

Office Hours: Video-conferencing on Microsoft Teams

Microsoft Teams to enable professors/instructors the ability to provide Office Hours using video-conferencing

Did you know that the University of Toronto has free, on-demand, video-conferencing that staff and faculty can use to host and run virtual meetings, presentations, and even virtual office hours? It's called **Microsoft Teams Video** and can be accessed via your Office 365 account.

Please note, students and people external to the University can participate and watch, but only staff and faculty can set up and host these sessions.

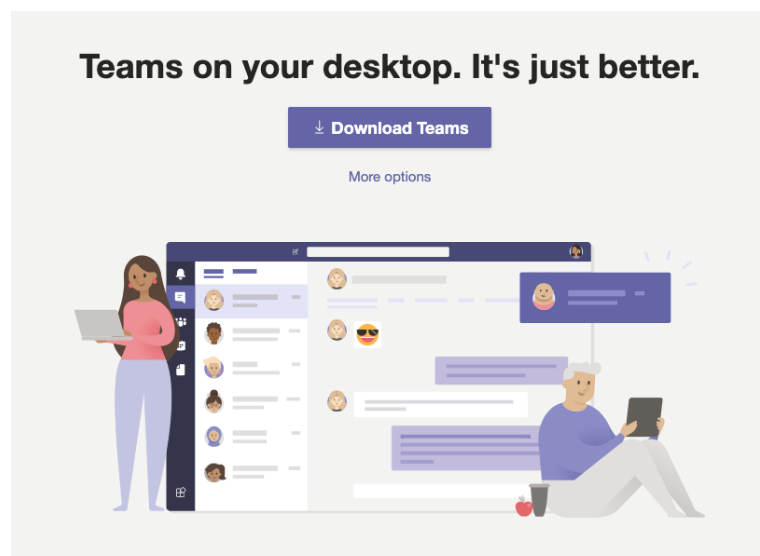
Follow these steps to access Teams Video:

Do you have access to MS Outlook via desktop apps?

- 1. Check your MS Outlook desktop app version**
 - a. If it is a 2016 version or more recent you can use it with MS Teams Video
 - b. If not, update to the newer version
 - Go to 'Help' and choose 'check for updates' and see what is available
- 2. If you don't have MS Outlook on your computer as a desktop app**
 - a. Go to <https://onesearch.library.utoronto.ca/ic-faq-categories/office-365-proplus>
 - b. Download Office 365 ProPlus (Windows or Mac)
 - b. Login using your UTORid
- 3. If you don't download MS Outlook, you can use it through your browser**

Do you have access to MS Teams via desktop apps?

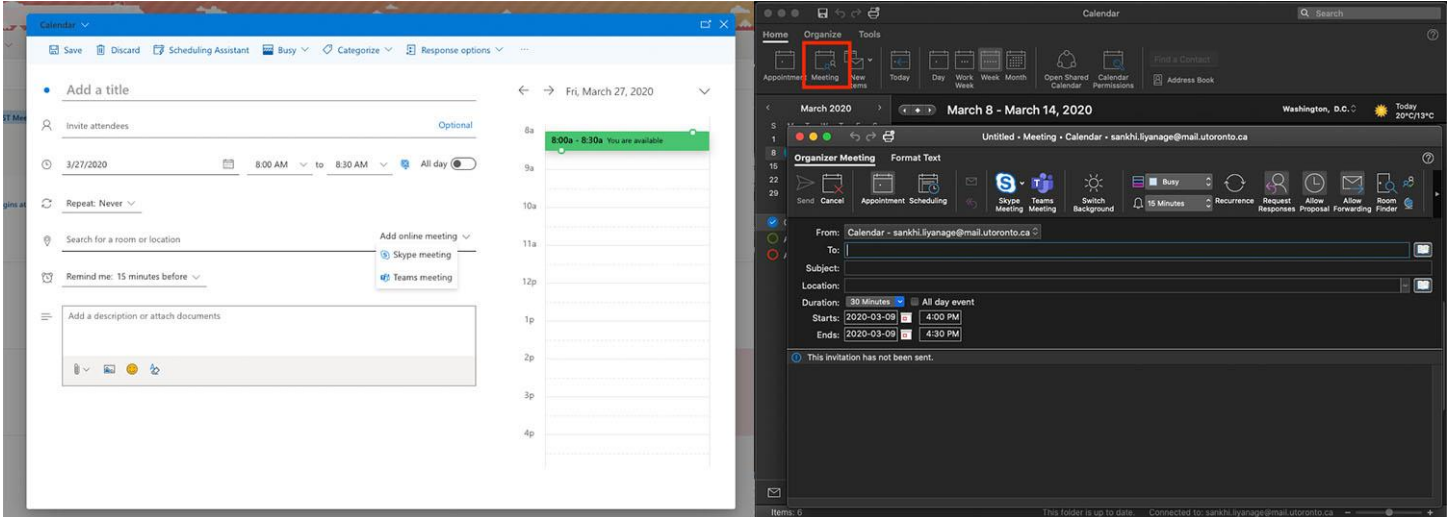
- 1. If you don't have MS Teams on your computer as a desktop app**
 - a. Go to <https://teams.microsoft.com/downloads>
 - b. Download Teams
 - c. Login using your UTORid
- 2. If you have MS Teams as a Desktop app**
 - a. Login using your UTORid



