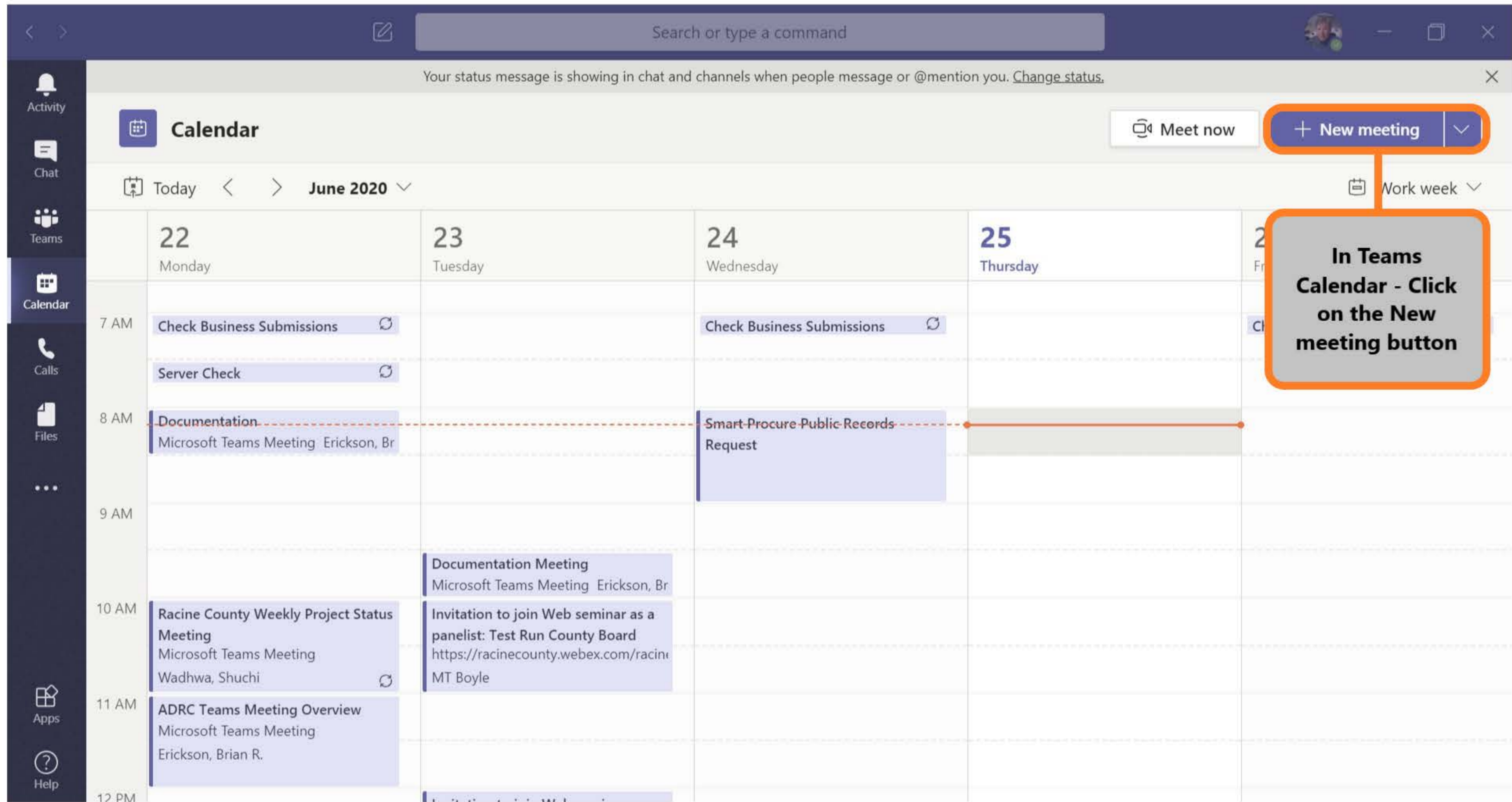


Teams Meetings

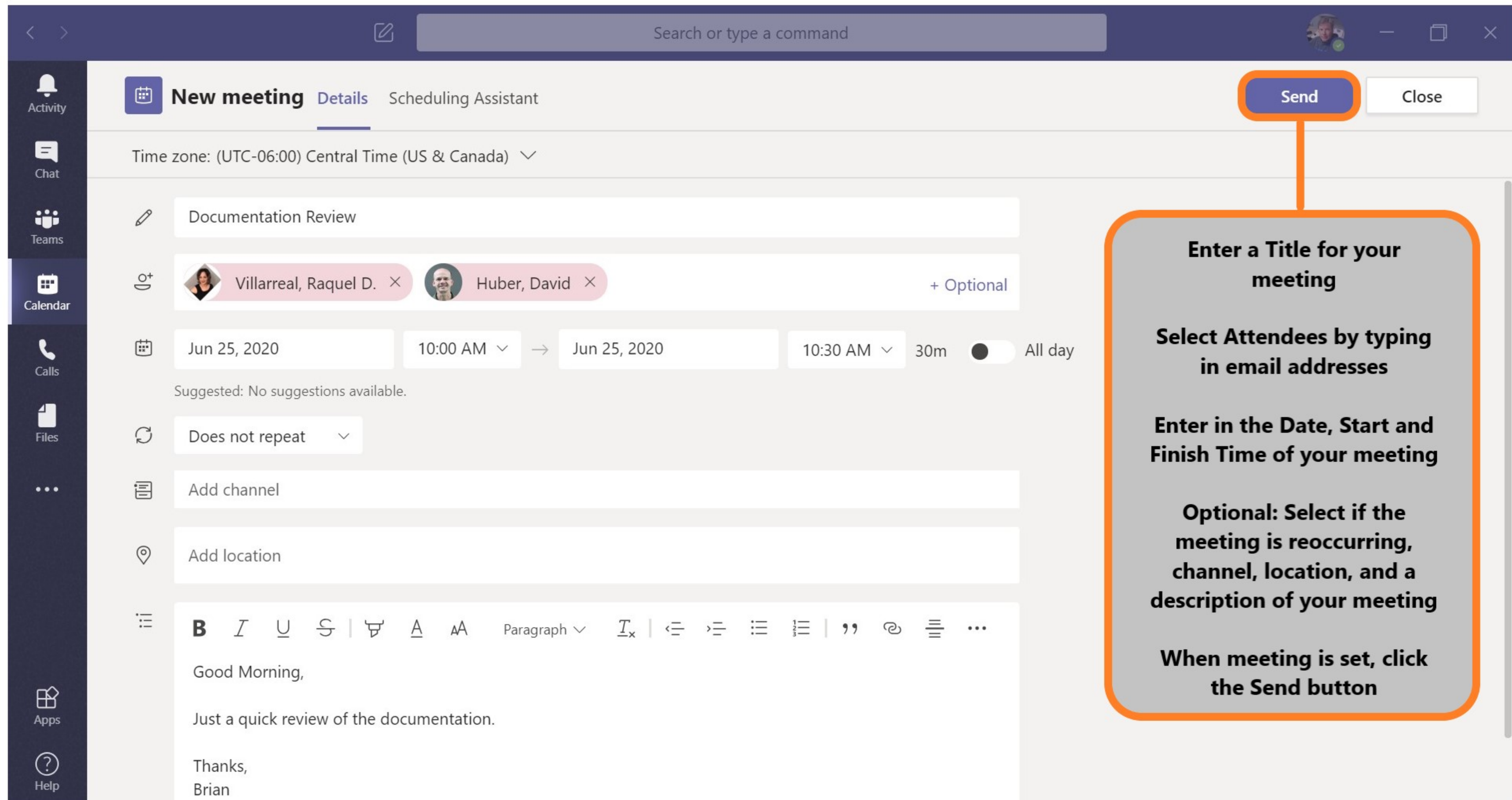
Schedule a meeting from Teams



The screenshot displays the Microsoft Teams interface with the calendar view active. The top navigation bar includes a search bar and a status message. The left sidebar shows navigation options: Activity, Chat, Teams, Calendar (selected), Calls, Files, Apps, and Help. The main calendar area shows a weekly view for June 2020, with columns for days 22 (Monday), 23 (Tuesday), 24 (Wednesday), and 25 (Thursday). The time slots range from 7 AM to 12 PM. Several meeting events are visible, including 'Check Business Submissions', 'Server Check', 'Documentation', 'Smart-Procure Public Records Request', 'Documentation Meeting', 'Racine County Weekly Project Status Meeting', 'Invitation to join Web seminar as a panelist: Test Run County Board', and 'ADRC Teams Meeting Overview'. A 'Meet now' button is located in the top right of the calendar area, and a '+ New meeting' button is highlighted with an orange border. A callout box with an orange border points to the '+ New meeting' button, containing the text: 'In Teams Calendar - Click on the New meeting button'.

