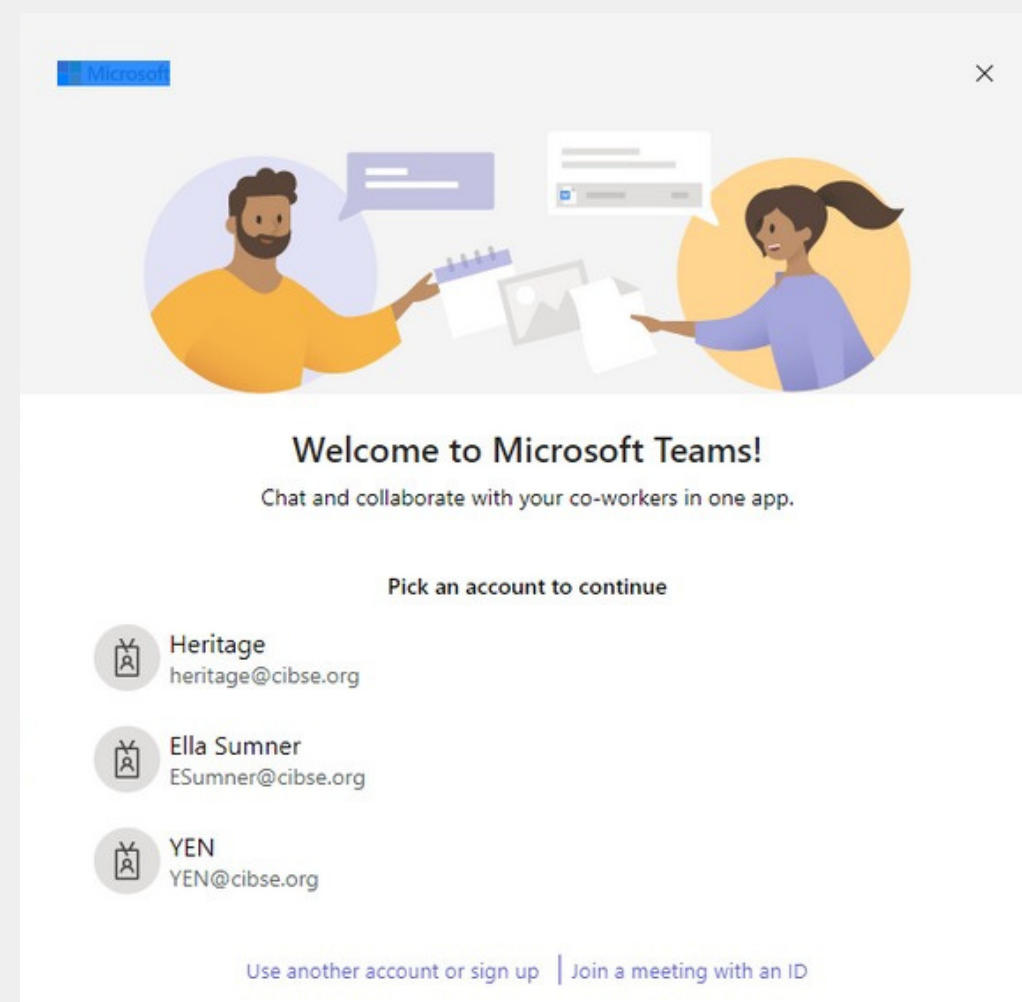
A step by step guide to using Microsoft Teams to organise
and manage CIBSE volunteer committee meetings





