



# RioNET Teams Invitations

## What is RioNET Teams?

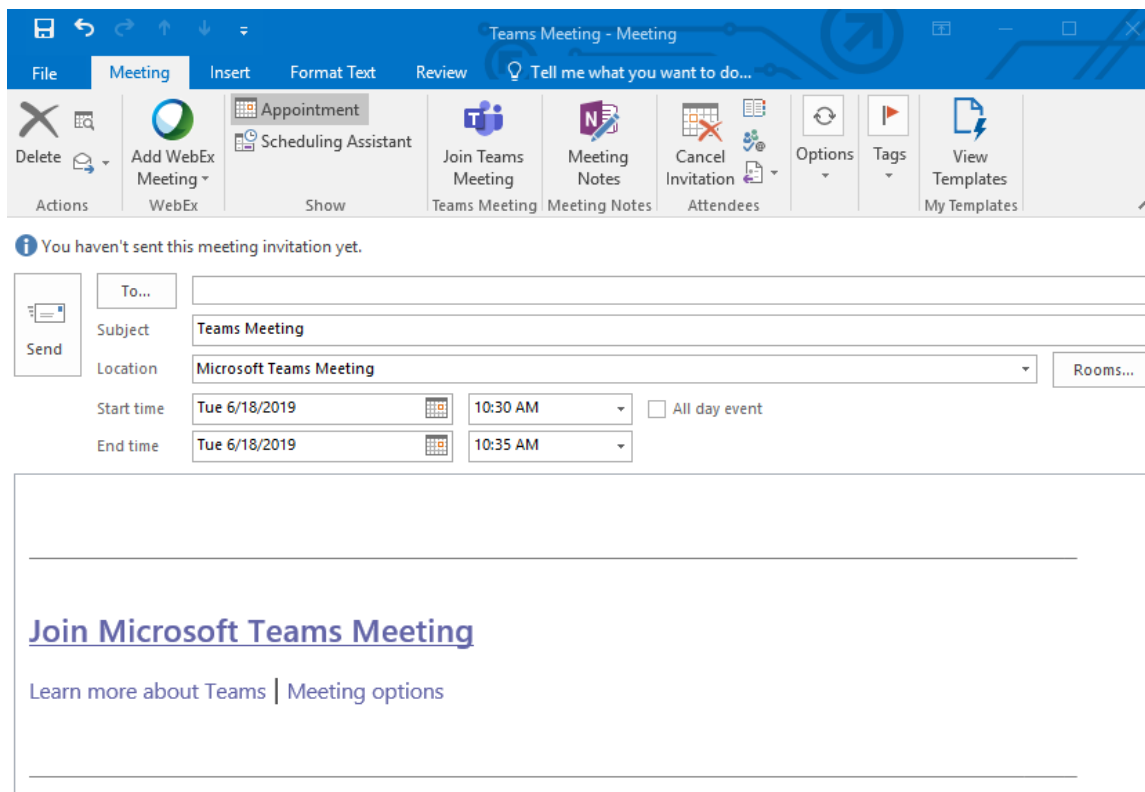
RioNET Uses Microsoft Teams for instant messaging, video/audio conferencing and for group project collaboration. Formerly called Skype for Business, Teams is growing in usage as a core web-based application of Microsoft Office 365 that also supports invited users without an installed client software application. The desktop software application is a free Microsoft download. Mobile applications are also available for iOS and Android phones / tablets.

## How do I use RioNET Teams Invitations?

Like an Outlook Calendar Invitation, a Teams Invitation from the Organizer arrives to the Guest's e-mail account. The Meeting Organizer/Host prepares an Outlook/Teams invitation from either Microsoft Office Outlook, Microsoft Teams Desktop App, or the Office 365 web apps.

Unfortunately, the MacOS Outlook application currently lacks the Teams Meeting feature, so Mac users are encouraged to prepare invitations using the Teams desktop application.