Teams Meetings

Schedule a meeting from Teams



Search or type a command

New meeting Details Scheduling Assistant

Time zone: (UTC-06:00) Central Time (US & Canada) ▾

Documentation Review

Villarreal, Raquel D. × Huber, David × + Optional









Jun 25, 2020 10:00 AM ▾ → Jun 25, 2020 10:30 AM ▾ 30m All day

Suggested: No suggestions available.

Does not repeat ▾

Add channel

Add location

B *I* U     Paragraph ▾  |  >= <= |   | ” @ ≡ ...

Good Morning,

Just a quick review of the documentation.

Thanks,
Brian

Send Close

Enter a Title for your meeting

Select Attendees by typing in email addresses

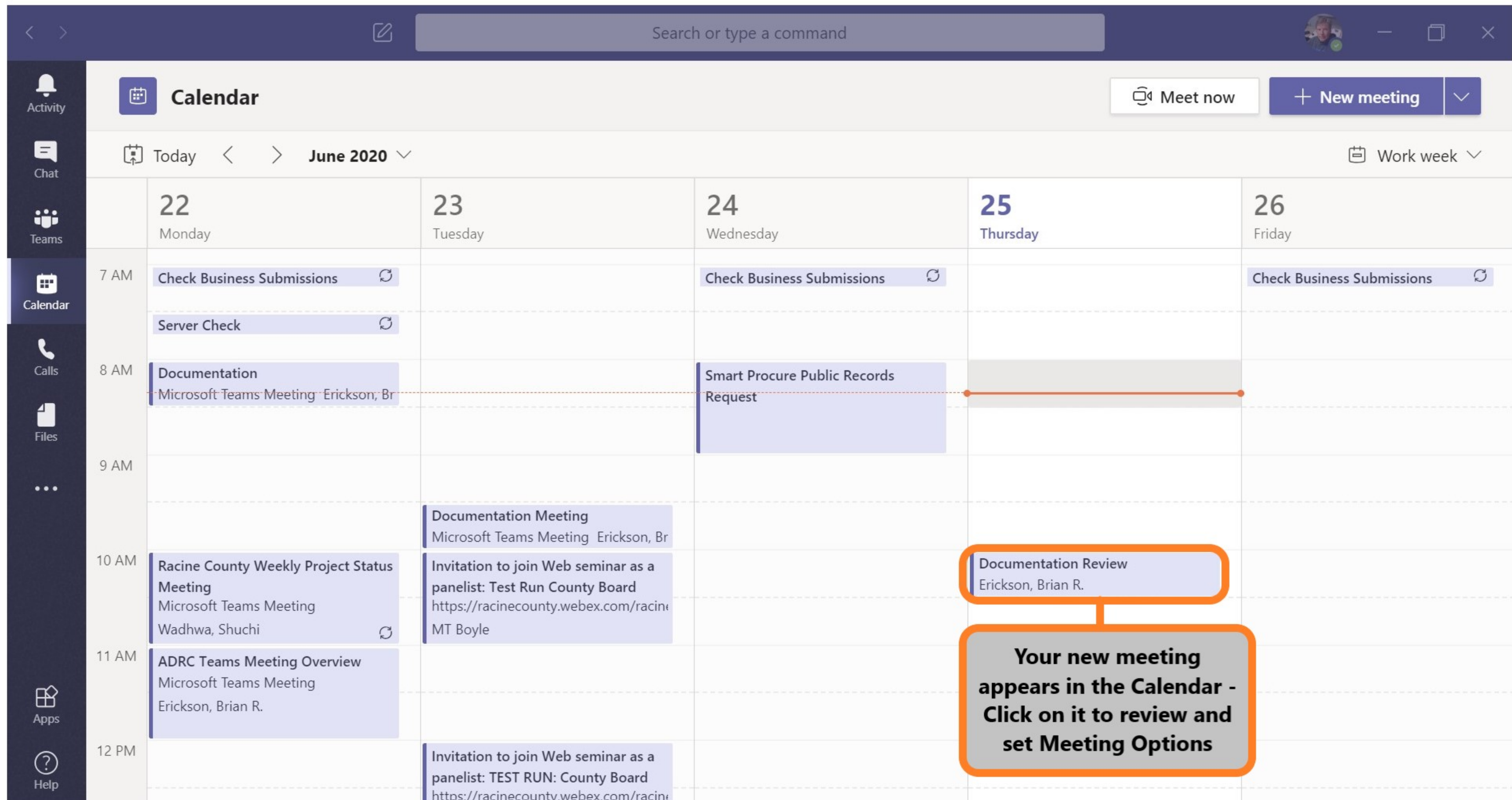
Enter in the Date, Start and Finish Time of your meeting