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

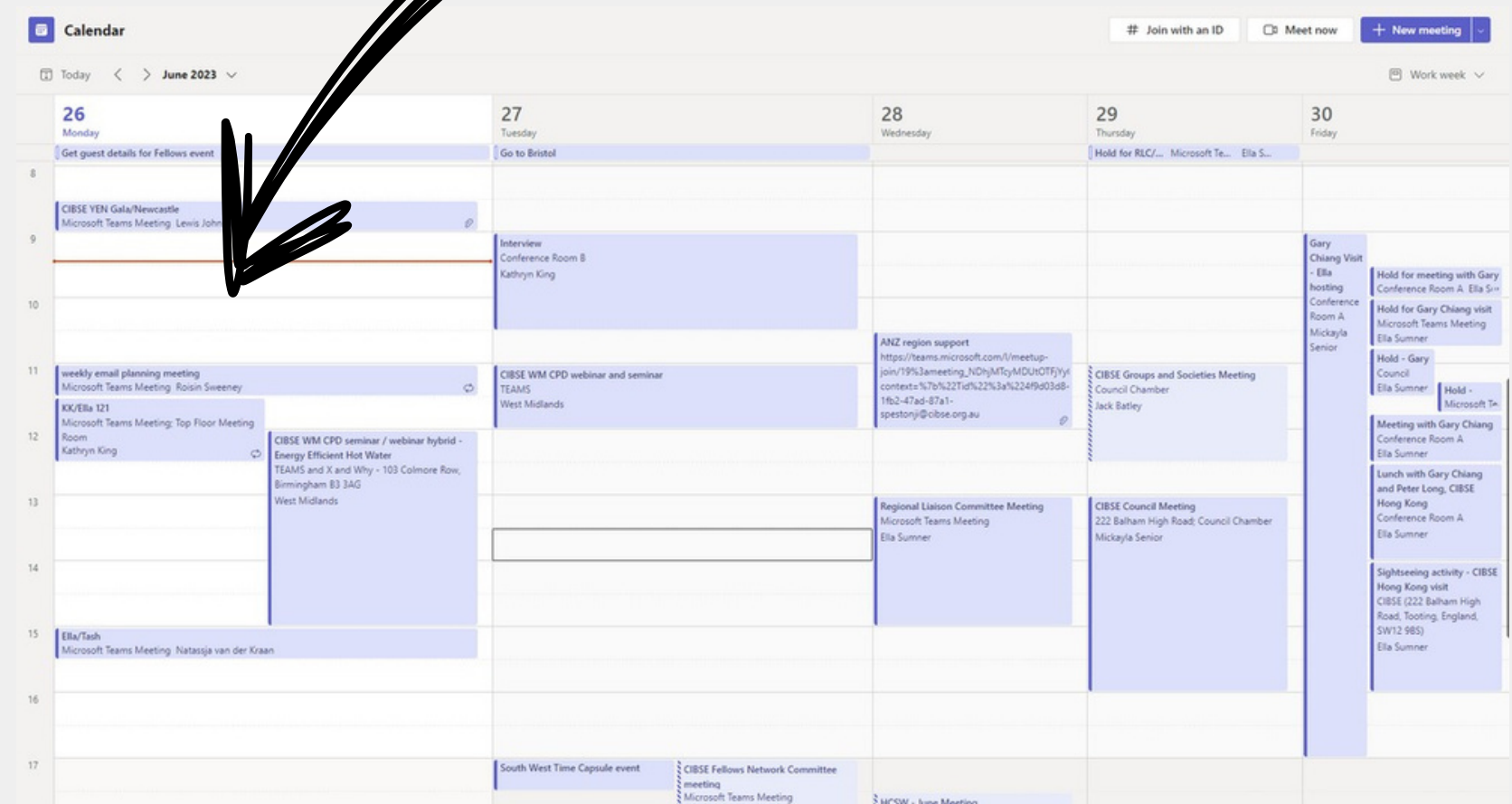
To create an event in Teams, it is the same as organising any other meeting on the platform

