

EOTSS 0365: MS Teams Audio Conferencing User Guide



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PRIOR TO GETTING STARTED – WHAT YOU NEED TO KNOW

The below information was compiled from the Microsoft website.

With Microsoft Teams, users can call in to Teams meetings using a phone instead of using the Teams app on a mobile device or PC as long as the meeting organizer has been assigned a Teams audio conferencing license.

Audio Conferencing licenses are *only* required for users who plan to schedule or lead meetings. Meeting attendees who dial in do *NOT* need a license assigned to them or any other setup.

Anyone who has the dial-in number and conference ID can join a Microsoft Teams meeting, unless the meeting organizer has locked the meeting. The meeting organizer has the ability to "mute" meeting attendees if they don't want to hear them.

Teams Audio Conferencing Welcome Email

You will receive the below email when your Teams audio conferencing license is ready for use. The email sender will be “Microsoft Audio Conferencing maccount@microsoft.com”, and the subject line will be “You now have Audio Conferencing for Microsoft Teams or Skype for Business Online – Here is your dial-in information and PIN”:

You now have Audio Conferencing for Microsoft Teams or Skype for Business Online – Here is your dial-in information and PIN

Office 365 Audio Conferencing has been turned on for your account. With Audio Conferencing, you and your meeting participants can join by phone.

Name: Smith, Bob (EOTSS)
Account: bob.smith@mass.gov

Your Audio Conferencing information

Here are the credentials that you and your meeting participants can use to join by phone. This information will be added to any Skype for Business or Microsoft Teams meetings you create. To join a meeting by phone, dial the conference phone number and enter the conference ID.

Conference phone number: +1 (857) xxx-xxxx

Note: You can get additional phone numbers by clicking the “Find a local number” link in your meeting invites.

