

# Committee Meetings in Microsoft Teams

A step by step guide to using Microsoft Teams to organise  
and manage CIBSE volunteer committee meetings

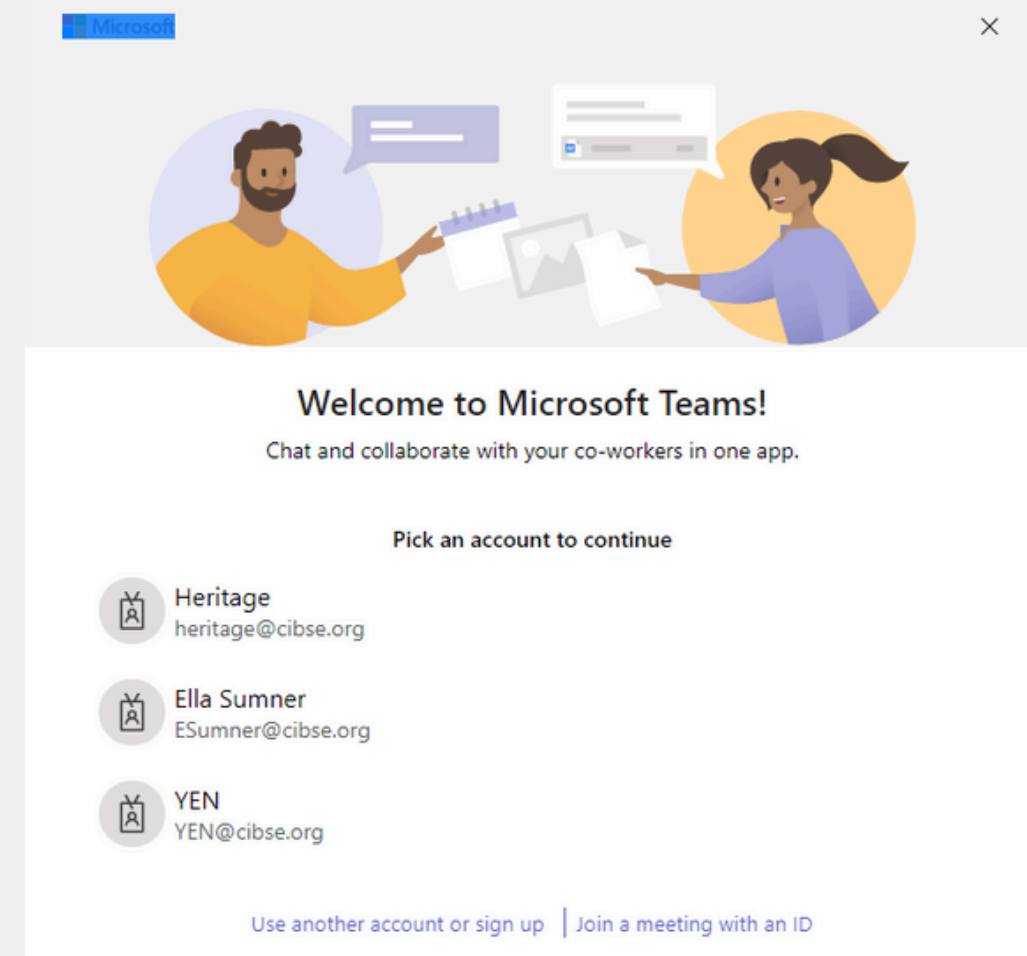




# Accessing your account

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- 01** Your Microsoft account will be tied to your network's CIBSE email address (yournetwork@cibse.org). The default password is !!Welcome10!!
- 02** Contact [regions@cibse.org](mailto:regions@cibse.org) or [groups@cibse.org](mailto:groups@cibse.org) for assistance accessing your account.