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

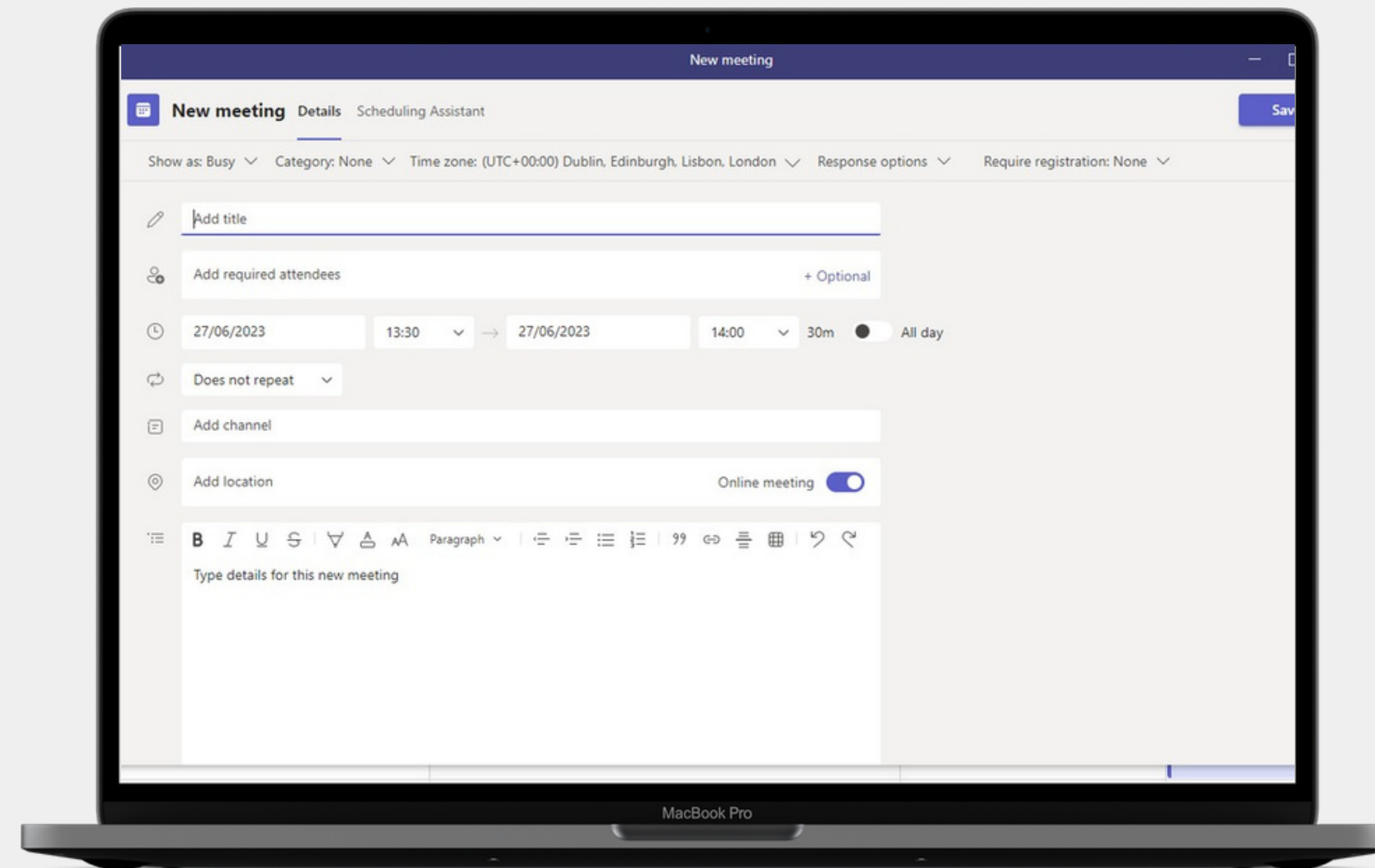
02 Click on the 'New meeting' icon in the top-right corner, or click on your desired time and date in the calendar