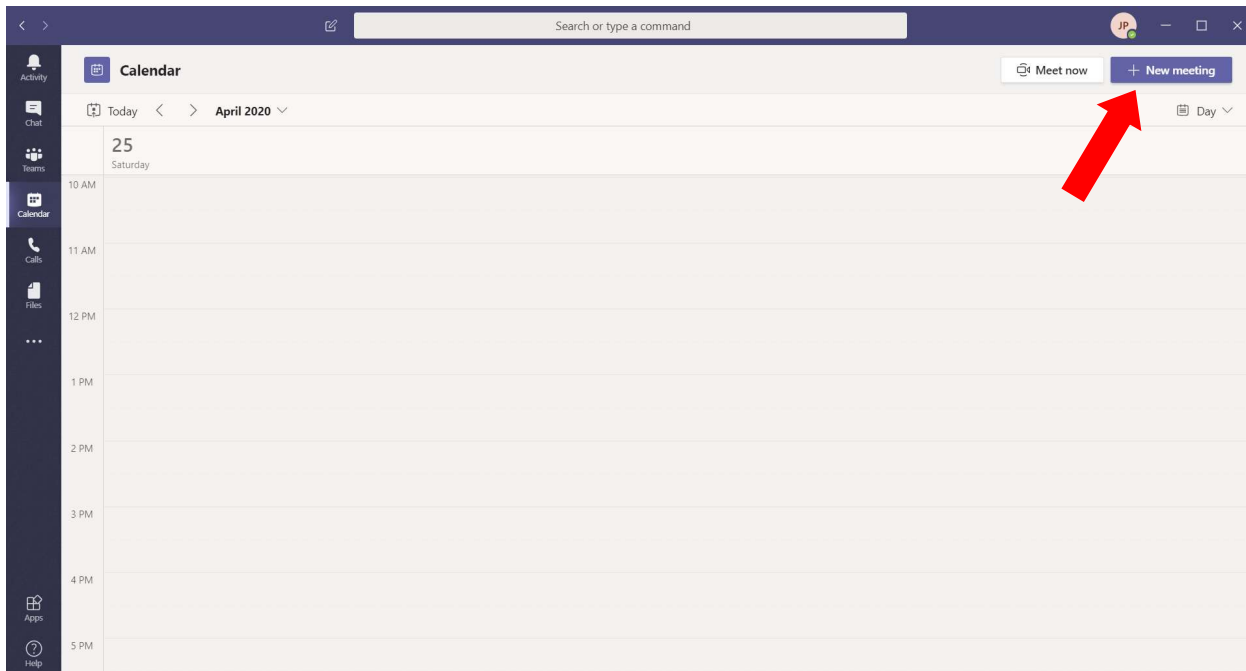
Your Audio Conferencing PIN

As the meeting organizer, you’ll need to enter your PIN to start your meeting when you’re the first person to join and you join by phone. As with any PIN, keep it confidential. You can reset your PIN via the reset PIN link that is included in your meeting invites or by contacting your Office 365 admin.

