

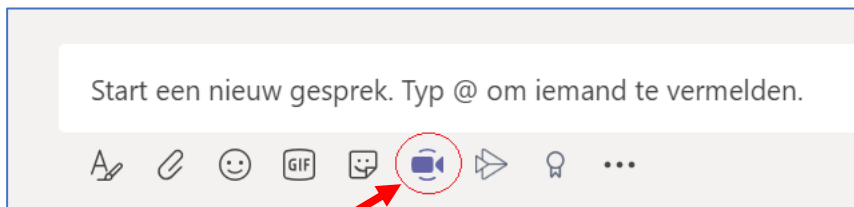
Videocalls in Teams:

Scenario 1: Videocalls without Calendarfunction

- Let the student know when the call will take place and that the meeting link will be sent a few minutes in advance on that particular day/time.
- Start a meeting in Teams on this day/time. Give the meeting a name that is easy recognizable. Also let fellow teachers know in what channel you will start the meeting.
- Fellow teachers and students will see the meeting in the particular team and join in.
- Copy the link to this meeting and sent this by email to external attendees if necessary. This link is only available when the meeting has already started.

Starting a meeting:

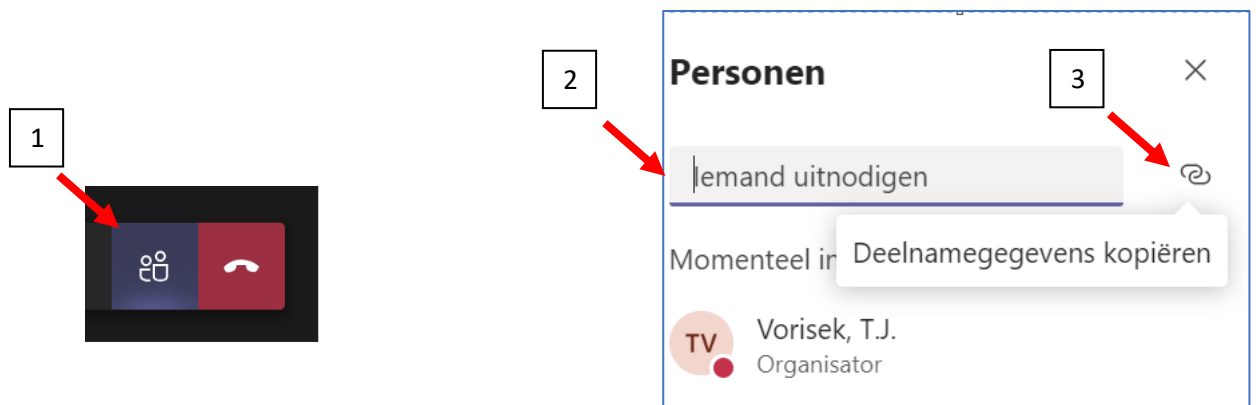
Go to the channel where you want to have the meeting and press the video-icon in the Teams channel where the meeting will take place:



Give the meeting a proper name and click on 'meet now'

Invite external attendee

Click on the participant icon (1) next to the red phone button and then click on the link icon (2) to invite students. Copy the link to invite external attendees (3). Once the link is copied you can paste this in a mail to the attendee.

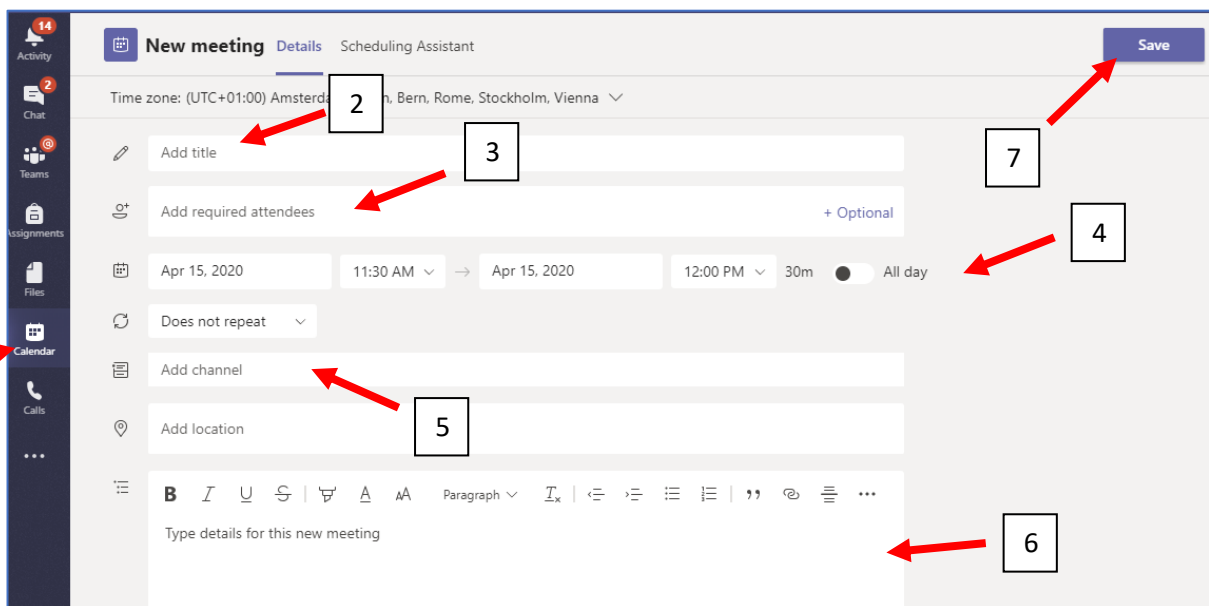


Scenario 2: Videocalls with Calendarfunction

- Plan the meeting with the Calendar button in Teams and fill in the email address of the students for the invite. You can of course also add the emails of your fellow teachers.
- On the day/time of the meeting, go to your calendar in Teams and click on the appointment to start the meeting.
- In case an external attendee entered the meeting before you, he/she will be put on hold before you're ready to have the meeting.
- In case the meeting time/day is changed in the calendar, candidates will receive these updates automatically when these are saved.

Plan a meeting:

Click on Calendar in Teams (1). Give the meeting a name (2), add attendees (3) (mail address candidate), choose date,time and duration (4), choose the channel for the meeting (5), add a description (optional) (6) click on save/send! (7):



Additional information:

- External attendees will need to use the webbrowser to join the meeting; preferably in Chrome (avoid Firefox and Edge)
- As organiser/host it's best to use the desktop app for a more stable connection.
- There are no break-out rooms for candidates when you need to discuss amongst yourselves. However, you can ask candidates to leave the meeting for a short moment. They can rejoin easily if they don't close the browser. You do have to text/email them to notify them though.