click here



Meeting info

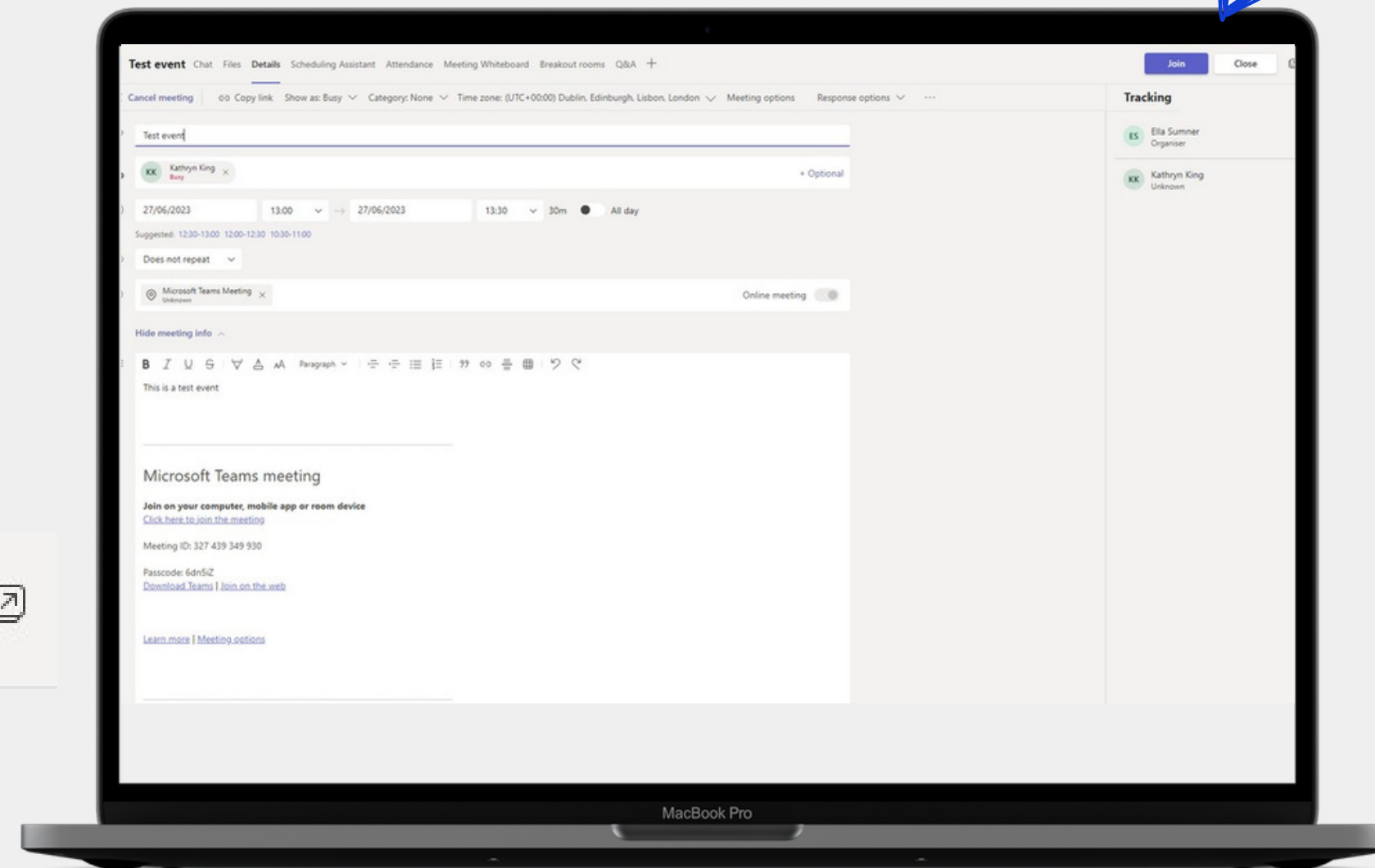
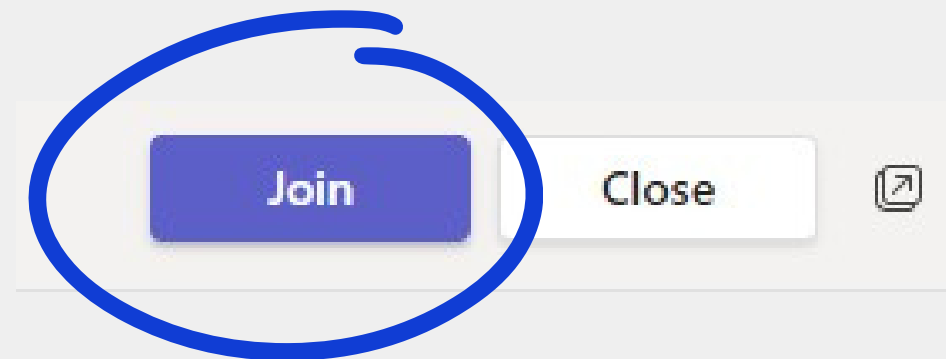
Complete this page with the basic details of your event



