

Internal Examiners – Create a Secure Meeting in Teams with an External Examiner

Contents

Inviting an External Examiner to the VIVA Session	1
Using Outlook to setup the meeting	3
Optional Settings inside your VIVA Meeting	4
Searching for Meetings & Chats	8

Inviting an External Examiner to the VIVA Session

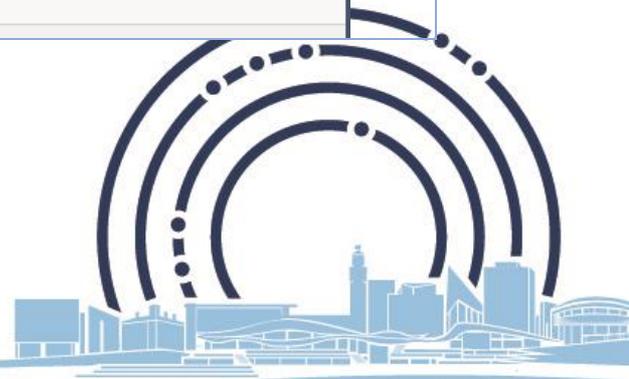
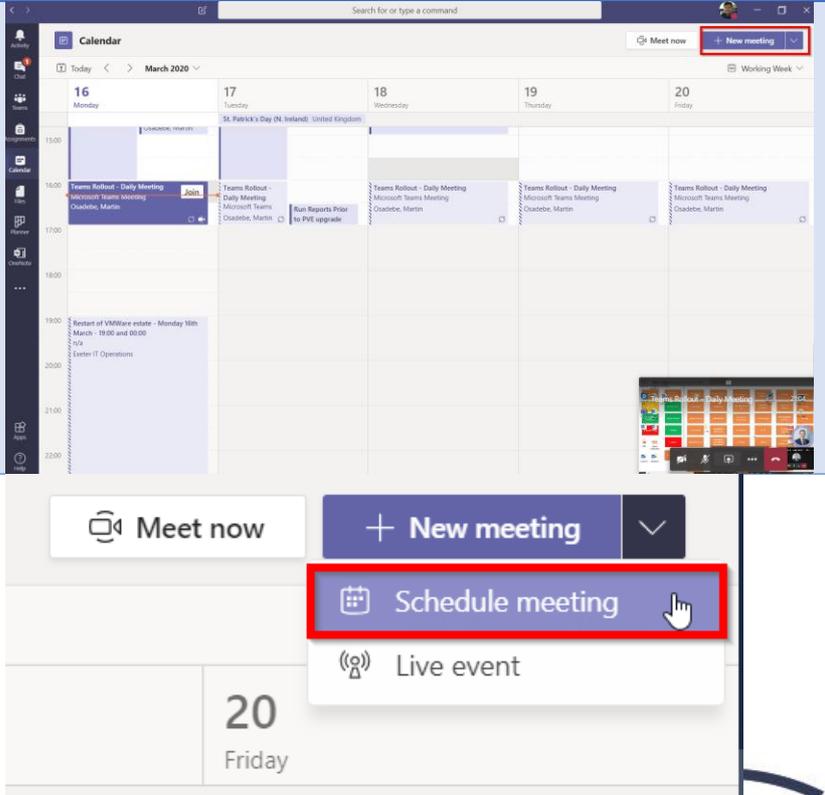
Open your Teams Client & Navigate to the Calendar Pane

Select the “New Meeting” Icon

OR

Select the Drop-Down menu next The icon.

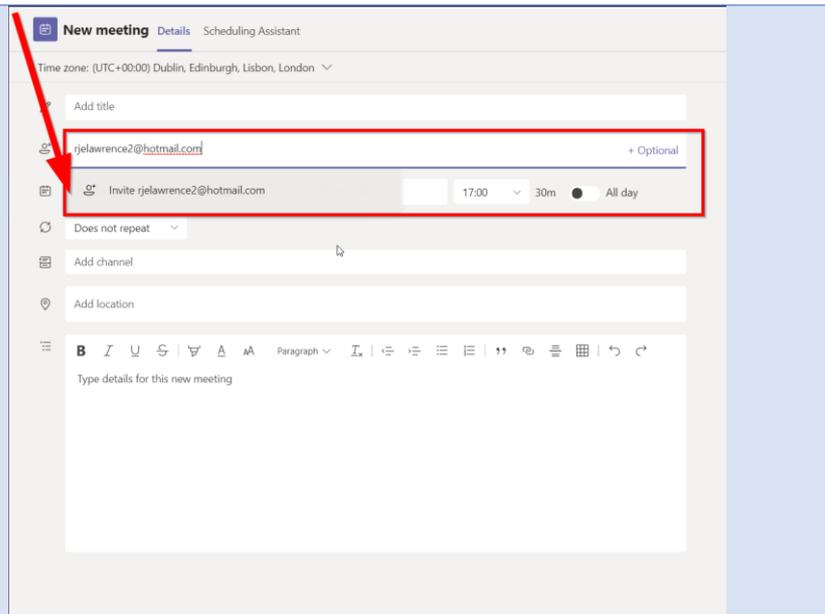
Select “Schedule Meeting” from the drop-down menu



