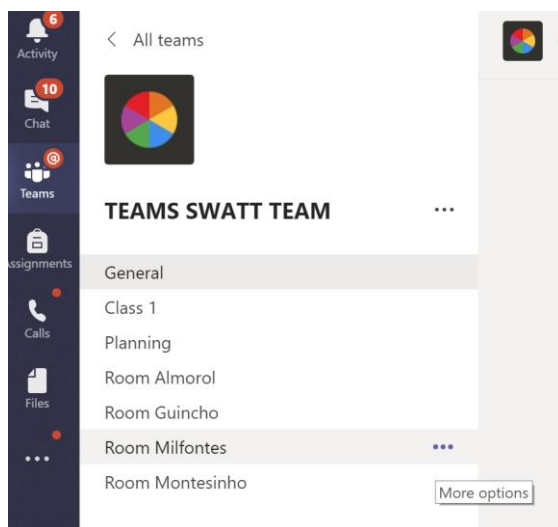


## TEAMS for STARTERS USER MANUAL 06: How to Join a MeetingRoom

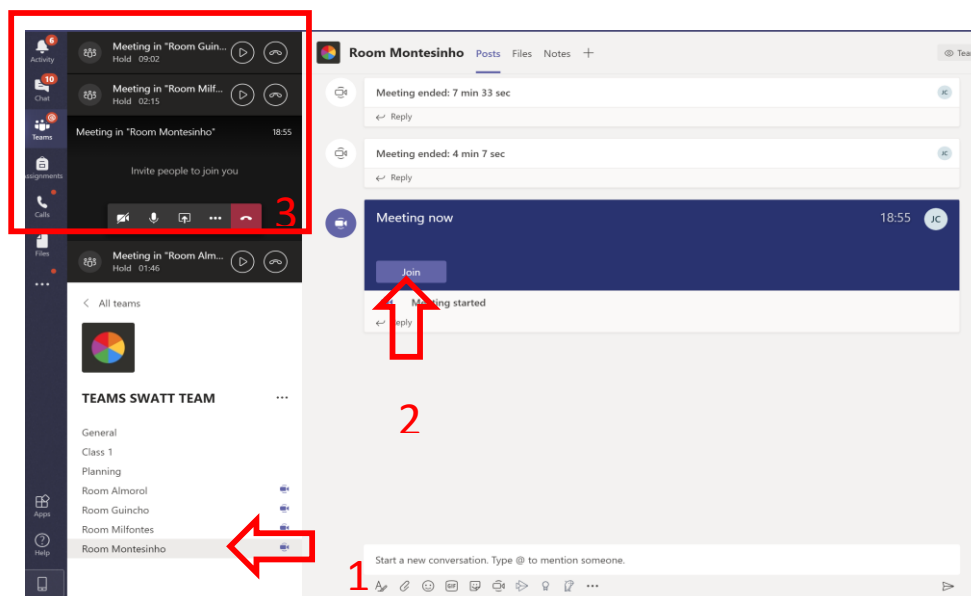
By creating MeetingRooms Professors can direct a group of students to each room, and there they can discuss among them, edit documents in a shared environment and present the results at the end. Here you have the step by step guide to do that.

If you have cases or any improvement suggestion please share, sending an email to [jocost@ucp.pt](mailto:jocost@ucp.pt)!

In your TEAMS environment, you select the TEAMS/Courses you are going to attend. Once there you will see the MeetingRooms available, in this case there are four MeetingRooms:



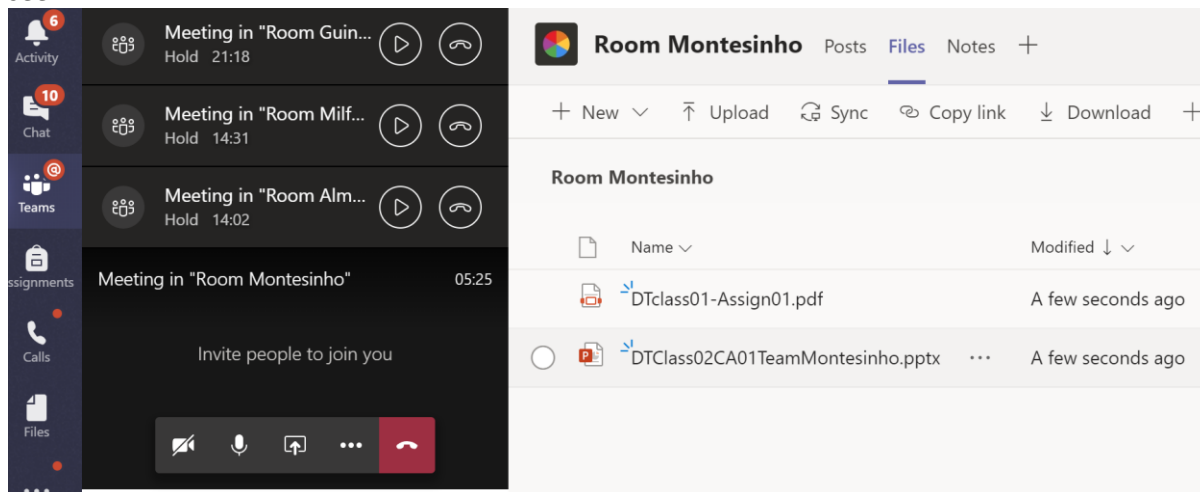
These rooms were created by the Professor and students were previously guided to the MeetingRoom they were assigned. Each student should select the appropriate room. Suppose you were told to join Room Montesindeho (1). Once you enter the room you will see there is a ongoing



