

Provide Spontaneous Student Support with “Meet Now”

How to Start an Instant Meeting in Microsoft Teams

Overview

This guide will walk you through the process of starting an instant meeting in Microsoft Teams, from initial setup to ending the meeting.

Step-by-Step Instructions

Starting an Instant Meeting

1. **Open Microsoft Teams**
 - a. Launch the Microsoft Teams application or navigate to the web version
2. **Navigate to Calendar**
 - a. Click on the "Calendar" tab in the left sidebar
3. **Initiate Meet Now**
 - a. Look for the "Meet Now" option in the top right corner
 - b. Click on "Meet Now"
4. **Configure Meeting Details**
 - a. Give your meeting a descriptive title
 - b. This helps participants identify the meeting purpose

Sharing and Inviting Participants

5. **Get Meeting Link**
 - a. You'll be presented with options to get a shareable link
 - b. Copy this link to share with participants via email or other communication methods
6. **Start the Meeting**
 - a. Click on "Start Meeting" to begin
 - b. Then click "Join Now" to enter the meeting room

Managing Participants During the Meeting

7. **Add Participants (Two Methods) Method 1: Share Meeting Link**
 - a. Use the meeting link generated earlier
 - b. Send via email or messaging platform

Method 2: Direct Invitation

- c. Use the right-hand side panel
- d. Search for participants by name
- e. Invite team members directly if they're part of your organization

Ending the Meeting

8. Leave or End Meeting

- a. Click on the down arrow next to the "Leave" button
- b. Select "End meeting for all" to terminate the meeting for everyone
- c. Alternatively, you can simply leave the meeting while allowing others to continue

Alternative: Scheduling Future Meetings

For meetings that need to be scheduled for a later time:

- Use the "New Meeting" option in the top right corner of the Calendar view
- This allows you to set specific dates, times, and recurring patterns

Tips for Success

- **Test Your Setup:** Check your camera and microphone before important meetings
- **Use Descriptive Titles:** Help participants understand the meeting purpose
- **Send Links in Advance:** Even for instant meetings, sharing the link beforehand can speed up participant joining
- **Manage Participants:** Use the participant panel to mute/unmute attendees as needed

Troubleshooting

- **Can't Find Meet Now:** Ensure you're in the Calendar section of Teams
- **Participants Can't Join:** Verify the meeting link was shared correctly
- **Audio/Video Issues:** Check device permissions and settings in Teams

Summary

Starting an instant meeting in Microsoft Teams is a straightforward process that involves navigating to the Calendar, clicking "Meet Now," configuring basic settings, and sharing the meeting link with participants. The platform provides flexible options for both immediate collaboration and future meeting scheduling.