Navigate to the Add Required Attendees dialog as per the image.

Enter the invitees full email address.

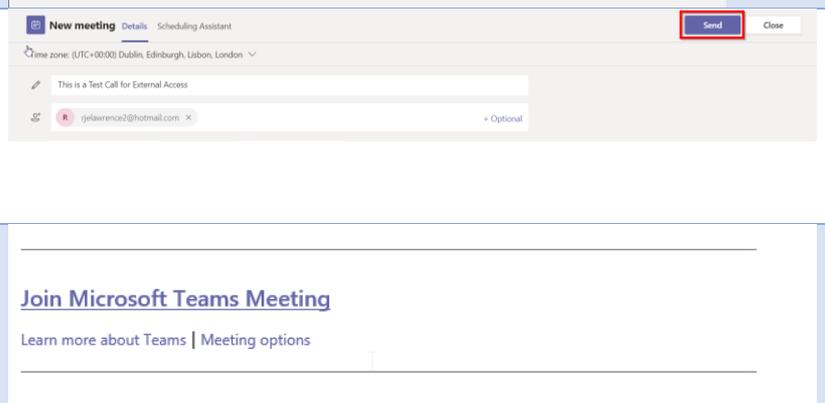
This should provide a message starting with "Invite (email address)"



Once you have entered all of the required attendees Select the "Send" Icon

They should now receive a calendar invitation with a Teams

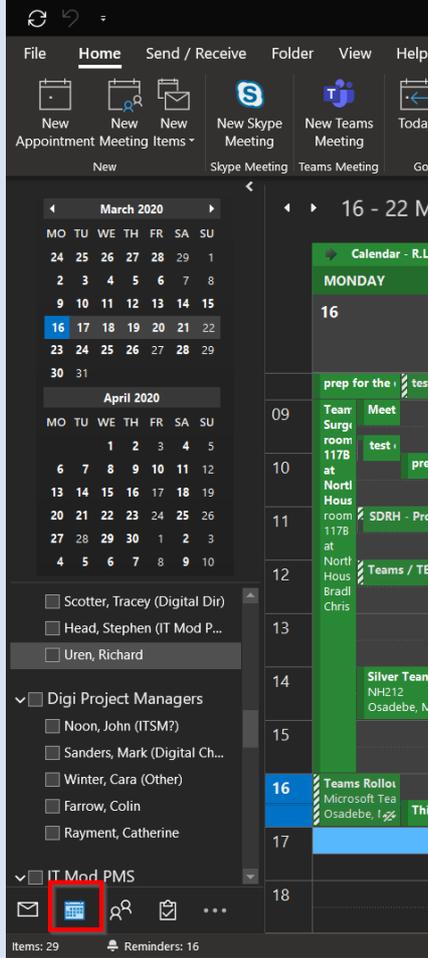
The External user should receive a Calendar Invitation with a "Join Microsoft Teams Meeting" Link



Using Outlook to setup the meeting **Requires Teams Desktop Client to be Installed**

Open your Outlook 2016 Client

Select the "Calendar" Icon as highlighted.

