Microsoft Teams

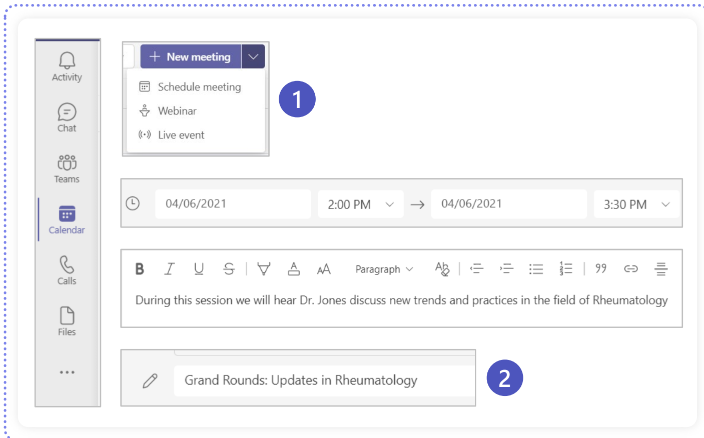
Microsoft

Quick start guide: Grand Rounds

1 Create and design a Teams webinar for Grand Rounds

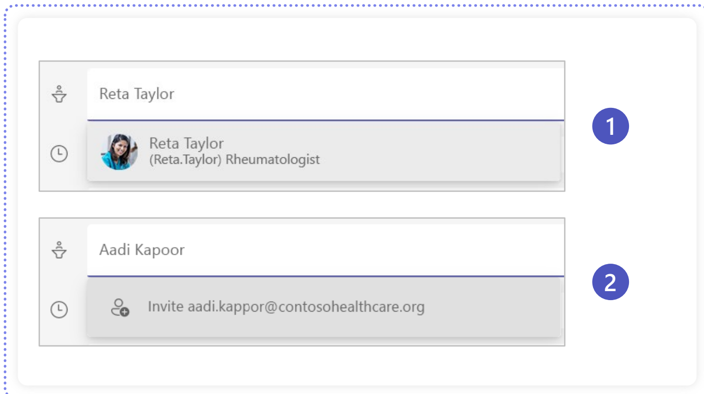
Create a webinar

1. In the top right-hand corner of your calendar, navigate to the **New meeting** tab and click the arrow to the right. Then select Webinar.
2. Make sure that the date and time are correct and give your event a title as well as a short description.



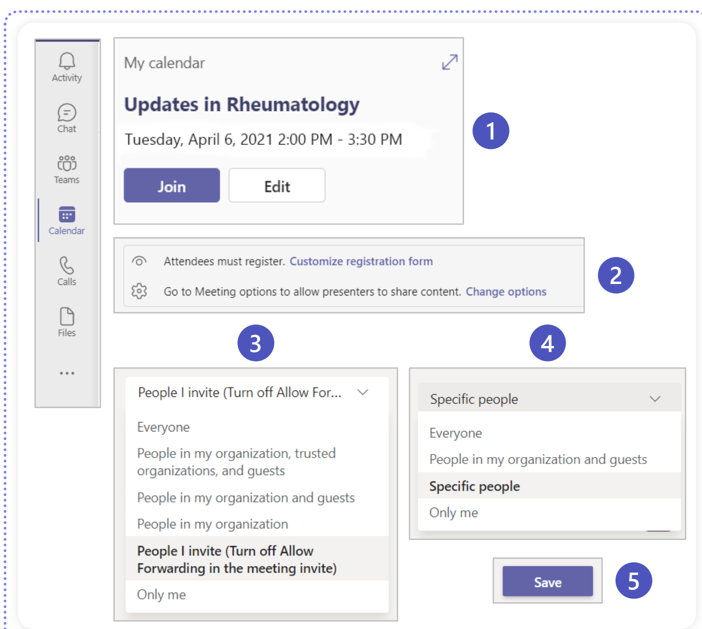
Add presenters

1. Invite people from your organization by simply typing their name and then selecting them from a drop-down menu.
2. For presenters outside your organization, type their email address to send them an invitation.



Managing meeting options

1. In your calendar, hover over the webinar and click **Edit**.
2. Navigate to the top of your screen and select **Change options**.
3. In this window, you can manage who can enter the meeting directly and who will wait in the lobby until you let them in.
4. You can also customize settings such as who can present and decide whether attendees can unmute themselves or display their videos.
5. Make sure to click **Save** before exiting this window.