- 01** Complete the required fields with the title, date and time of your event
- 02** Add your committee members as attendees
- 03** Click the 'Save' button in the top right corner to generate the link



Start your meeting



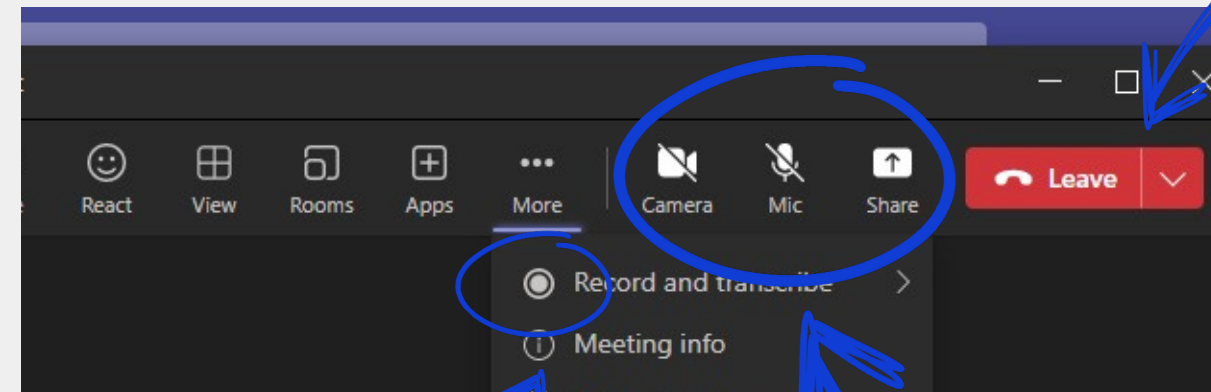
01 Open your event and click the 'Join' button in the top right-hand corner





In the meeting

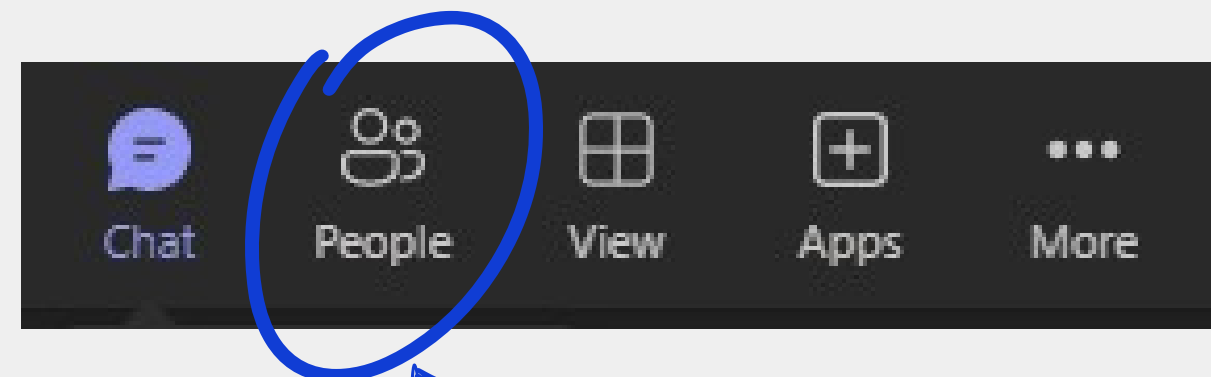
Control your microphone and camera, share your screen and record the meeting



You can press record here

Click on the drop down menu and select 'End for all' to close the meeting

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



Click here to see a list of attendees





Need any assistance?

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