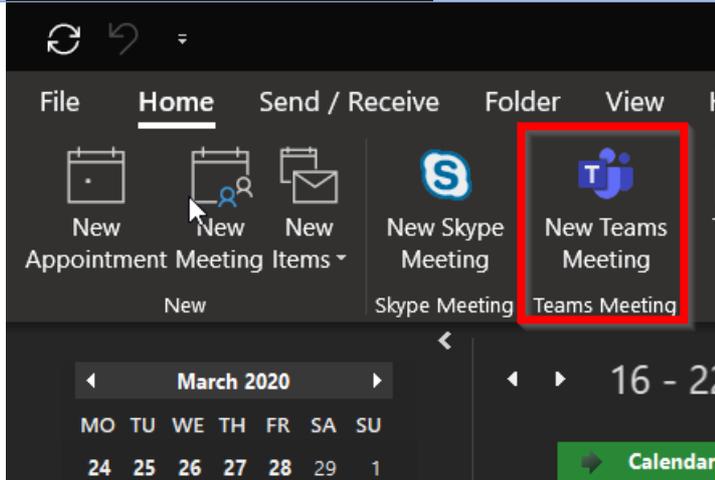


Via your Ribbon at the top of the screen

Select the "Home" Tab

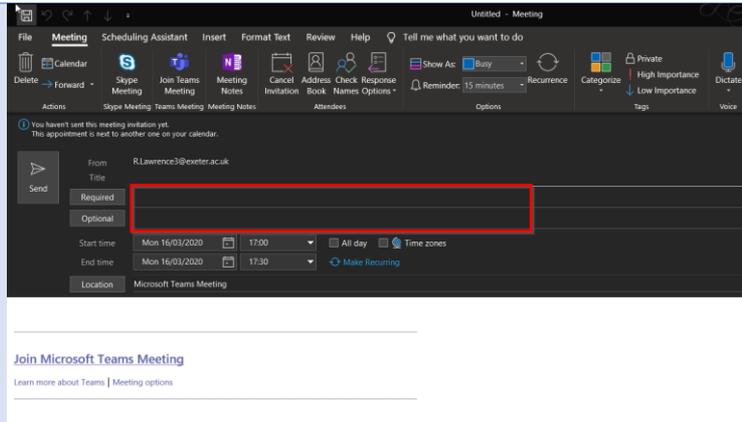
Select "New Teams Meeting"

(This should appear as the 4th or 5th Icon from the Left)

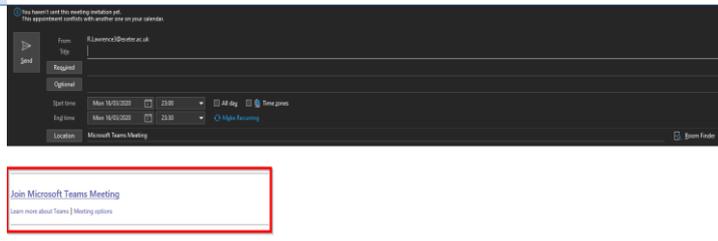


A Teams Calendar Invitation should now open in a new window.

Add the external users full email address into the Required or Optional Fields



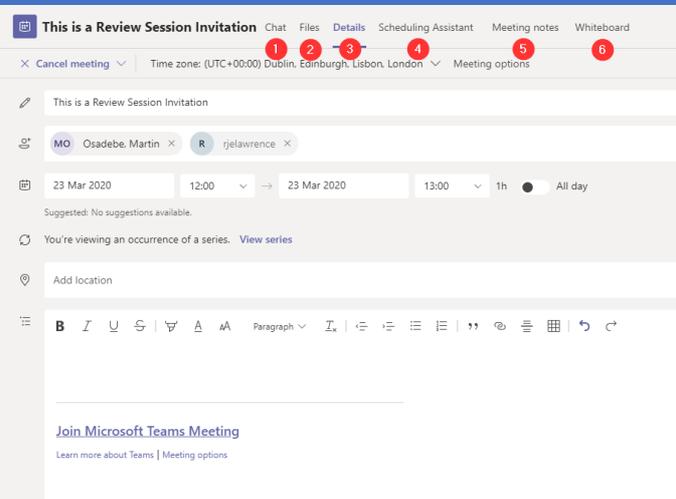
The External user should receive a Calendar Invitation with a “Join Microsoft Teams Meeting” Link



Optional Settings inside your VIVA Meeting

The Meeting Interface will provide you with the following options:

1. “Chat”
2. “Files”
3. “Details”
4. “Meeting Notes”
5. “Whiteboard”