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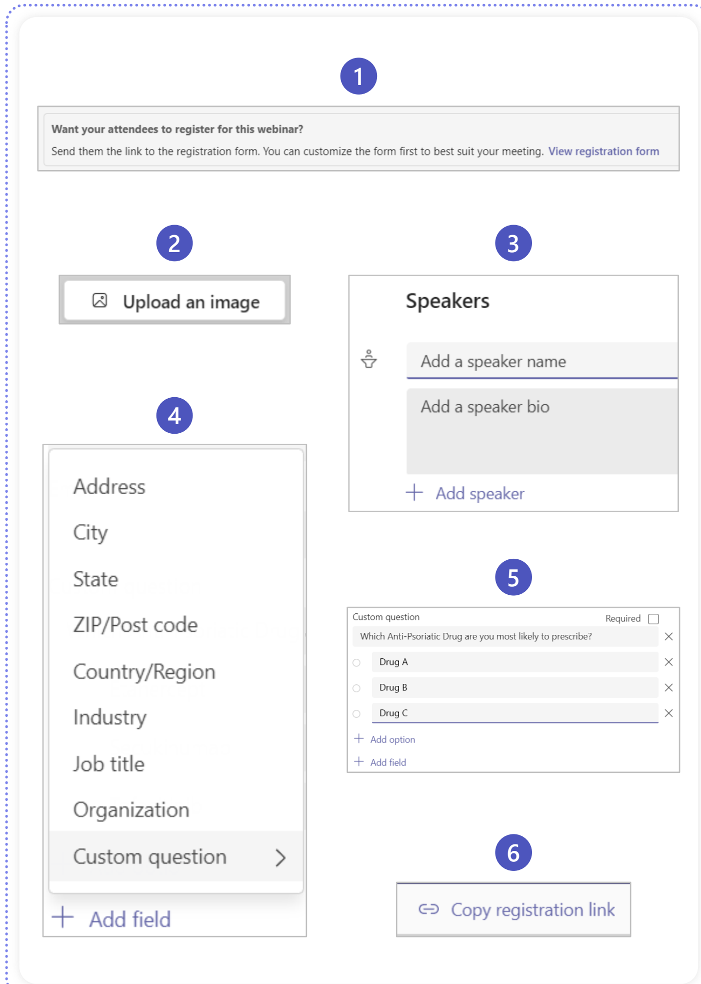
Create webinar invitations

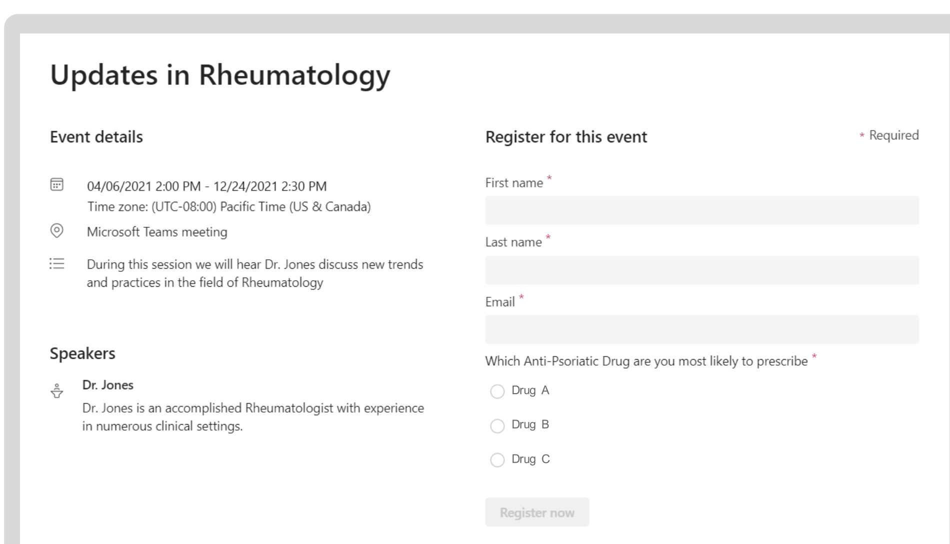
Invitations allow attendees to RSVP to your webinar. Through invitations, you can collect information from attendees before the webinar begins.

1. At the top of the webinar page, you can edit your registration form by selecting **View registration form**.
2. If you like, you can add a banner photo at the top of your screen.
3. At the bottom of the invitation page, you can add biographies for your speakers.
4. On the right side of your screen, you can add questions to gather information like Organization, Job title, or a Custom question. Make those questions required if you wish.
5. With the **Custom question** feature, you can tailor the wording of the question to align with your webinar.
6. When your invitation is complete, select **Copy registration link** in the upper left corner to send the link to attendees by Teams, email, or share it over social media or a website.