# Creating an event

To create an event in Teams, it is the same as organising any other meeting on the platform

You can also do this in Outlook by sending a calendar invite to your presenters and turning on the 'Teams meeting' feature

**01** Select 'Calendar' from the right hand menu

**02** Click on the 'New meeting' icon in the top-right corner, or click on your desired time and date in the calendar

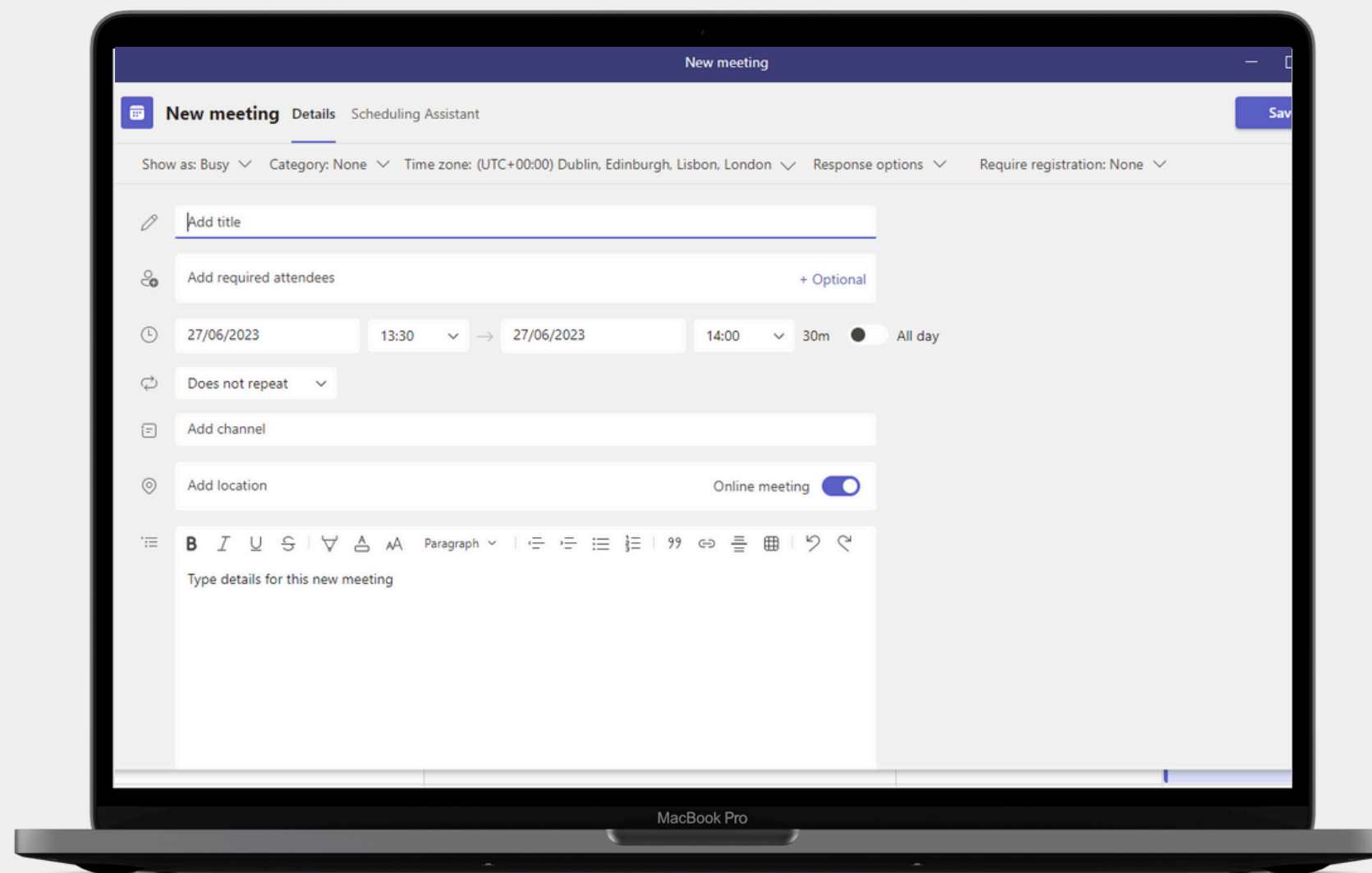
click here

The screenshot shows the Microsoft Teams interface. On the right-hand side, there is a vertical navigation menu with icons for Activity, Chat, Teams, Calendar, Calls, Files, and Apps. The 'Calendar' icon is highlighted in blue. In the top right corner of the calendar view, there is a '+ New meeting' button. The calendar view itself shows a grid for the month of June 2023, with various meetings scheduled. A large arrow points from the text 'click here' to the 'Calendar' icon in the navigation menu. Another large arrow points from the text 'Click on the 'New meeting' icon' to the '+ New meeting' button in the calendar view.