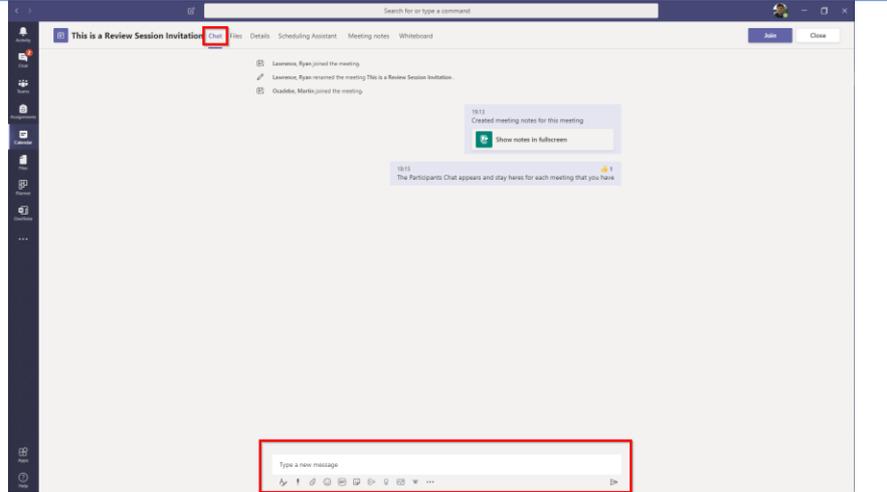
1. "Chat"

The chat window displays all conversations during & between meetings.

Invitees can post here outside of meetings to speak to all attendees and attach files.

2. "Files"

Any attached/shared during the meetings will appear here.



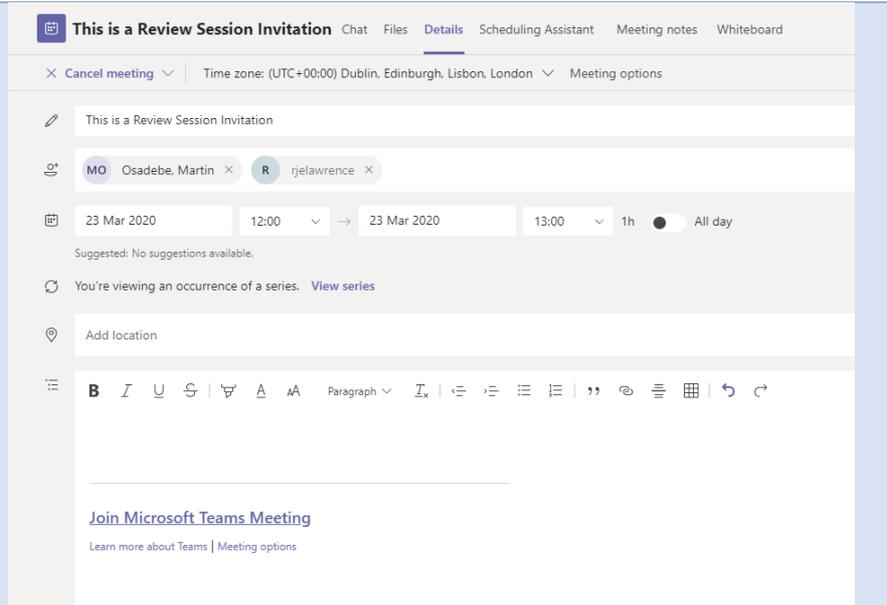
3. "Details"

This pane opens the calendar invitation in teams.

You can add/remove attendees

&

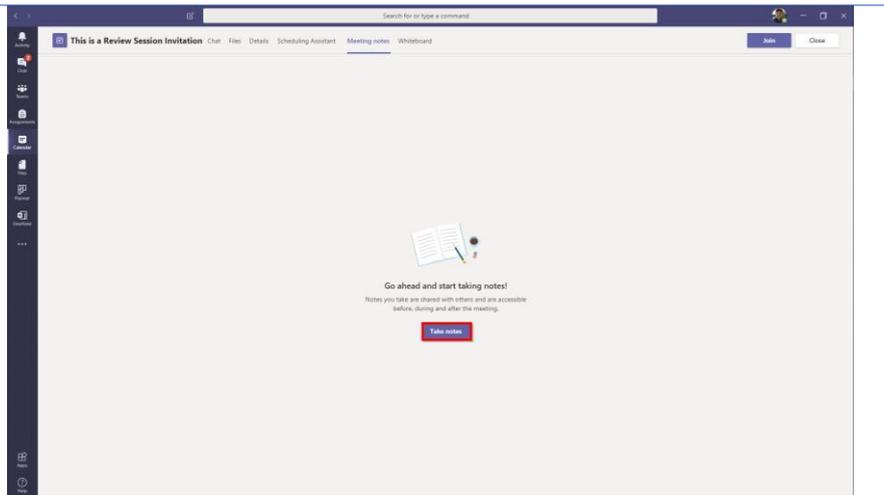
Select "Meeting Options" to control who can present during the meeting.