Attendee view

This is a preview of what attendees will see when they fill out the registration form through their browser of choice in advance of your Grand Rounds.



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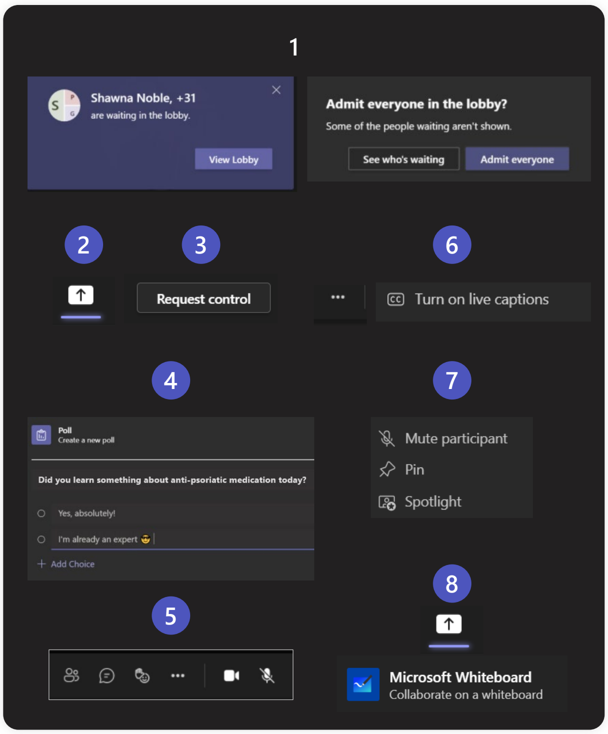
2 Execute Grand Rounds



1. As the organizer, when you enter the webinar by clicking **Join now**, your first task will be letting the attendees in. Select **View Lobby** and then **Admit everyone**.

2. To share content, simply click the **Share content** button at the top of your screen and then select the window you want to share. Experiment with different presenter modes to find out what best suits your grand rounds.

3. To switch between presenters, new presenters can click **Request control** to remotely control the slides on the screen. Alternatively, you can switch presenters if the initial presenter stops sharing and someone else starts.

4. Learn about how to create polls in your Grand Rounds webinar by clicking here.

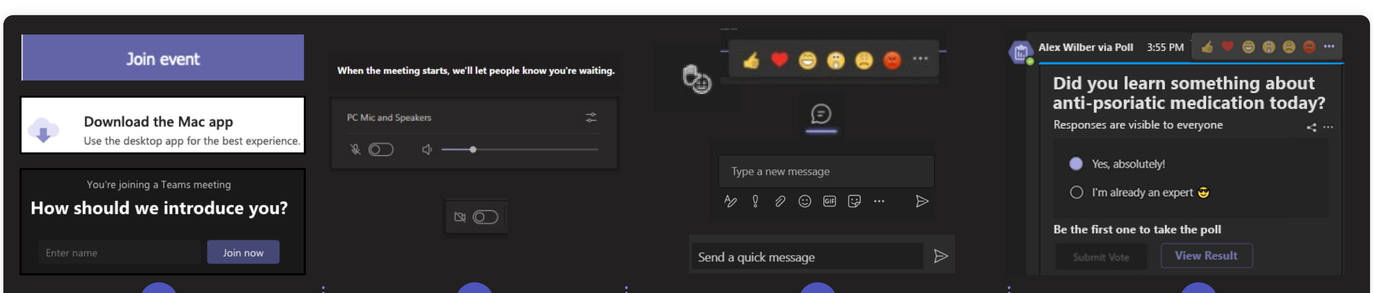
5. Presenters can **Mute** and **Unmute** attendees by hovering over the ellipses next to their name or disable attendee camera and mic all together. This can be altered at any time.

6. To add closed captioning to your webinar, simply click the ellipse at the top of your screen and select **Turn on live captions**.

7. Presenters can highlight important speakers with the **Spotlight** function. **Spotlight** can also be used for a panel discussion by selecting up to seven people to spotlight.

8. To use the **Whiteboard,** access it from your web browser and then share your screen.

Attendee view



1. After you register, you can join Grand Rounds by clicking **Join event** in your email. From there, download Teams and enter your name. If you want to join without downloading, click here to learn how.

2. When you enter the meeting, you will be in the lobby until the organizer lets you in. While in the lobby, configure your audio and video settings.

3. Click the emoji at the top right of your screen to raise your hand to get the organizers attention. Other emojis allow you to react to the content on the screen. The chat feature allows you to communicate with other attendees and presenters.