## Meeting info

Complete this page with the basic details of your event

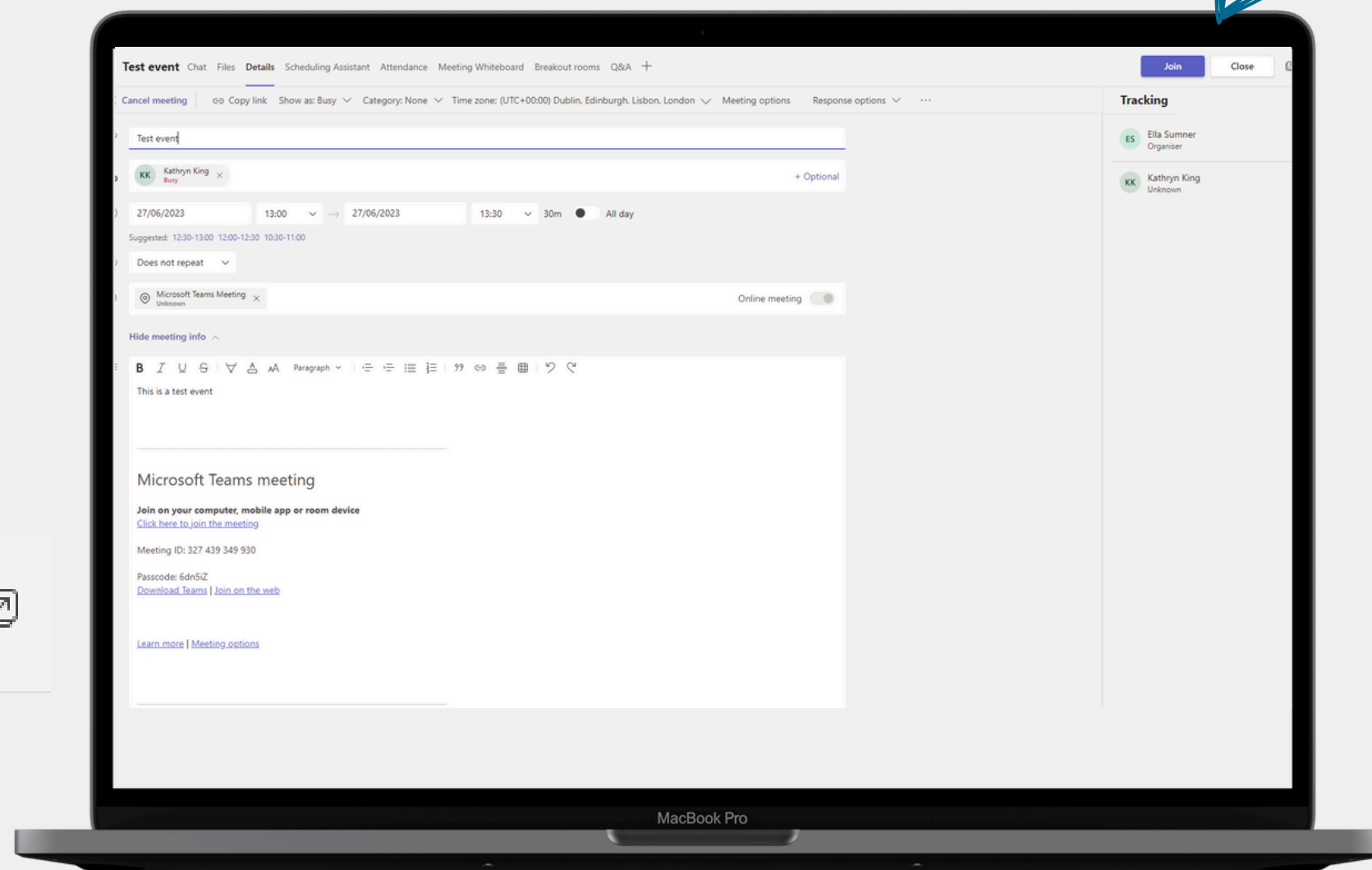
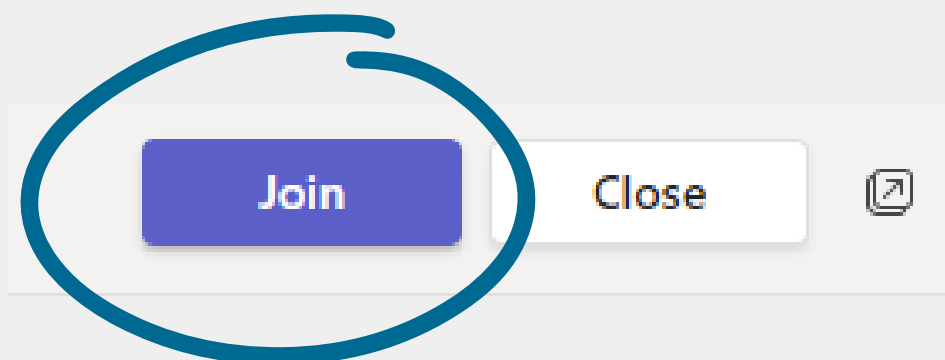