### Outlook: Open Outlook, Create New Item / Meeting, Choose Teams Meeting – Complete & Send



The screenshot shows the Outlook 'Meeting' ribbon with the following options: Delete, Add WebEx Meeting, Appointment, Scheduling Assistant, Join Teams Meeting, Meeting Notes, Cancel Invitation, Options, Tags, and View Templates. Below the ribbon is a message box with the following fields:

**You haven't sent this meeting invitation yet.**

**To...** [Empty field]

**Subject** Teams Meeting

**Location** Microsoft Teams Meeting [Dropdown menu] Rooms...

**Start time** Tue 6/18/2019 10:30 AM [Calendar icon] [Dropdown menu]  All day event

**End time** Tue 6/18/2019 10:35 AM [Calendar icon] [Dropdown menu]

**Join Microsoft Teams Meeting**

[Learn more about Teams](#) | [Meeting options](#)



## Office 365 Outlook: Open Office 365 Outlook, Select New Event, Toggle Teams Meeting

The screenshot shows the 'New Meeting' dialog in Outlook. The title is 'Teams Meeting'. The date is set to 6/19/2019, and the time is 9:45 AM to 10:15 AM. The 'All day' toggle is turned off. The 'Repeat' is set to 'Never'. There is a search field for a room or location, and the 'Teams meeting' toggle is turned on. A reminder is set for 15 minutes before. A text box contains the instruction: 'Please click on this link and open Teams or, your web browser to begin the videoconferencing session'. Below the text box is a rich text editor with various formatting options.

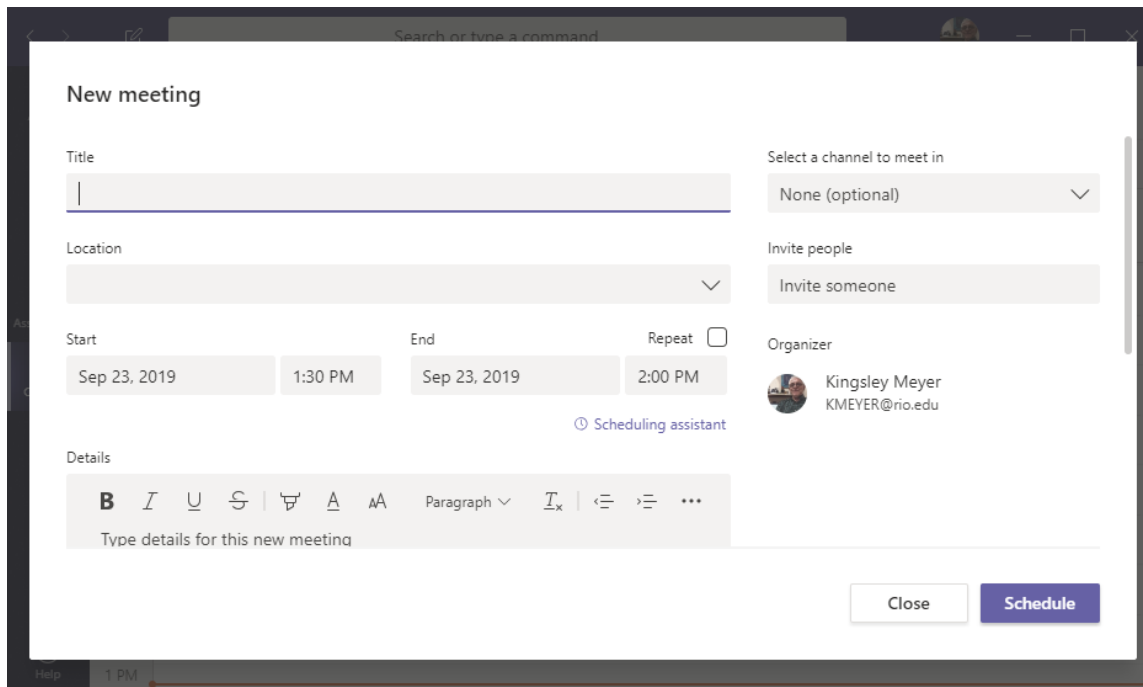
On the right side, a calendar view for Wednesday, June 19, 2019, is shown. A red bar indicates an unavailability from 9:45a to 10:15a. Other events visible include 'Tech Talk' at 2p and 'IDMS support BEF 201' at 3p.

## Teams: Open Teams, Click Calendar (left), Click New meeting

The screenshot shows the Microsoft Teams interface. The top bar includes a search bar and window controls. The left sidebar shows navigation options: Activity, Chat, Teams, Assignments, and Apps. The main area displays the 'Calendar' view for Monday, September 23, 2019. The time slots range from 9 AM to 1 PM. A 'Meet now' button and a '+ New meeting' button are visible at the top right of the calendar area.