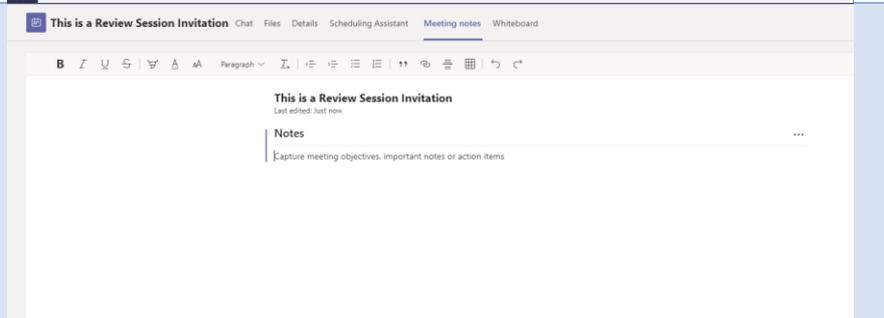
4. "Meeting Notes"

Clicking "Take Notes"

Creates a persistent Notes Page



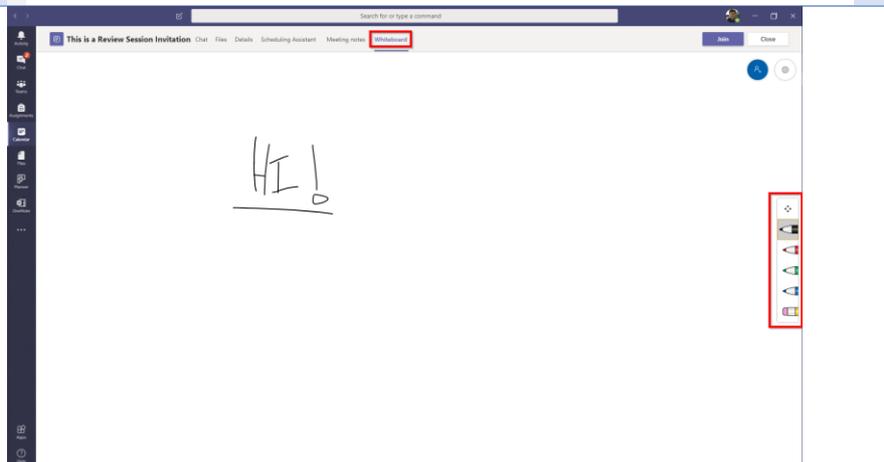
With the ability to create additional sections that track the date which the notes were recorded.



5. Whiteboard

Creates an accessible whiteboard that can be edited by multiple people at the same time.

This is especially useful for those using mobile devices during the meeting.

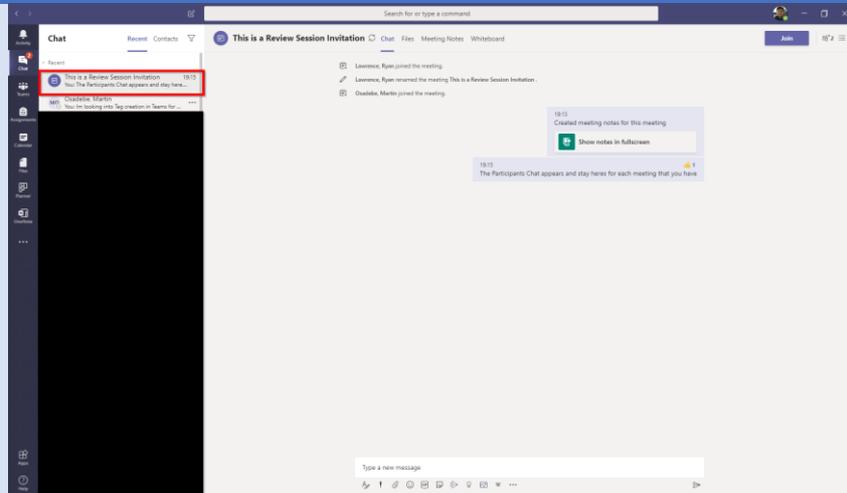


Tracking your Meeting in Chat

In the chat window you notice that the meeting/conversation will appear in your chat log with a Calendar Icon next to it.

