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Microsoft Teams – Breakout Rooms

The process below sets out one way to recreate Breakout Rooms for use during meetings in Teams.


1. Create a Team

To create a team:

1. Click **Teams**  on the left side of the app
2. Then click **Join or create team**  located at the top right of the screen
3. Click **Create a team**
4. Select the Team type **Other**
5. Enter a **Team name**
6. Enter a **Description** for the Team
7. Make sure **Privacy** is set to **Private – Only team owners can add members**
8. Click **Next**
9. Enter in the Team members and select their roles (this can be done later)

2. Channels

2.1. Create a Channel

1. Click the ellipses next to the Team name: **TEALFest 2020** 
2. Select **Add channel**
3. Enter a **Channel name**
4. Enter a **Description**
5. Leave **Privacy** on the default **Standard – Accessible to everyone on the team.**
6. Click **Next**

2.2. Creating a Private Channel

To create a private channel follow the steps above but change Privacy to: **Private – Only accessible to a specific group of people within the team.**

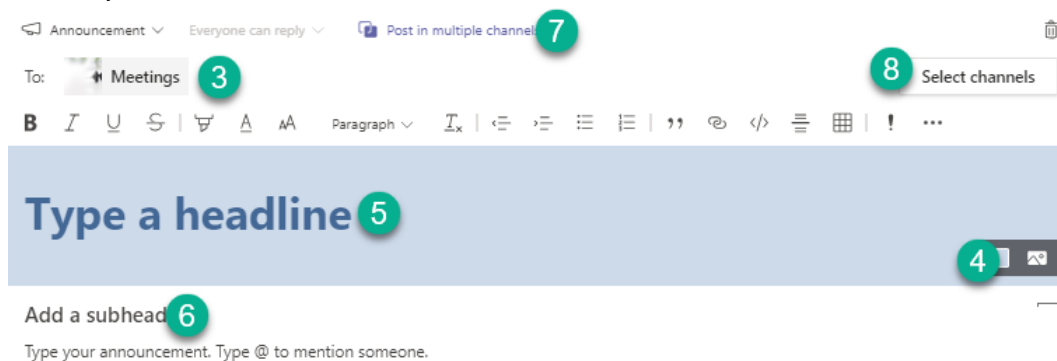
Note: You will be designated as the owner of the private channel. As a team Owner, you can turn off the option for members to create private channels (Manage Team/Settings/Member permissions). This is recommended if you do not want people to create channels that you will not even you, as an Owner, will have access to.

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2.3. Announcements

Announcements are a great way to attract attention to your message. They can be created in one channel and copied to other channels both within and outside of the Team where it was created.

1. Start a **new post**
2. Click **Format** icon to open the compose box:
3. Change **New conversation** to **Announcement**
4. Click on **Choose an illustration**
5. Enter a heading where it says **Type a headline**
6. Add a subtitle where it says **Add subhead**
7. Click **Post in multiple channels**
8. Current Team is selected by default. Click on **Select channels** to select the channels (and other Teams) where you want the announcement to appear.
9. Click **Update**
10. **Send** the post.



2.4. Restrict posting to the General Channel

1. Click the ellipses next to the **General channel**
2. Select **Manage channel**
3. On the **Channel settings** select **Only owners can post messages**

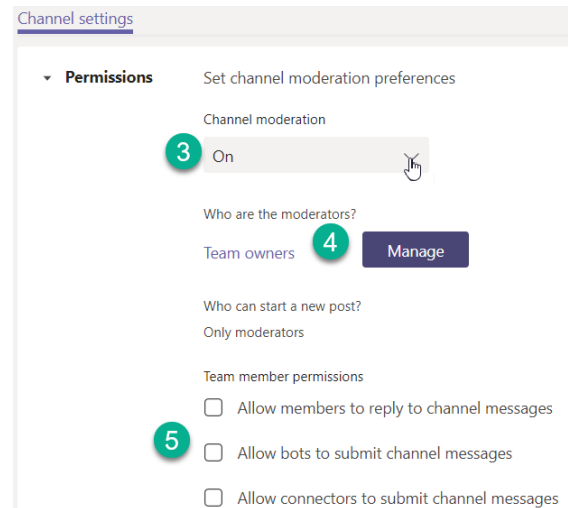
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2.5. Moderating channel posts

In channels other than the General channel and private channels, Team owners can turn on moderation to control who can start and reply to posts in that channel.