Creating Calendar Invites

1. Using MS Outlook (app or browser)

- Go to the Outlook Calendar view
- Select the new “New Event” (browser, left image) or “Meeting” (app, right image)

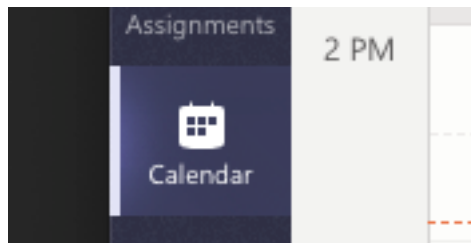


- Fill out the event details
- Invite participants, or, in the case of office hours or virtual drop-ins, invite yourself (you will later see an entry in your calendar for that meeting, with a link to participate, which can be copied and shared with your invited attendees).
- You should see an option online “Add Online Meeting,” select “Teams meeting”



2. Using MS Teams

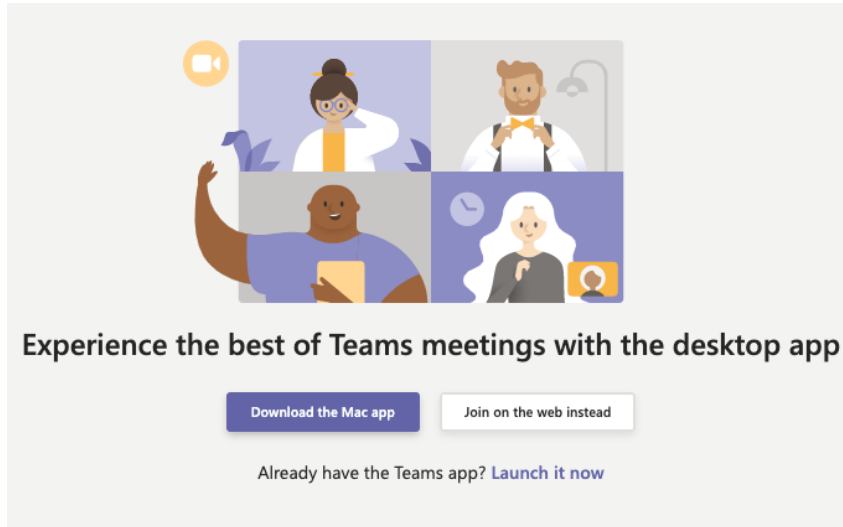
- Go to the Teams
- Select 'Calendar' on left side navigation