- 01** Complete the required fields with the title, date and time of your event
- 02** Add your committee members as attendees
- 03** Click the 'Save' button in the top right corner to generate the link





# Start your meeting



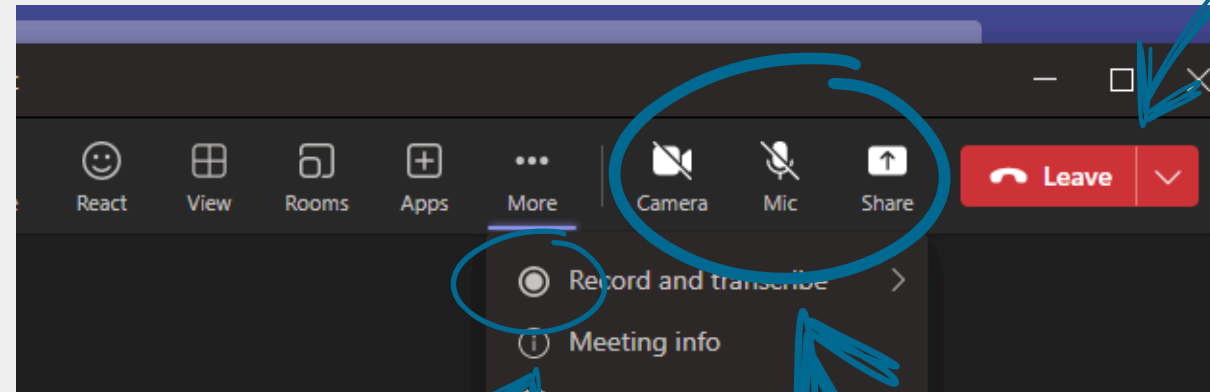
**01** Open your event and click the 'Join' button in the top right-hand corner





## In the meeting

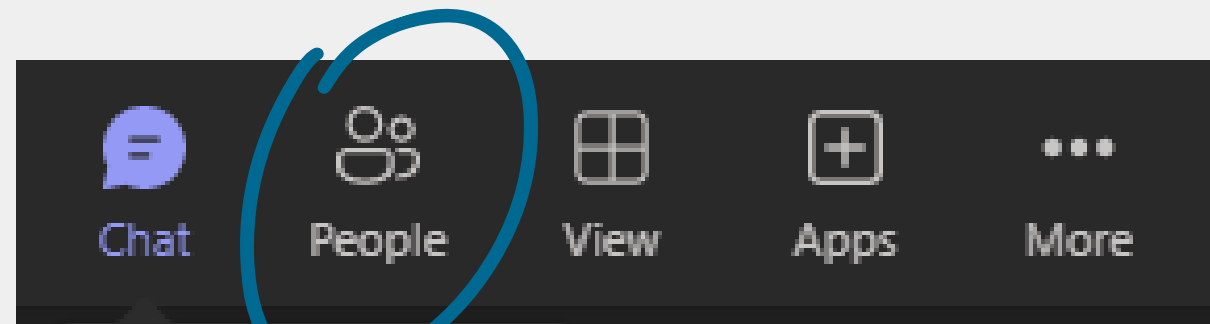
Control your microphone and camera, share your screen and record the meeting



You can press record here

Click on the drop down menu and select 'End for all' to close the meeting

Turn on and off your microphone and camera and share your screen here



Click here to see a list of attendees





# Need any assistance?

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Contact [regions@cibse.org](mailto:regions@cibse.org) or [groups@cibse.org](mailto:groups@cibse.org)