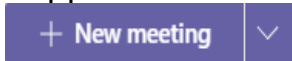
To turn on Channel moderation:

1. Click the **More options** ellipses ... next to the channel name
2. Select **Manage channel**
3. On the **Channel settings** tab turn **Channel moderation to On**
4. Team owners will be assigned as moderators. If you wish to add any additional moderators click **Manage**
 - 4.1. Search and select the members to be assigned as moderators
 - 4.2. Click **Done**
5. Assign the **Team member permissions** (tick or untick the options as required).



3. Meetings

3.1. Schedule a meeting

1. Click the **Calendar**  tab on the left side of the Teams app
2. Click **New meeting** located in the top right corner. 
3. The scheduling form will open. Enter the following information:
 - 3.1. Title
 - 3.2. Add the attendees (at least add the presenters). You must add at least one person for **Meeting options** (see Assigning Roles below) to become available unless you add the meeting to a channel.
 - 3.3. Add the start and end date/time information. The **Scheduling Assistant** can be used to find a convenient time for all attendees – provided they have Warwick accounts AND use their Calendar!
 - 3.4. Add a channel if you want to host the meeting in a Team which will allow any member of that Team to join the meeting. See Assigning Roles below.
 - 3.5. **Send/Save**

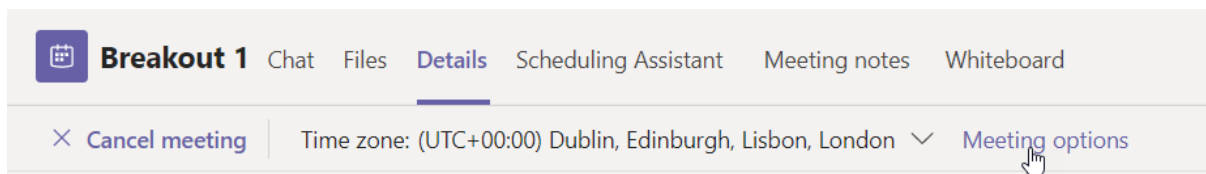
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3.2. Assigning Roles

If you want to restrict who can present and manage a meeting, you should assign roles to the attendees. You can only do this once you have scheduled the meeting and

All attendees are granted equal presenter permissions unless individuals are designated the role of presenter.

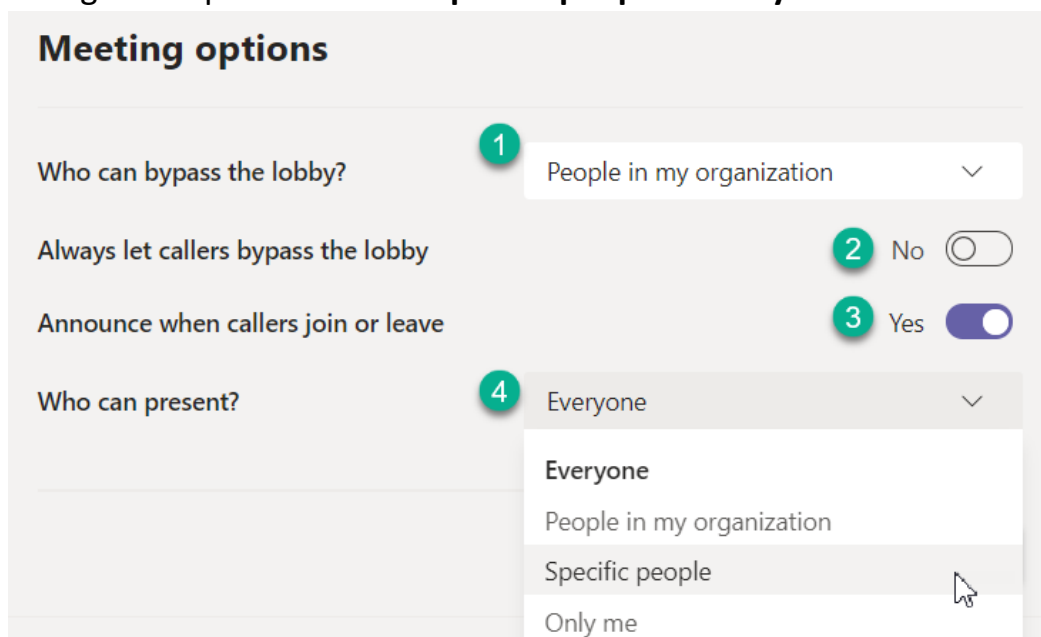
1. Go to Calendar in Teams and reopen the meeting event.
2. Click the **Meeting options** link at the top of the invitation (this may differ between applications and devices).