Complete the New meeting form, Invited people (Guests) will receive an e-mail



The screenshot shows the 'New meeting' dialog box in Microsoft Teams. It has a search bar at the top. Below it, there are several sections: 'Title' with a text input field; 'Location' with a dropdown menu; 'Start' and 'End' time pickers (set to Sep 23, 2019, 1:30 PM and 2:00 PM respectively); a 'Repeat' checkbox; and a 'Scheduling assistant' link. On the right side, there is a 'Select a channel to meet in' dropdown (set to 'None (optional)'), an 'Invite people' section with an 'Invite someone' button, and an 'Organizer' section showing a profile picture and the name 'Kingsley Meyer' with email 'KMEYER@rio.edu'. At the bottom, there is a rich text editor with various formatting options (bold, italic, underline, strikethrough, link, unlink, text color, background color, paragraph, indent, list, link, unlink) and a text input field with the placeholder 'Type details for this new meeting'. At the bottom right, there are 'Close' and 'Schedule' buttons.

## How does a Guest accept a Teams Invitation?

Invitations are sent to the “Invited people” (AKA: Guests) using their e-mail address.

The e-mail received will allow the recipient to respond with an Accept, Tentative, Decline, Propose New Time, or View Calendar. When receiving a meeting invitation, it is most appropriate for the Guest to confirm the invitation: Accept / Send Response Now.

The calendar invitation for the Teams meeting is saved with the information displayed below in the Notes area of the meeting. Two general options are offered: Join Microsoft Teams Meeting, or Meeting Options. Learn More about Teams goes to Microsoft’s Teams web page.

Join Microsoft Teams Meeting will open the Guest’s Microsoft Office Teams application or the Microsoft Office 365 Web Teams.


Meeting Options offers guests an option to use just a web browser without the Microsoft Teams application, or the Microsoft Office 365 Teams web app.

[Join Microsoft Teams Meeting](#)

[Learn more about Teams](#) | [Meeting options](#)



While Microsoft Office Teams applications provide the most comprehensive Teams experience, the simple web browser experience can bypass the Guest's need to install Microsoft Teams applications, or require enrollment in Office 365.

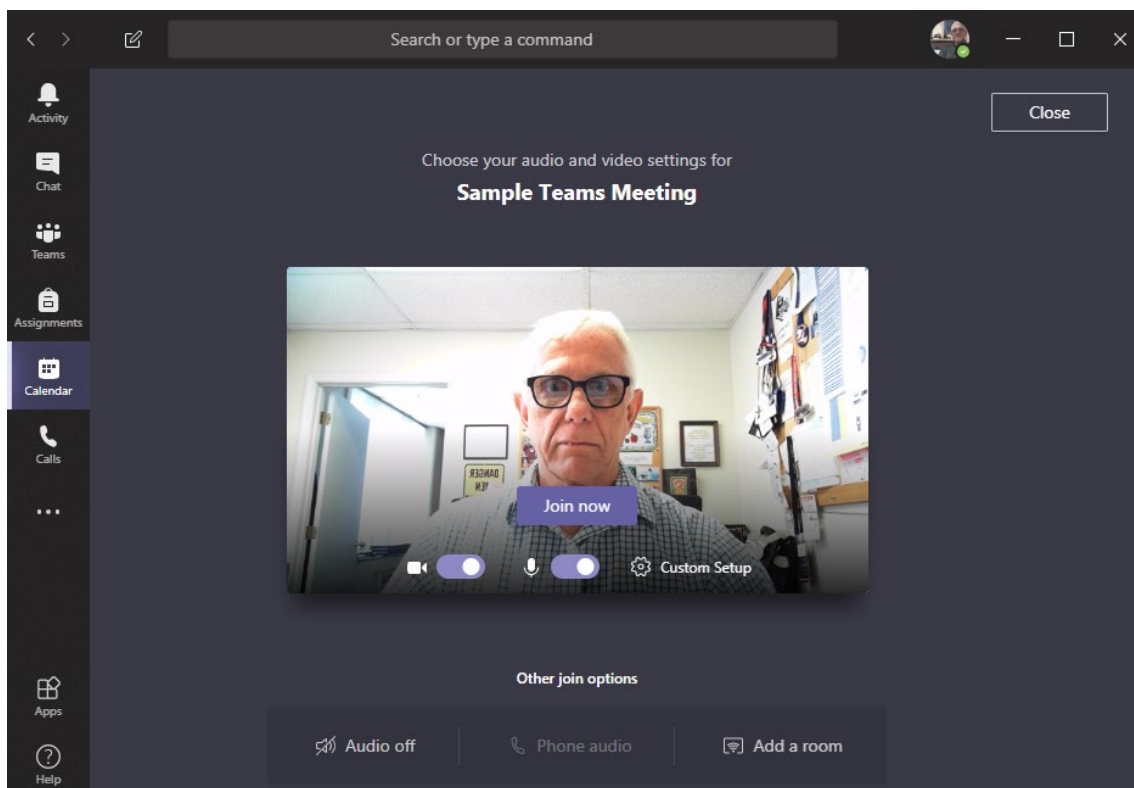


**Experience the best of Teams meetings with the desktop app**

[Download the Windows app](#)

Already have the Teams app? [Launch it now](#)

A Teams Meeting offers both Audio-only, or Video & Audio communications when a web camera is connected to the computer being used. Mobile phone apps are very similar.