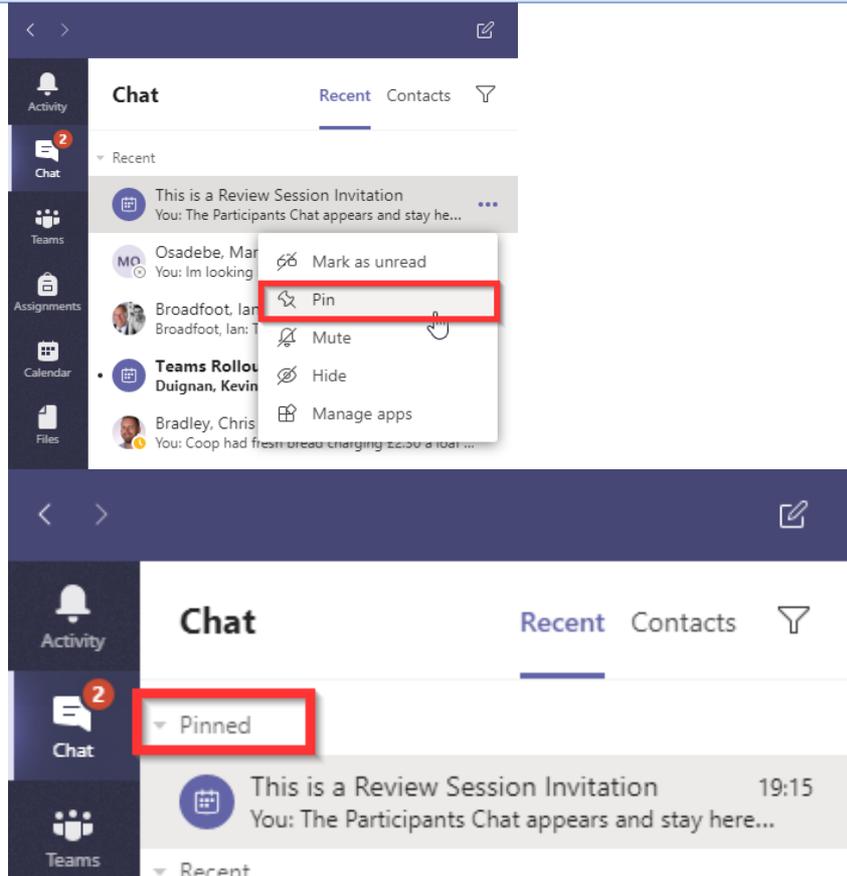
Selecting the “...” icon will give you the options of:

- Pin
- Mute
- Hide

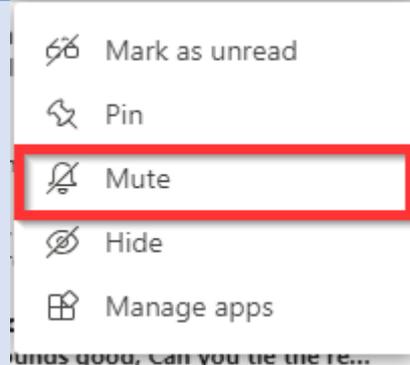


Pin

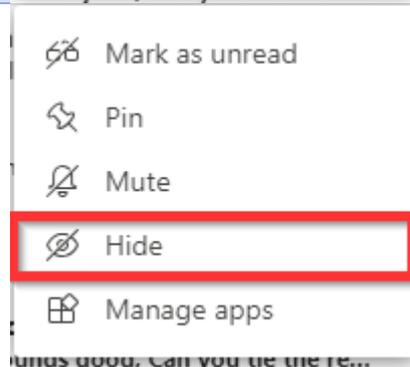
This option will force the Chat record to remain at the top of the log in a new drop down called Pinned



Selecting the “Mute” icon will stop the Teams client notifying you of messages or updates from this call.



Selecting “Hide” will remove the meeting from your log but not delete it.



Searching for Meetings & Chats

All meetings and chats can be searched for in the “command bar” at the top of the teams client