The meeting options window will open in a browser as shown in the diagram below.

The options are limited:

1. Select who can bypass the lobby
2. Always let callers bypass the lobby
3. Choose whether to announce when callers join or leave
4. Select who can present. The default is **Everyone**, but we recommend you change the option to either **Specific people** or **Only me**.



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If you select **Specific people** the option **Select presenters for this meeting** will appear and you will be able to choose from the invitees the Presenters you need.

Selecting **Specific people** or **Only me** automatically makes everyone else an Attendee. Currently, you cannot schedule a meeting in a private channel and if you schedule one in any other channel you are limited to the **Only me** (you being the Organiser) option.

Note you cannot assign the role to someone who has not been invited to the meeting. **Assigning rolls will prevent attendees from muting/removing other participants, recording the meeting, and sharing content.** [Read more information about rolls in meetings.](#)

3.3. Create a link to a meeting

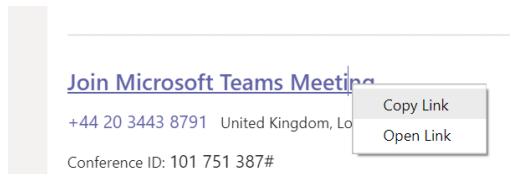
You cannot currently schedule a meeting in a private channel, and if you schedule a meeting in a standard channel you can only limit the Presenter to the meeting organiser. If you don't limit who can present, everyone who joins the meeting joins as a presenter which gives them the ability to record etc. If you want other people to present during the meeting the organiser can 'promote' other Attendees to Presenter, but this can only be done once the meeting is underway.

If you want to host a meeting in a channel and yet designate in advance multiple presenters you can do this by scheduling a meeting in the Calendar and then copying the link to this meeting and posting it in the relevant channel in your Team. To do this follow the procedure below:

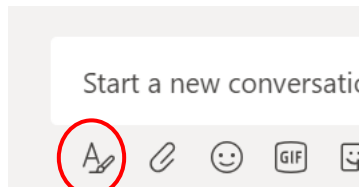
1. In Teams click on the **Calendar** icon on the left and then click on the **New meeting** button as in 3.1 above.
2. Add a title and you need to add at least one attendee to generate the meeting link. Ideally this should be someone you want to be a Presenter but it could be your departmental administrator if presenters have not been finalised. You won't be able to add yourself as an attendee!
3. Set the date and time.
4. Click on **Send** and the meeting will now appear in the Calendar.