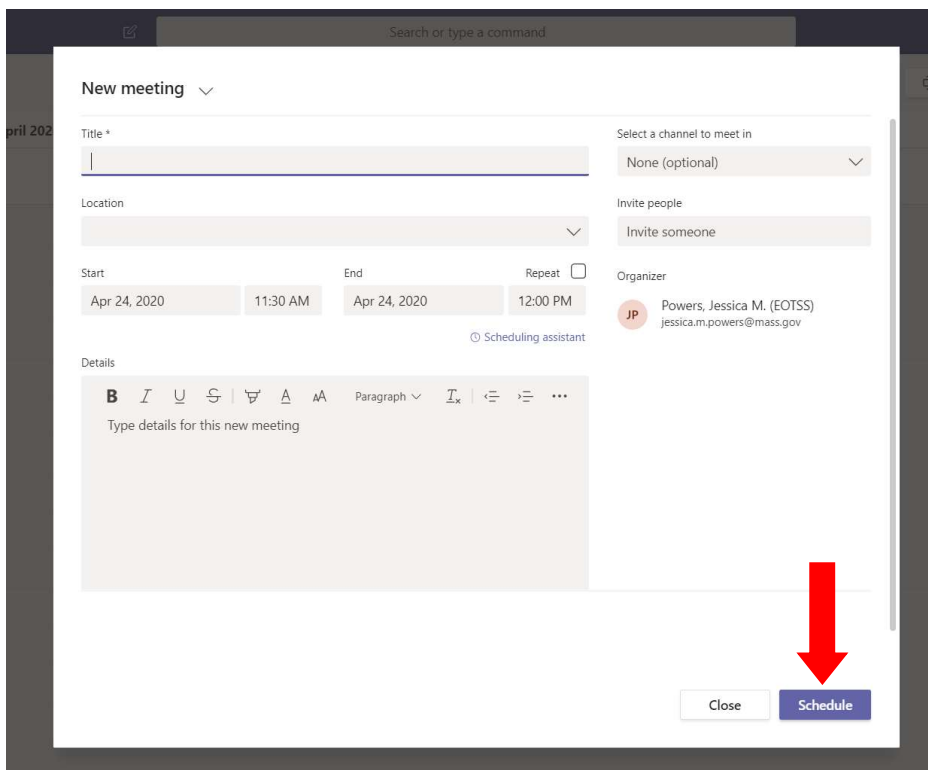
Audio Conferencing PIN: xxxxx

How to Create a Teams Meeting with Audio Conferencing from Microsoft Teams

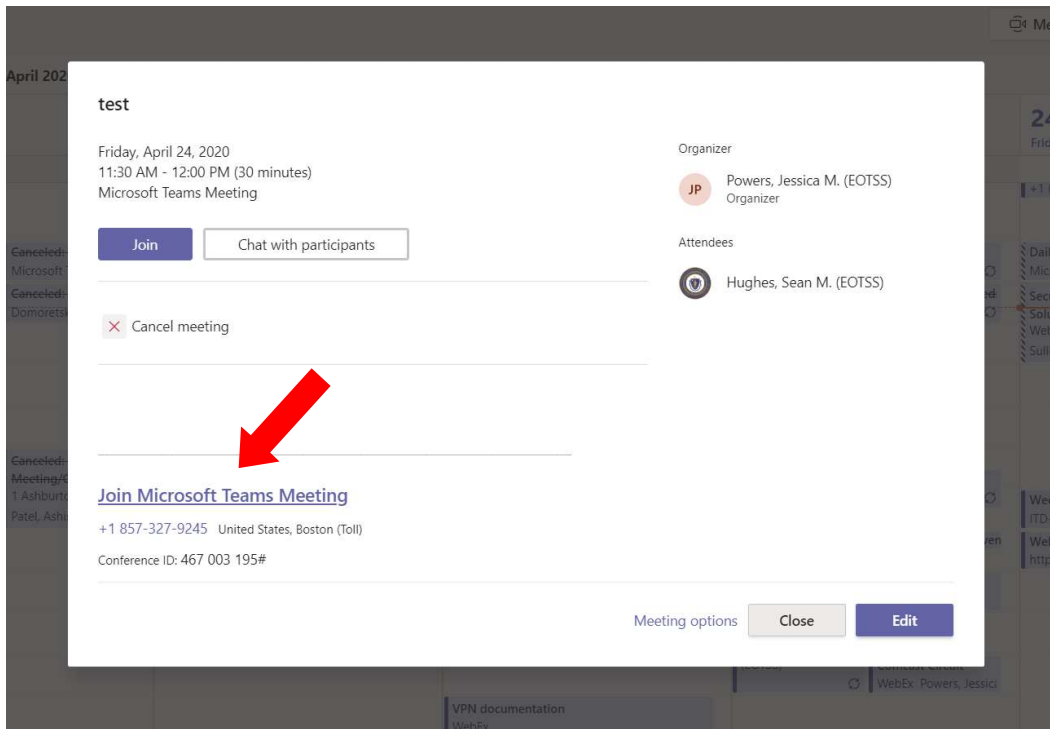
From the Microsoft Teams Calendar, click “New Meeting” in the upper right-hand corner.



Enter your attendees and meeting information and click “Schedule”:



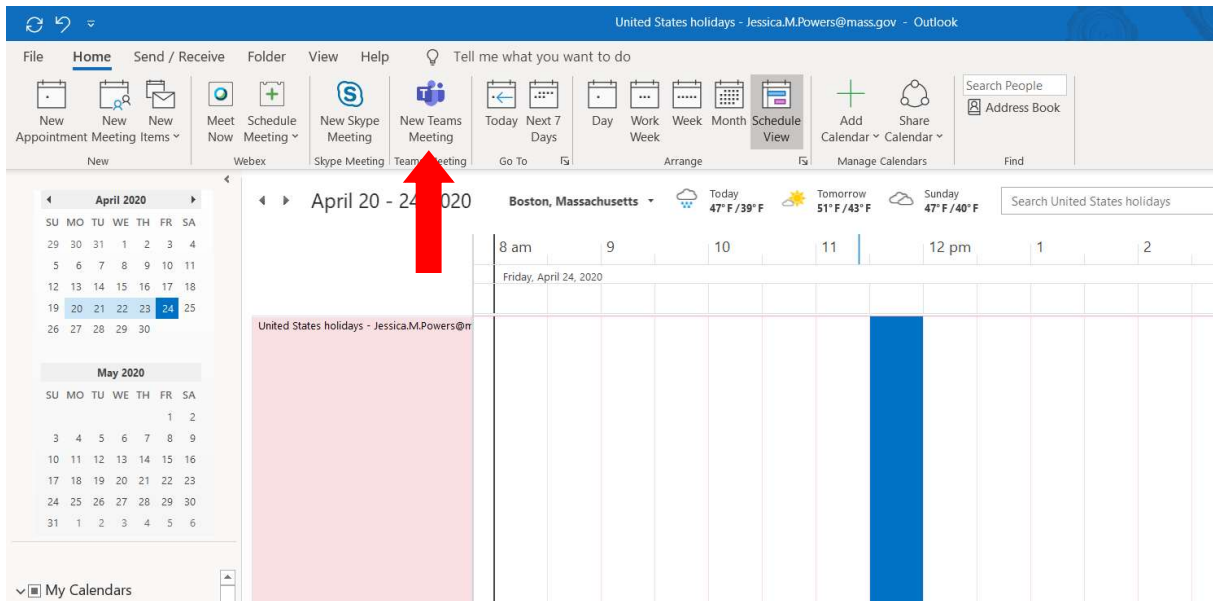
The below screen will appear confirming your Teams meeting with audio conferencing. Note that the Teams audio conferencing information for your meeting (the dial in number and Conference ID PIN) is provided at the bottom of the screen:



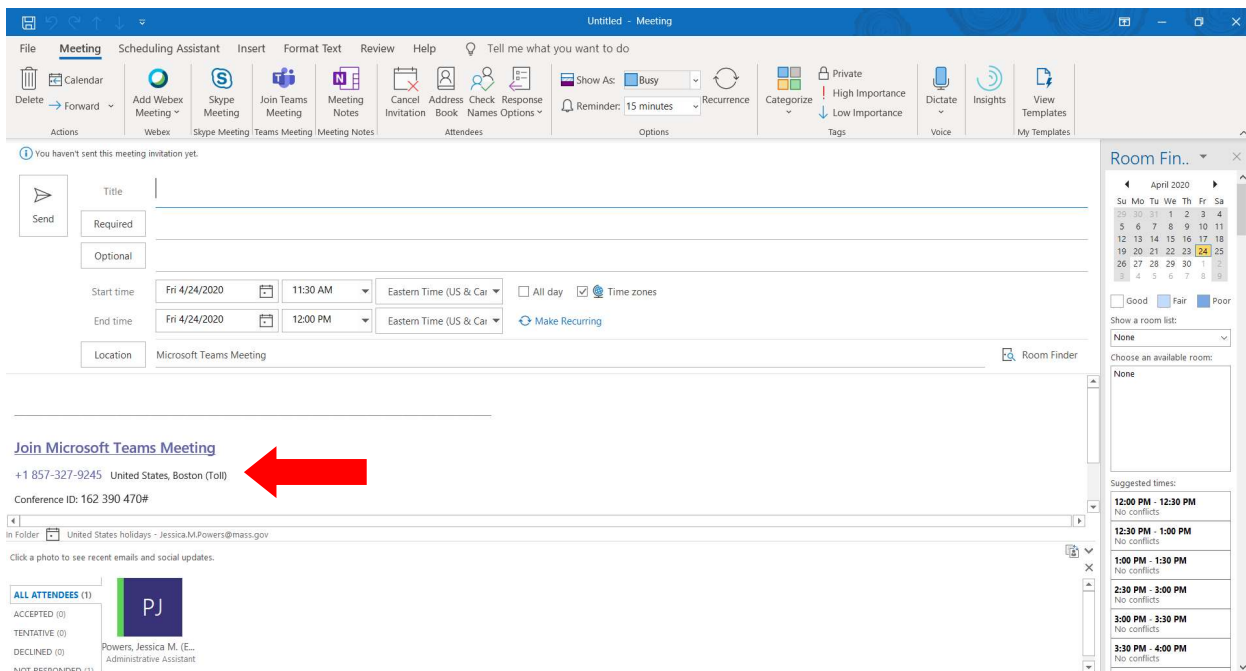
You have successfully created a Teams meeting with audio conferencing from Microsoft Teams.

How to create a Teams Meeting with Audio Conferencing from Microsoft Outlook Calendar

Click “New Teams Meeting” in the Outlook menu bar.



A Calendar appointment will appear. Note that the Teams audio conferencing information for your meeting (the dial in number and Conference ID PIN) has been prepopulated in the body of the Calendar appointment. Enter your attendees and meeting information and click “Send”.



You have successfully created a Teams meeting with audio conferencing from Microsoft Outlook.