4. Once you submit your answer to the poll, you can view the results and react to it with emojis.

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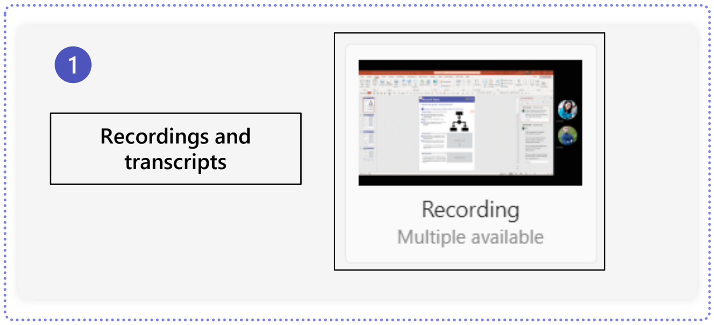
3 Measure participation

Upload recording to the web

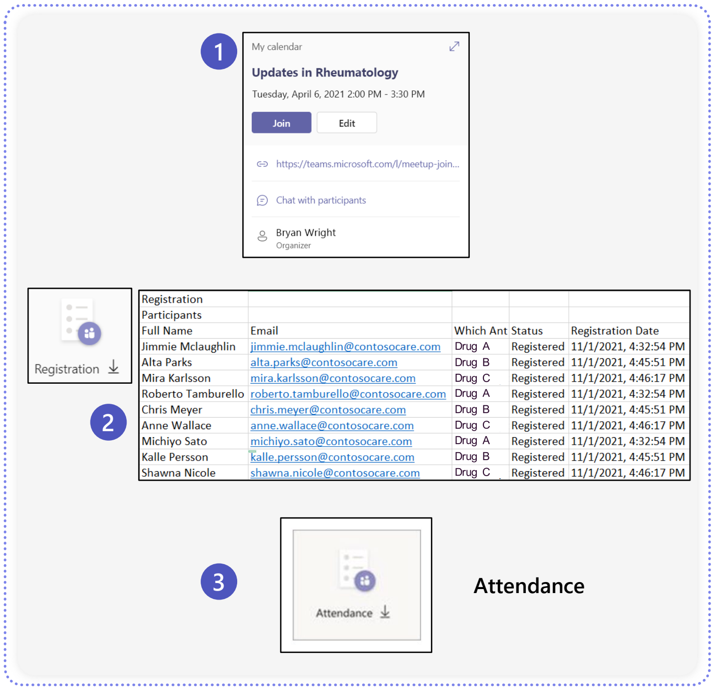
Once your Grand Rounds is complete, if you recorded the session a link will appear in the meeting chat as well as in your OneDrive.

1. Anyone with access to the chat can view the recording, but as the organizer you can download it and post it on your website, social media, or the video sharing platform of your choice. [Click here to learn more.]



Manage webinar data analytics

1. Before the webinar, access registration data by viewing the event in your calendar and downloading the registration report.
2. In this window, you can view answers to questions posed in the registration form in a CSV file.
3. After the webinar ends, hover over the event in your calendar and expand to enter the presenter view.
4. At the top of your screen, select **Attendance** to pull up the attendee report. With this report you can view attendance and interactions during your webinar.
5. Download the report to see who joined and for how long and leverage this information to validate attendance for **continuing education credits**.



Registration				
Participants				
Full Name	Email	Which Ant	Status	Registration Date
Jimmie Mclaughlin	jimmie.mclaughlin@contosocare.com	Drug A	Registered	11/1/2021, 4:32:54 PM
Alta Parks	alta.parks@contosocare.com	Drug B	Registered	11/1/2021, 4:45:51 PM
Mira Karlsson	mira.karlsson@contosocare.com	Drug C	Registered	11/1/2021, 4:46:17 PM
Roberto Tamburello	roberto.tamburello@contosocare.com	Drug A	Registered	11/1/2021, 4:32:54 PM
Chris Meyer	chris.meyer@contosocare.com	Drug B	Registered	11/1/2021, 4:45:51 PM
Anne Wallace	anne.wallace@contosocare.com	Drug C	Registered	11/1/2021, 4:46:17 PM
Michiyo Sato	michiyo.sato@contosocare.com	Drug A	Registered	11/1/2021, 4:32:54 PM
Kalle Persson	kalle.persson@contosocare.com	Drug B	Registered	11/1/2021, 4:45:51 PM
Shawna Nicole	shawna.nicole@contosocare.com	Drug C	Registered	11/1/2021, 4:46:17 PM

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