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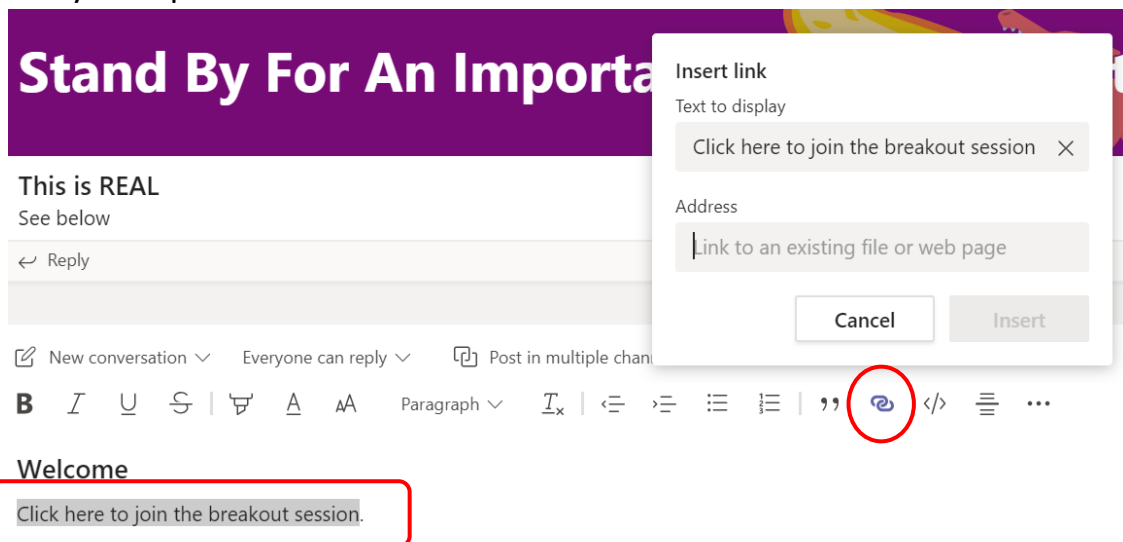
5. Open the meeting appointment and you will see the meeting link has been generated. Right-mouse-click on this and select **Copy Link**:



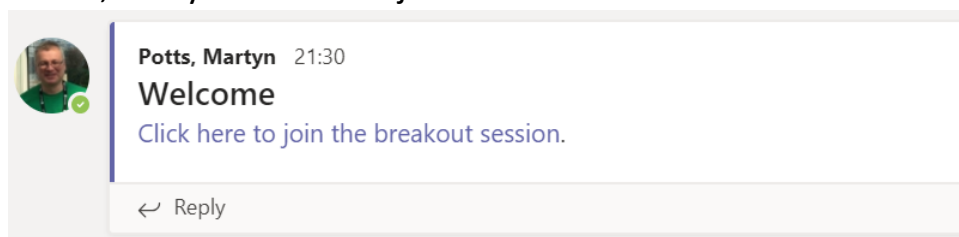
6. Go to the channel where you wish to host the meeting and create a post by clicking on the **Format** icon to open the compose box:



7. Add a subject such as 'Welcome' and then some appropriate text to turn into a hyperlink to the meeting.
8. Select the text to be linked, click on the **Insert Link** button and paste the link you copied into the **Address** field:



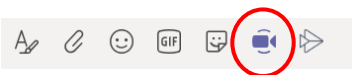
9. Click on **Insert**.
10. Click on **Send**.
11. You will now see a link to a meeting in the channel. This link could also be posted in a private channel. Anybody who can see the link can click on it and join the meeting. If you designate presenters as in 3.2 Assigning Roles above, everyone else will join as an Attendee.



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The table below summarises the features of three types of meetings.

Meet Now is the instant meeting you trigger in a channel:



Channel Meeting Scheduled is a meeting scheduled in the Calendar and assigned to a channel.

Scheduled Meeting is a meeting scheduled in a Calendar but not assigned to a channel. A link to the meeting can, however, be posted in a channel.

Meeting Type	Channel Meeting Meet Now	Channel Meeting Scheduled	Scheduled Meeting
Pros	<ol style="list-style-type: none">1. Instant meeting, no preparation required, all can join2. All participants join as presenters	<ol style="list-style-type: none">1. Able to designate the meeting organiser as presenter in advance of the meeting.2. Everyone else is an attendee.	<ol style="list-style-type: none">1. Able to designate multiple presenters in advance of the meeting.2. Everyone else is an attendee.
Cons	<ol style="list-style-type: none">1. No control over participants including their ability to record the event2. People can accidentally start a second meeting if lots of info in the posts channel	<ol style="list-style-type: none">1. Only one presenter can be designated in advance.2. Cannot be created in Private channels	External to the Team but can create a link to the appointment from Teams
Appears in calendar	No	Yes	Yes
Recording	Yes	Yes	Yes
Chat	Yes	Yes	Yes
File storage	Teams	Teams	Owner's one drive
Meeting duration	N/A	60 days (for now)	60 days (for now)
Attendees can invite others to join	Yes	Yes	Yes
When you end the meeting, you will be taken to	The channel you started in.	The channel you started in.	Your Teams' general Chat channel. Click on Teams to return to the meeting Team.