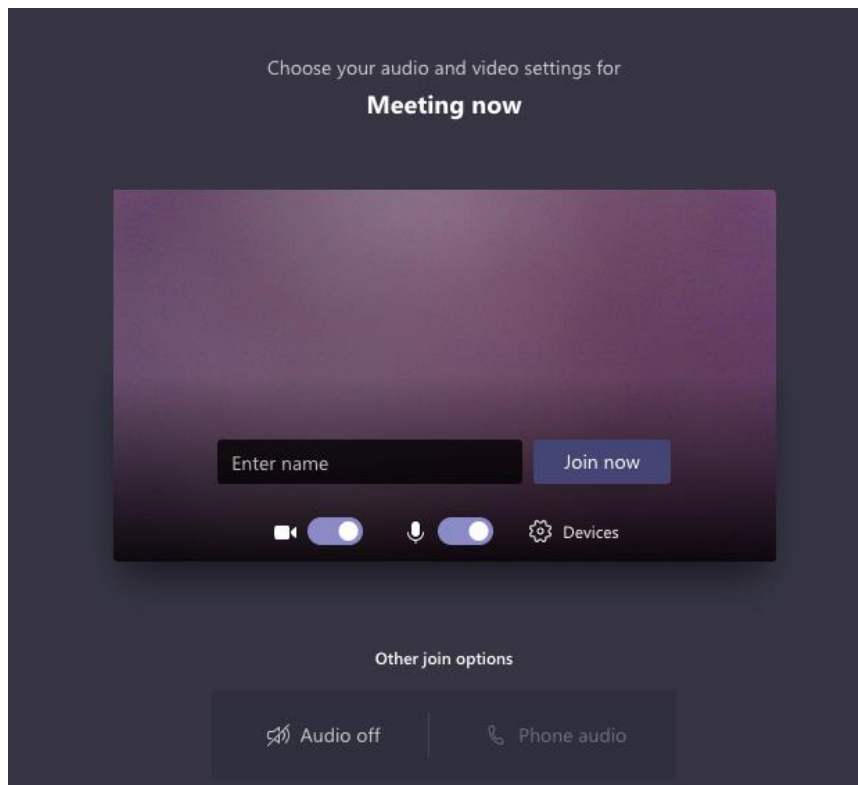
- Click “New Meeting”
- Fill in event details
- Invite participants, or, in the case of office hours or virtual drop-ins (this will send an email out to your audience via Outlook)

Students View for Video Conference (or users without access to Teams):

1. Attendees will receive invite via email a calendar invite with a “join” button or a “Join Microsoft Teams Meeting” link.
2. Once the attendees clicks on the “join” or “Join Microsoft Teams Meeting”, their browser will open a page with a choice of downloading MS Teams or Join on the web, make sure students join on the web, faculty and staff can join with the MS Teams app (add a note in the event for students to select “join on the web instead”).

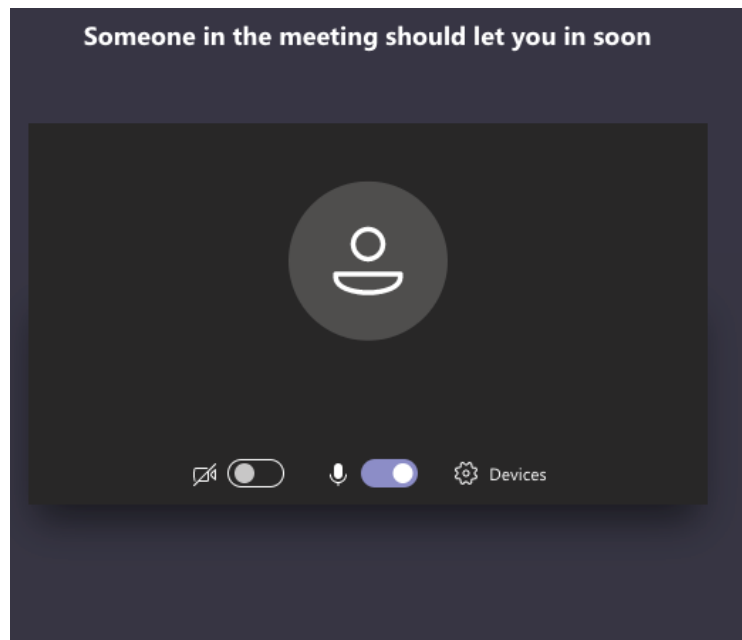


3. After students can type their preferred name to join the meeting as and choose their video and audio settings.



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4. They click join now" and the student will be paused waiting for the Instructor/ facilitatory of the meeting to let them into the meeting



If there are any technical issues, please contact: need.team@utoronto.ca

Phone number is only available to select people at an extra cost. For more information on phone number option contact: need.team@utoronto.ca