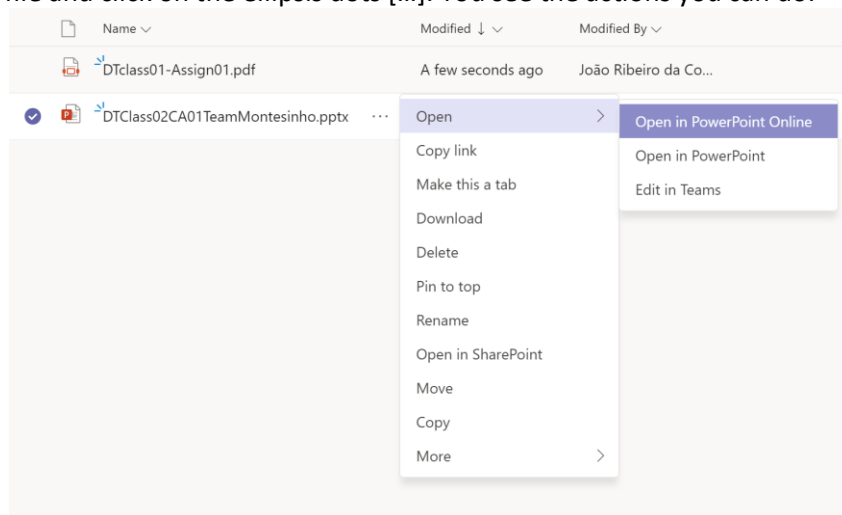
Meeting. Join the Meeting (2). Look at the top left (3), notice that there are multiple sessions running at the same time, one for each MeetingRoom and one for the Class (not visible here). Don't exit sessions, If you want to go back to class select the appriate meeting and press the arrow. Don't hang-up in your session.

## TEAMS for STARTERS USER MANUAL 06: How to Join a MeetingRoom

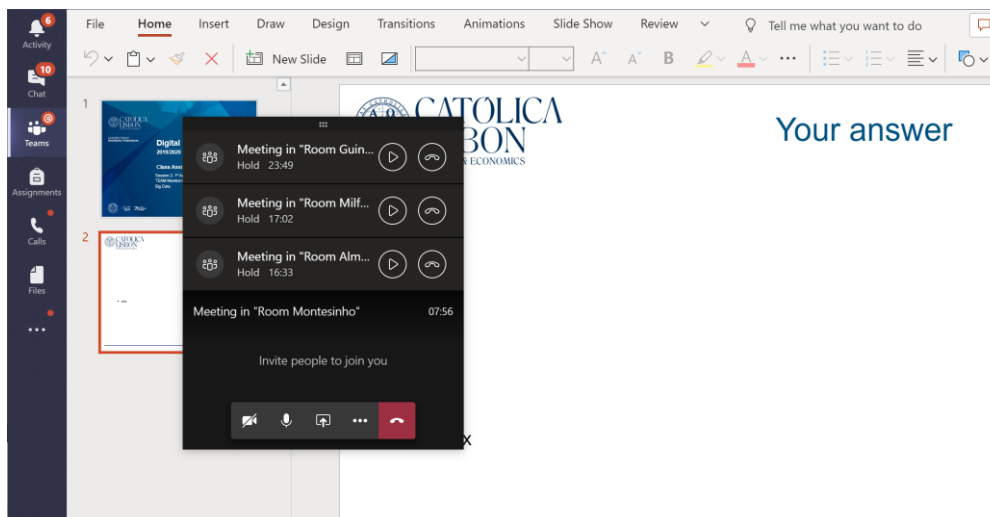
Once there the Professor will direct you for the job you are supposed to do. In this case the job given to the group was preparing a PowerPoint. Selecting the FILES tab you will see:



Select the PPT file and click on the ellipsis dots [...]. You see the actions you can do:



Most often you want to open the document and EDIT IN TEAMS, so that the whole group can cooperate editing the presentation. You have a complete PowerPoint environment, where you can edit in cooperation with all other group members:



## **TEAMS for STARTERS USER MANUAL 06: How to Join a MeetingRoom**

Notice that everyone in your group has to open the document. In the TEAMS environment the document is saved in real time. Only one person can type at each moment.

When finished just close the document (top right) and join main session, don't hang up!!!

You may share the document in the session, for instance opening it in browser and sharing the screen.

Welcome to TEAMS MeetingRooms!