Search or type a command

Activity  
Chat  
Teams  
Assignments  
Calendar  
Calls  
...

Choose your audio and video settings for  
**Sample Teams Meeting**

Join now

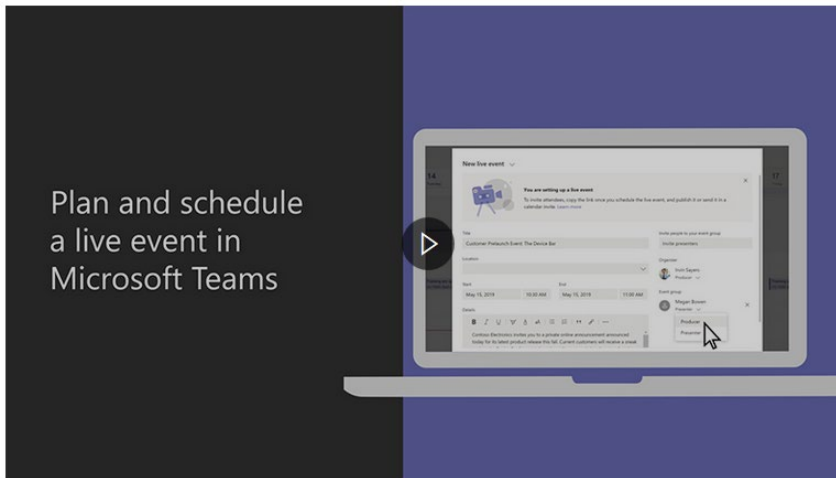
Other join options

Audio off | Phone audio | Add a room

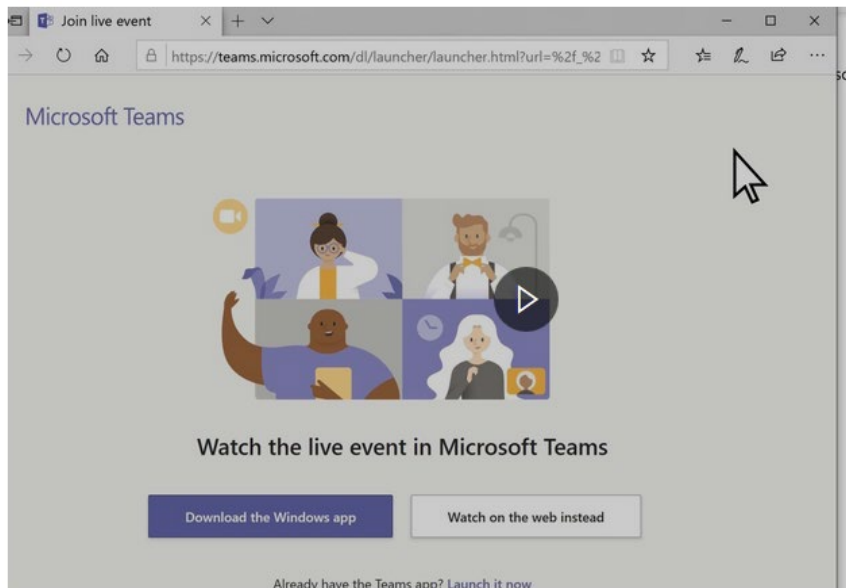


## Microsoft Teams Video Tutorials: Need more help – Watch Microsoft Tutorials

- [How to create Meetings with Teams.](#)
- [How to create and schedule a Teams live event.](#)



- [Joining a Teams Meeting without a Teams Account.](#)
- [What to do to attend a Teams live event.](#)



## RioNET Information Sheets – Troubleshooting & Assistance Guides

Using technology does not always come easy. What is easy for some, may offer challenges or technical issues for another person. Please reference our Guides for more assistance: <https://www.rio.edu/myrio>

**Campus Computing & Networking – support@rio.edu – 800-282-7201**