Optional: Select if the meeting is reoccurring, channel, location, and a description of your meeting

When meeting is set, click the Send button

Teams Meetings

Schedule a meeting from Teams



The screenshot displays the Microsoft Teams calendar interface. At the top, there is a search bar with the text "Search or type a command". Below this, the "Calendar" tab is active, showing a weekly view for June 2020. The calendar grid shows a meeting titled "Documentation" scheduled for Thursday, June 25th, from 8 AM to 9 AM. The meeting is organized by Erickson, Brian R. An orange callout box highlights this meeting with the text: "Your new meeting appears in the Calendar - Click on it to review and set Meeting Options".

Calendar Meet now + New meeting

Today < > June 2020 Work week

	22 Monday	23 Tuesday	24 Wednesday	25 Thursday	26 Friday
7 AM	Check Business Submissions		Check Business Submissions		Check Business Submissions
	Server Check				
8 AM	Documentation Microsoft Teams Meeting Erickson, Br		Smart Procure Public Records Request		
9 AM					
10 AM	Racine County Weekly Project Status Meeting Microsoft Teams Meeting Wadhwa, Shuchi	Documentation Meeting Microsoft Teams Meeting Erickson, Br	Invitation to join Web seminar as a panelist: Test Run County Board https://racinecounty.webex.com/racine MT Boyle	Documentation Review Erickson, Brian R.	
11 AM	ADRC Teams Meeting Overview Microsoft Teams Meeting Erickson, Brian R.				
12 PM		Invitation to join Web seminar as a panelist: TEST RUN: County Board https://racinecounty.webex.com/racine			

Your new meeting appears in the Calendar - Click on it to review and set Meeting Options

Teams Meetings

Schedule a meeting from Teams

Search or type a command

Documentation Review Chat Files Details Scheduling Assistant Meeting notes Whiteboard

Join Close

Cancel meeting | Time zone: (UTC-06:00) Central Time (US & Canada) Meeting options

Documentation Review

Villarreal, Raquel D. × Huber, David ×

Jun 25, 2020 10:00 AM → Jun 25, 2020

Suggested: No suggestions available.

Does not repeat

Add location

B *I* U ~~S~~ | ~~V~~ A AA Paragraph I_x | <≡ >≡ :≡ ≡≡ | ” @ ≡ ...

Good Morning,

Just a quick review of the documentation.

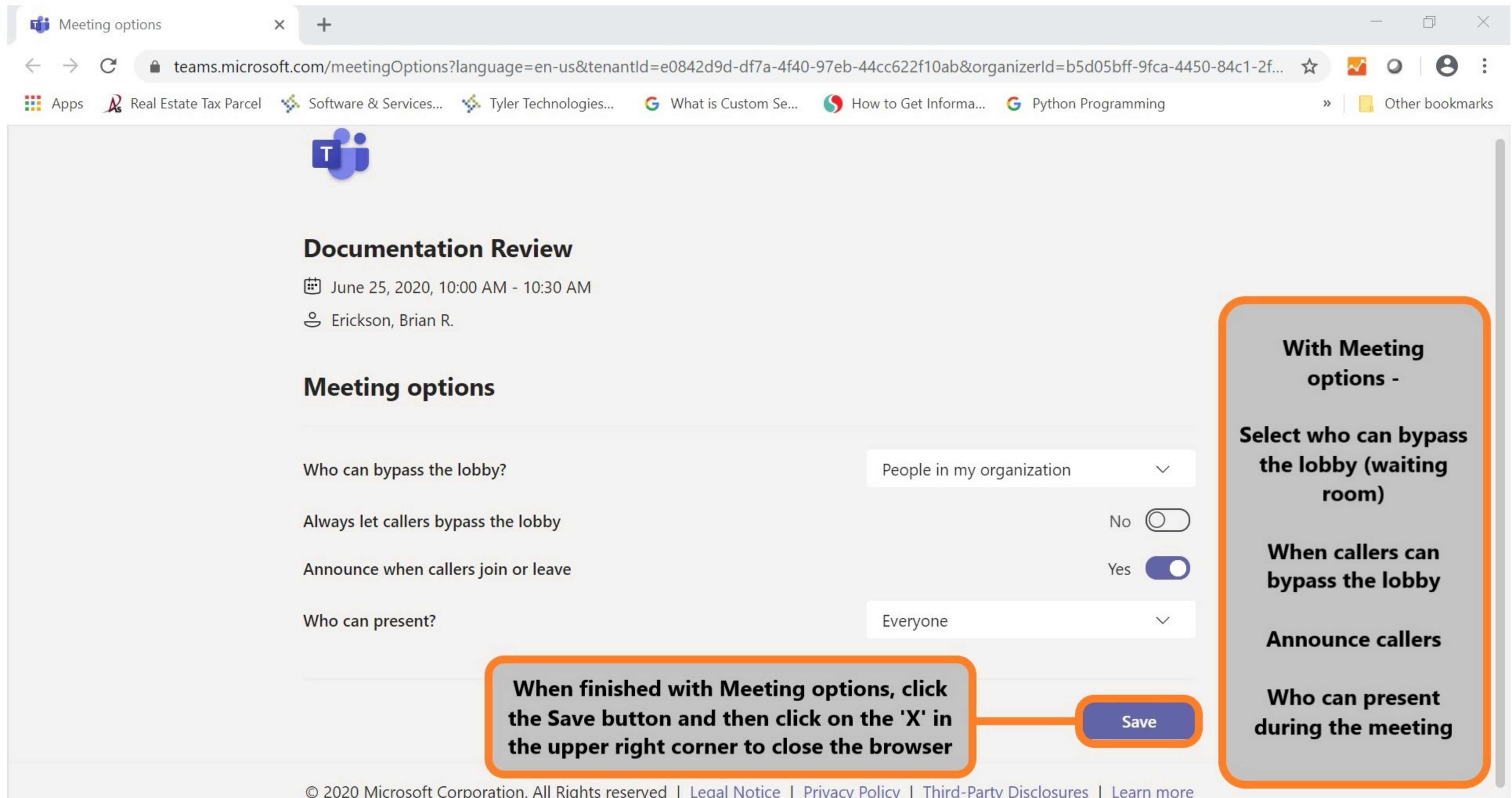
Thanks,
Brian

Tracking

- Erickson, Brian R. Organizer
- Villarreal, Raquel D. Unknown
- Huber, David Unknown

Teams Meetings


Schedule a meeting from Teams



Meeting options

teams.microsoft.com/meetingOptions?language=en-us&tenantId=e0842d9d-df7a-4f40-97eb-44cc622f10ab&organizerId=b5d05bff-9fca-4450-84c1-2f...

Apps Real Estate Tax Parcel Software & Services... Tyler Technologies... What is Custom Se... How to Get Informa... Python Programming Other bookmarks



Documentation Review

June 25, 2020, 10:00 AM - 10:30 AM

Erickson, Brian R.

Meeting options

Who can bypass the lobby? People in my organization

Always let callers bypass the lobby No

Announce when callers join or leave Yes

Who can present? Everyone

When finished with Meeting options, click the Save button and then click on the 'X' in the upper right corner to close the browser

With Meeting options -

- Select who can bypass the lobby (waiting room)
- When callers can bypass the lobby
- Announce callers
- Who can present during the meeting

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